

TITLE: EMBEDDED CREDIT POLICY

1.0 Scope

1.1 This policy established procedures for the awarding of embedded credits at the secondary level in Gilmer, as authorized by WVBE Policy 2510: Assuring the Quality of Education: Regulations for Education Programs.

1.2 Section 5.4.f.1.B. *County boards of education are encouraged to establish policy which permits a student who masters the approved content standards for a credit bearing high school courses that are embedded within a second course to receive credit for both courses.*

1.3 Intent is that by utilizing embedded credit courses, students in Gilmer County will:

1.3 a have continued opportunities to complete both a rigorous academic and career technical education courses/concentrations, and;

1.3 b be prepared for college and career.

1.4 It should be clear that the intent of embedded credit is not to create a time-shortened high school experience but rather to provide opportunities for students to participate in advanced academic and/or career/technical education courses without having to choose one over the other.

2.0 Definitions:

2.1 *Embedded Credit Course* – incorporates content standards and objectives for an embedded credit from one credit bearing high school course into another (host) course(s) and allows students to earn credit for both.

2.2 *Embedded Credit* – the approved content standards and objectives for a credit bearing high school course that are embedded within a second course or courses to receive credit for both courses. Embedded credit does not allow for two courses in the same content area (e.g., Algebra II and Senior Math) to be embedded into one course.

2.3 Beginning the 2016-2017 school year, embedded credit was not to be transcribed for Transition Math for seniors or Transition English for seniors until after

the county benchmark is determined as per the appropriate and current assessment instrument determined by the Local Educational Agency.

- 2.3.a If students achieve the requisite benchmark, credit may be transcribed.
- 2.3.b If students **do not** achieve the requisite benchmark, credit **will not** be transcribed for the embedded course in which they are enrolled. Students will be required to participate in a remediation program to obtain credit. If students successfully complete the remediation program and score satisfactorily on the benchmark assessment, credit will be transcribed at the end of their senior year. Students will receive a grade of “I” (Incomplete) on their transcript until the remediation program is successfully completed.
- 2.3.c Students may be enrolled in a transition course during senior year or in a higher- level course.
- 2.3.d Students can elect to take a dual credit college course in addition to completing the embedded credit course, for the purpose of obtaining advanced high school credit as well as college credit. For example, students may receive credit for Senior Math through embedded credit, but may also elect to take dual credit College Algebra.

3.0 The following labs will contain embedded credit:

3.1 Transition ELA for seniors will be offered in:

- 3.1.a Law and Public Safety
- 3.1.b Therapeutic Services

3.2 Transition Math for seniors will be offered in:

- 3.2.a Automotive Technology
- 3.2.b Carpentry
- 3.2.c Welding

4.0 Awarding Credit: Credit will be awarded at the completion of the core classes where the credit is embedded. As stated previously, if students achieve the requisite benchmark, credit may be transcribed. If students **do not** achieve the requisite benchmark, credit **will not** be transcribed for the embedded course in which they are enrolled. Students will be required to participate in a remediation program to obtain credit. If students successfully complete the remediation program and score satisfactorily on the benchmark assessment, credit will be transcribed at the end of their senior year. Students will receive a grade of “I” (Incomplete) on their transcript until the remediation program is successfully completed.

4.1 Progress toward mastery will be reported every 9 weeks to the student and parents in the form of a report card grade. The teacher of record will co-plan with the Career –Technical Education instructor to identify assignments, which cover embedded content (ELA and Math). These assignments will then be graded based on standards from Transition English and/or Math and recorded by the teacher of record into the WVEIS. Each student will receive separate grades for identified assignments as well as separate final course grades. The standard grading scales as assigned by the state of West Virginia will be utilized for the purposes of awarding grades.

4.2 Gilmer County retains the prerogative to withdraw embedded credit approval based upon assessment results or other extraordinary circumstances which could warrant such a withdrawal.

5.0 **Limitations on Number of Embedded Credits:** Students may only earn one (1) unit of required graduation credit through embedded credit for each of the following areas: Transition English for seniors, transition math for seniors. Students may not earn more than two (2) credits through the embedded credit process.

6.0 **Academic Progress and Credit Recovery:** Students who fail to obtain embedded credit their junior year and who do not successfully complete the remediation process their senior year will not be given credit for the embedded class. Because credit for these courses may be required for graduation, students may not graduate. As a result, students would have to complete the courses via credit recovery during summer school in order to graduate. Students who are failing the embedded class at the conclusion of the first semester during their senior year will be referred back to Gilmer County High School for credit recovery opportunities.

7.0 **Participation in Statewide Assessment:** Students who participate in an embedded credit course that contains content associated with the state assessment of student learning shall participate in the state assessment.

8.0 ***The following documentation will need to accompany your Embedded Credit Policy for approval:***

8.0 a **Content Alignment Document:** Development of embedded credits/courses requires that teachers of both content areas determine alignment of the content standards and objectives from both content areas (attach copies of the following documents). It is possible to use a sequence of two or more courses to encompass sufficient standards and objectives.

8.0b Gilmer County must assure that any weak or non-alignment is clearly addressed in delivery of embedded credit. Therefore, it is the county's responsibility to inset the following proviso in their local policy:

8.1 *Students will receive high quality instruction that will allow them to work toward mastery on 100% of the content.*

8.2 *Standards and objectives for all embedded credit courses approved by the county and submitted for approval to the West Virginia Board of Education.*

9.0 **Please consider the following as you create your policy for embedded credit:**

9.1 **Delivery** – 80% of College and Career Readiness standards or career/technical content skills will be integrated into class time, while 20% of content standards will need to be addressed through additional time allotted for pull-out instruction, homework, extended projects, etc. Students will receive high quality instruction that will allow them to work toward mastery on 100% of the content standards and objectives for all embedded credit courses approved by the county and submitted for approval to the WVBE.

9.2 **Assessment** – Validation can be accomplished by an end-of-course assessment, portfolio, project-based performance assessment, or other methods as identified by the Gilmer County Board of Education for the student to demonstrate mastery of the embedded credit.

10.0 **Other Guidance Regarding Embedded Credit:**

10.1 Two courses in the same content area are not eligible for embedded credit.

10.1a For example, Math I Lab cannot be embedded into Math I because it is the same content; the purpose of Math I Lab is to allow students two class periods per day to master the concepts of Math I. These two courses were created to allow students extended time to master the content without losing a credit.

11.0 **Participation in Statewide Assessment** – students who participate in embedded credit courses that contain content that is assessed by the statewide assessment shall participate in the statewide assessment.

12.0 **Implication for Educator Evaluation** – when the embedded credit is an English or mathematics course, the results of the statewide assessment become part of the teacher evaluation for the teachers of the embedded credit course.

13.0 **Issue of Multi-County CTE Centers** – students who attend the Calhoun-Gilmer Career Center will have the opportunity to earn embedded credits based upon the Memorandum of Understanding between the Calhoun-Gilmer Career Center and Gilmer County.

14.0 **Highly Qualified Teacher be an issue will be utilized for awarding embedded credit**

- 14.1 Teachers appropriately certified in math and English will be utilized to offer instruction in embedded credit courses.
- 14.2 If only one teacher is involved in the delivery of the embedded credit course, the course must be carefully coded using the code “B” in the fifth (5th) digit of the WVEIS course code. For example, if the course is Health High School 9-12 (WVEIS course code 6909) and is being embedded in Health Sciences courses – use 6909 B and the WVEIS code for the appropriate health science courses. Please note that the use of the code “B” in the fifth digit of the course code would not allow the teacher to be considered HQ without being properly credentialed in both content areas. However, if two teachers are collaborating to deliver the embedded credit, it is very important that courses be properly entered into WVEIS to ensure the course is identified with a HQT and is documented on transcripts in such a way that it will be recognized by a two or four year college/university. In this situation, each teacher (both the health and the health sciences teacher) would be assigned the course code 6909 and the fifth (5th) digit “C” to indicate a collaborative embedded credit environment is occurring.

15.0 Communication with students and parents

- 15.1 Teachers will communicate as needed with the parent and student to inform them of course requirements, progress in the embedded course(s), assessments, as well as any other expectations associated with student performance in the class. Standard modalities of communication will be utilized, including but not limited to, emails, telephone calls, written correspondence, grade reports, etc.

Legal Authority: West Virginia Board of Education Policy 2510

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