

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

124-AR. ALTERNATIVE INSTRUCTION COURSES

Application

Students applying for permission to take a summer school course, correspondence course, distance education, or online course or participate in dual enrollment for credit towards graduation requirements must submit a written request and the required documentation to the building principal prior to beginning the course.

Each student must submit a course syllabus, including prerequisites; specific learning goals and activities; student evaluation criteria; and teacher responsibilities, for review by the principal before a course is approved.

Each student must document completion of all prerequisites.

Each student must provide teacher or counselor recommendations to confirm the student possess the maturity level necessary to function effectively in an alternative instruction environment.

Administrative Review/Approval

The building principal will review each student application and the submitted documentation.

Approval of a course will be based on the course content and rigor; its length and scope; the methods of assessing knowledge acquired by the student; qualifications of the instructor; and other relevant factors.

Prior to approving student participation in an alternative instruction course, the principal will verify through submitted documentation that the following are being adhered to by the provider:

1. Curriculum is in compliance with state and local academic standards.
2. Instruction is delivered by staff licensed in the state where the course originates.
3. Methods for providing feedback and monitoring student progress are established.
4. Confidentiality of student record information is maintained throughout the process.

The principal may assign a teacher to monitor student progress, grading of assignments, and testing.

Student Participation

Students earning credit for alternative instruction courses must participate in all required assessments, and students will be required to meet all applicable academic standards.

Credit for the course is not recognized until an official record for the final grade has been submitted to the principal or designee, with feedback from the alternative instruction instructor.

Students may be limited as to the number of alternative instruction credits that apply toward credit for graduation requirements.

Students who violate Board policy or engage in any activity prohibited by Board policy, administrative regulations or district rules are subject to disciplinary action.

Correspondence Courses

A student enrolled in a correspondence course can receive credit for work completed, provided:

1. The course is provided by an accredited institution.
2. The student assumes responsibility for all fees, including tuition and textbooks.
3. The principal approves the course in advance.

Distance Education

A student enrolled in a distance education course can receive credit for work completed, provided:

1. The course is provided by an approved institution.
2. The course is not offered by the school district.
3. The course is not an alternative to any course offered in the district.
4. The student assumes responsibility for all fees, including tuition and textbooks.
5. The principal approves the course in advance.

Online Courses

A student enrolled in an online course can receive credit for work completed, provided:

1. The course is provided by an accredited institution.
2. The course is not offered by the school district.
3. The course is not an alternative to any course offered in the district, except when taken to earn credit for a failed course.
4. The student assumes responsibility for all fees, including tuition and textbooks.
5. The building principal approves the course in advance.

Dual Enrollment

A student participating in dual enrollment can concurrently enroll in postsecondary courses and receive both secondary and postsecondary credit for that coursework, provided:

1. The course is non-remedial.
2. The course is offered in a core academic subject, to include: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. Postsecondary courses such as psychology and sociology are allowable as a social science.
3. The course must be identical to that offered to postsecondary students when secondary students are not enrolled, including the use of an identical curriculum, assessments and instructional materials.
4. The course must enforce prerequisite coursework requirements in the same manner as when secondary students are not enrolled.

A student cannot enroll in more than twenty-four (24) postsecondary credits in any school year.