

## \_\_\_\_\_ County Board of Education

**Scope.** To establish procedures for the awarding of embedded credits at the secondary level in \_\_\_\_\_ County, as authorized by West Virginia Board of Education (WVBE) Policy 2510: Assuring the Quality of Education: Regulations for Education Programs.

Appendix A: 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 course that are embedded within a second course to receive credit for both courses. If these embedded credit courses are used to meet graduation requirements, the county policy and alignment documentation must be reviewed by the West Virginia Department of Education (WVDE) and approved by the WVBE.

By implementing embedded credit courses, students in \_\_\_\_\_ County will 1) have continued opportunities to complete both a rigorous academic and career technical education courses/concentrations, and 2) be prepared for college and career by improving their achievement.

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.

**Authority.** West Virginia Board of Education Policy 2510: Assuring the Quality of Education: Regulations for Education Programs.

**Effective Date.** \_\_\_\_\_

### Definitions

Embedded Credit – incorporation of content standards for an embedded credit from one credit bearing high school course into another (host) course(s) and allows students to earn credit for both. Embedded credit does not allow for two courses in the same content area (e.g., Math III TR and Math IV TR) to be embedded into one course.

Host Course – the course students are enrolled in while earning embedded credit.

Original Course – the course for which students receive embedded credit at the completion of the host course(s).

### Eligibility and Responsibilities

Development of embedded credits, beyond currently approved courses, requires that both the CTE and content area teacher determine alignment of the content standards of each course.

The following documents must be attached for new courses:

- The course syllabi with enabling learning activities that reflect level of lesson plans, intellectual assignments, analysis and reflection needed for mastery of the content standards for the given courses.

- The alignment document showing a minimum of 80% alignment of the standards between the host course and original course to warrant the utilization of an embedded credit.
  - It is possible to use a sequence of two or more host courses to ensure at least 80% alignment of the standards.
- A list of all standards not aligned to the host course but are necessary to address in order to award the embedded credit.
- Documentation of how the missing original course standards will be addressed to allow mastery of all standards while enrolled in the host course (e.g., develop online modules; pullout class time, etc.).
- All students enrolled in embedded credit programs, must have a math or English teacher of record for the purpose of grade and credit assignment.

### Assessment, Grading, Diploma

Upon completion of the host course, students will receive credit for both the host course and original course.

Assessment and grading may be accomplished by an end-of-course assessment, portfolio, project-based assessment, or other methods for the student to demonstrate mastery of standards.

\_\_\_\_\_ County Schools will calculate the final original course grade by using the following method: \_\_\_\_\_.

Any embedded credit used for high school credit, regardless of the grade in which the course was taken, will be transcribed and calculated in the student's grade point average.

When a student is utilizing senior-level math or English embedded credit, the credit and grade will be transcribed in the students' senior year.

### Embedded Credit at Multi-County CTE Centers

Students who attend multi-county CTE centers will have the opportunity to earn embedded credits in participating counties based upon the Memorandum of Understanding between the multi-county center and the participating counties.

### Embedded Credit at Comprehensive High Schools

\_\_\_\_\_ County students attending comprehensive high schools have the opportunity to earn embedded credits by completing the appropriate CTE Program of Study and successful completion of a virtual math or English embedded credit supplemental course or other appropriate supplemental math or English instructional program.