

## MEMORANDUM SRS-480

To: School Board Members

FROM: Office of the Superintendent

DATE: January 15, 2009

SUBJECT: School Board 6182 and 6184 Policy Additions

At the December Board Meeting Board Policies 6182 and 6184 were approved in First Reading. These are additions to the current Board Policy Manual.

District High School students have had the opportunity to participate in credit recovery Correspondence Courses and several University level courses in the past. However, during conversations with Bristol Bay Economic Development Corp (BBEDC) regarding funding for students to take dual credit university courses, it became apparent that the District did not have a formal "Dual Credit" policy in place. In order for BBEDC to pay college tuition fees for students, the district needs a written policy/procedure to be documented.

The included Board Policies 6182 and 6184 were obtained from AASB on November 20, 2008 and were formatted to be included in the District's Board Policy Manual.

**RECOMMENDED ACTION: Motion to approve Board Policy (BP) 6182 and 6184 in SECOND and FINAL READING as presented.**

**CORRESPONDENCE STUDY PROGRAM**

Note: Pursuant to AS 14.30.010, a student may be exempt from compulsory attendance if enrolled in a state-approved correspondence study program. Effective July 1998, the Alaska Department of Education and Early Development developed mandatory procedures relating to district-operated correspondence schools that enroll students from outside the district. All districts enrolling non-resident students are required to enter into cooperative arrangements with the district where the non-resident student resides, as required by AS 14.14.110. The cooperative arrangement begins with notice from the enrolling district to the district of residence, which shall include the name, address, social security number, and percentage of full-time equivalency for each student enrolled. Districts that enroll non-resident students who require special education and related services shall enroll each student through an individualized cooperation agreement with the resident district. This agreement shall include the plan of services to be provided to the child, the identification of IEP team members from all districts, if applicable, and a description of the manner in which the enrolling district teachers will participate as a member of the IEP team. The plan and cooperation agreement must include the identification of the child in a manner that complies with confidentiality requirements. In 2000, the definition of "correspondence study" was revised to reflect that charter schools can be correspondence programs, and home school assistance programs are considered correspondence programs, for purposes of public school funding.

Note: The following sample policy may be revised or deleted to reflect district philosophy and needs.

The board recognizes that some students may benefit from an educational program other than the regular school program. The Superintendent or designee may approve participation in a correspondence study program when a student's needs can be best met outside of regular classroom instruction and an educational plan for such study is agreed upon and approved by the student's parent/guardian. If the student desires to enroll in a correspondence program offered by the state or another school district in Alaska, a cooperative arrangement will be entered into as required by law.

Legal Reference:ALASKA STATUTES14.14.110 – Cooperation with other districts14.17.041 – Elementary and secondary instructional units14.30.010 – When attendance compulsoryALASKA ADMINISTRATIVE CODE4 AAC 33.030 – Enrollment in state centralized correspondence study programs4 AAC 33.410-.490 – Statewide correspondence study programs4 AAC 09.040 – Counting of correspondence students and part-time public school students4 AAC 09.990 – DefinitionsAdded 12/2008**SOUTHWEST REGION SCHOOL DISTRICT****Reviewed: December 17, 2008****Adopted:**

**DISTANCE LEARNING/DUAL CREDIT ALTERNATIVE CREDIT OPTIONS**

Note: The following optional policy is for use by districts that authorize virtual/online courses as an alternative credit option.

Students may earn academic credit to be applied toward graduation requirements by completing courses offered through agencies approved by the District. Credit from a course may be earned only in the following circumstances:

1. The course is not currently offered at the school;
2. Although the course is offered at the school, the student will not be able to take it due to a scheduling conflict;
3. The course will serve as a supplement to extended homebound instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. The student's parents/guardians with consultation with teachers, school counselor, and the site administrator, determines the student requires a differentiated or accelerated learning environment.

Students taking such courses must be enrolled in the District.

Students applying for permission to take an alternative credit course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an alternative learning environment. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an alternative course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Students taking alternative courses shall comply with all school rules, including student rights and responsibilities.

(cf. 6143 – Courses of Study)

(cf. 6146.1 – High School Graduation Requirements)

(cf. 6161.4 – Internet)

Added 12/08

**SOUTHWEST REGION SCHOOL DISTRICT**

**Reviewed: December 17, 2008**

**Adopted:**

**DISTANCE LEARNING/DUAL CREDIT ALTERNATIVE CREDIT OPTIONS****Approved Institutions**

Accredited College or Universities, including, but not limited to:

UAF – Bristol Bay Campus

**Dual Credit**

Students may take college courses while still in high school through an accredited college or university. Students who complete college-level courses with a grade of C or better may receive high school credit for such courses. These alternative courses may be used for required and or elective classes, upon approval of the site administrator. Graduation requirements are not to be supplanted by an equivalent college course, if the district's approved course is available at the school. College courses may earn high school credit as follows:

1.0 to 1.4 college semester credits = 0.25 high school credit

1.5 to 2.9 college semester credits = 0.50 high school credit

3.0 to 4.0 college semester credits = 1.00 high school credit

College courses accepted by the site administrator for dual credit may be weighted if they are in core subject areas (Language Arts, Mathematics, Science, Social Studies) or through the course description and syllabus prove to be college-level and meet or exceed the required high school curriculum. The grades will be recorded so a college C receives 3.0 Grade Points, a college B receives 4.0 Grade Points, and a college A receives 5.0 Grade Points. All other dual-credit courses will be computed in the traditional fashion (A=4.0, B=3.0, C=2.0).

**DISTANCE LEARNING/DUAL CREDIT ALTERNATIVE CREDIT OPTIONS**

**VIRTUAL/ONLINE/DUAL CREDIT ALTERNATIVE CREDIT OPTIONS**

Student's Name _____				
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____				
	Mailing	City	State	Zip
School _____			Grade Level _____	

In accordance with policies BP 6182 and BP 6184, the above named student requests prior approval for taking the following correspondence or alternative credit option course(s).

Course(s) requested: \_\_\_\_\_

- Correspondence Course
- Virtual/Online/Dual Credit Course

From what source \_\_\_\_\_

Total number of credits anticipated: \_\_\_\_\_

Reason for taking this course:

- Graduation with class
- Enrichment/Elective
- Course not available within the District
- Simultaneous high school/college credit
- Other, \_\_\_\_\_

I recommend this student be permitted to take the requested course(s) for credit toward high school graduation.

\_\_\_\_\_  
*Principal/designee's Signature* \_\_\_\_\_  
*Date*

I understand that it is my responsibility to submit an official transcript of my grade to the school by the date specified by the counselor in order to receive credit toward graduation.

\_\_\_\_\_  
*Student's Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature* \_\_\_\_\_  
*Date*

Number of credits earned \_\_\_\_\_  
Date grade received \_\_\_\_\_

\_\_\_\_\_  
*Principal/designee's Signature* \_\_\_\_\_  
*Date*