

Section: **INSTRUCTION**

Procedure Title: **Equivalency Credit for Career and Technical Education Courses (CTE)**

### **The Equivalency Committee**

The Equivalency Committee will be responsible for decisions regarding course equivalencies for Career and Technical Education and core academic courses, and will be comprised of:

- Director of Teaching and Learning
- Principal or Assistant Principal
- Director of College, Career and Technical Education (CTE)
- High School Counselor
- Core Academic Subject Area Teacher (specific to the requested equivalency)
- Instructor for the CTE program requesting equivalency

### **The Approved Equivalency List**

The Equivalency Committee will annually review and publish a list of approved core academic and Career and Technical education equivalencies that may be used to satisfy school district graduation requirements. This list will be published in the course catalogs each school year and will be developed in accordance with the following guidelines.

1. Updates to the Approved Equivalency list will be made in accordance with the Criteria for Determining Course Equivalency section of Equivalency Credit Toolkit provided by OSPI and the process outlined below.
2. Deletions of course equivalencies from the equivalency list will apply only to the following year's freshman and sophomore students. Students who will be juniors and seniors the year following publishing of the deletions will be allowed to finish high school under previously published equivalencies.
3. Additions of course equivalencies from the equivalency list will apply to all students for the following school year.

### **Process for Evaluation and Determining Course Equivalencies**

#### **Step 1 – Building Request for Equivalency Evaluation**

- A. There will be two submission opportunities. The spring deadline is May 15. The fall deadline is October 31. Teachers are encouraged to submit in the spring to allow ample opportunity to address any gaps and resubmit in the fall
- B. Teacher(s) will submit request for equivalency documents, course curriculum framework, sample assessments and any other supporting documents to their department head and then to the building principal for their signatures and comments.
- C. The principal will submit the requests to the Equivalency Committee for review.

#### **Step 2 – Initial Evaluation: Screening of Request:**

- A. For all equivalency requests, the equivalency committee will:

1. Identify the criteria required for equivalency as specified in “Process for Evaluating and Determining Course Equivalences” section of these procedures.
  2. Review the course syllabus and curriculum framework to determine if required EALR’s/GLE/CCSS and other criteria are evident in these written materials.
  3. Review course assessments to determine if students are demonstrating the required EALR’s/GLE/CCSS for equivalency.
- B. The committee will determine whether the course meets equivalency criteria for spring requests by June 30 or November 30 for fall requests. The committee will make one of the following decisions during the Initial Evaluation regarding the equivalency request:
1. Meets Standard for Equivalency – course will be listed as an equivalency in the course guide for the following school year.
  2. Does Not Meet Standard for Equivalency – any feedback is given regarding gaps and area that need to be addressed if an equivalency is to be requested again.

**Step 3: Secondary Evaluation (for courses that did not meet standard in the June or November Initial Evaluations):**

- A. If the course did not meet standard for equivalency, the teacher(s) will have an opportunity to address the gaps and request another evaluation. These will be presented with the next cycle of evaluations, either May 15 or October 31.

**Step 4: Updating the Kelso District-Approved Equivalency List:**

A. The approved list will be published by the committee on the high school website by June 30 and December 15 of the school year. The approved list as of December 15 will be published in the district’s course catalog and will apply to the following school year. Deletion of equivalencies will apply only to the following year’s freshman students. Students who will be sophomores, juniors and seniors that following year will be allowed to use the previously published equivalencies.

Adopted: April 26, 2010  
Revised: August 18, 2014