

STUDENTS**External and Online Credit Options for Manchester Graduation Requirements Policy**

In 21st Century Learning, the Manchester Board of Education recognizes that many learning experiences are available outside the Manchester High School curriculum that will contribute to a student's overall education.

Only courses taken in grades nine through twelve, inclusive, shall satisfy Manchester's graduation requirement, except when students earn external or online credits in accordance with the administrative guidelines and procedures developed to implement this policy.

Online courses may be part of this District's educational program delivery system to increase accessibility and flexibility to a wider variety of instructional opportunities.

Reference: Connecticut General Statutes

Sec. 10-221a. High school graduation requirements.

Sec. 10-223. Basic skills necessary for graduation; assessment process.

Sec. 10-223g. Online credit recovery program

Sec. 10-5a. Educational technology and high school graduation requirements.

Sec. 10-5C Board examination series pilot program.

4012 Section 504

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Adopted: November 12, 1991x

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STUDENTS**External and Online Credit Options for Manchester Graduation Requirements
Administrative Guideline (1)**

I. Definitions

- A. Online learning (also cyber learning, e-learning, and virtual learning) - Education in which instruction and content are delivered primarily over the Internet; online learning is a form of distance learning. The term does not include print-based correspondence education, broadcast television or radio, audiocassettes, and stand-alone educational software programs that do not have a significant Internet-based instructional component. [From *A National Primer on K-12 Online Learning* October 2010 International Association for K-12 Online Learning (iNACOL)].
- B- External credit – Credit earned in a course in which the instruction and evaluation is completed by someone other than a Manchester High School teacher. For the purposes of these administrative guidelines, Community Service and Independent Study are included as external credit options.

II. External and Online Credit Options - Only courses taken in grades nine through twelve, inclusive, shall satisfy Manchester's graduation requirement, except a student may be granted credit toward meeting high school graduation requirements upon:

- A. The successful completion in grade seven or eight of any course, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve, inclusive.
- B. The successful completion of a world language course (A) in grade six, seven or eight, (B) through online coursework, or (C) offered privately through a nonprofit provider, provided such student achieves a passing grade on an examination prescribed, within available appropriations, by the Commissioner of Education and such credits do not exceed four.
- C. Achievement of a passing grade on a subject area proficiency examination identified and approved, within available appropriations, by the Commissioner of Education, regardless of the number of hours the student spent in a public school classroom learning such subject matter.
- D. The successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. One three-credit semester course, or its equivalent, at such an institution shall equal one-half credit for purposes of this section.
- E. The successful completion of online coursework, provided, at a minimum, the-online coursework-meets the following criteria:
 - 1. The workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting.
 - 2. The content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate.
 - 3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs.

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4. The program of instruction for such online coursework is planned, ongoing and systematic.
 5. The courses are
 - a. Taught by teachers who are certified in the state or another state and have received training on teaching in an online environment, or
 - b. Offered by institutions of higher education that are accredited by the Department of Higher Education or regionally accredited.
- F. The successful completion of the board examination series pursuant to Connecticut State Statute Section 10-5c.
- G. The successful completion of special vocational courses at an accredited technical or business school.
- H. The successful completion of career-related courses at an approved proprietary school.
- I. The successful completion of summer school courses at an accredited high school other than MHS.
- J. The successful completion of an approved Independent Study.
- K. The successful completion of up to one one-half credit of community service supervised by a certified school administrator or teacher consisting of not less than fifty hours of actual service that may be performed at times when school is not regularly in session and not less than ten hours of related classroom instruction. For purposes of this provision, community service does not include partisan political activities.
- L. The successful completion of external or online credit to advance the mathematics sequence.
- M. The successful completion of external or online English credit for early graduation.
- III. Mandated Online Credit Recovery Program - If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an online credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete online District-approved coursework toward meeting high school graduation requirements. The District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.
- IV. Mandated Student Support and Remedial Services - Commencing with classes graduating in 2020, and for each graduating class thereafter, the Manchester Board of Education shall provide adequate student support and remedial services for students beginning in grade seven. Such student support and remedial services shall provide alternate means for a student to complete any of the high school graduation requirements or end of the school year examinations described in Connecticut State Statute Sec. 10-221a (c). If such student is unable to satisfactorily complete any of the required courses or exams. Such student support and remedial services shall include, but not be limited to allowing students:

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- A. To retake courses in summer school or through an online course.
 - B. To enroll in a class offered at a constituent unit of the state system of higher education.
 - C. Who received a failing score, as determined by the Commissioner of Education, on an end of the school year exam in any of the five core courses, to take an alternate form of the exam.
 - D. Whose individualized education plans state that such students are eligible for an alternate assessment to demonstrate competency on any of the five core courses through success on such alternate assessment.
- V. Prior Approval Requirements for External and Online Credit Options
- A. The following external and online credit options do not require prior approval:
 - 1. Courses completed in Grades 7 or 8 which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve.
 - 2. World language courses completed in grade six, seven or eight provided such student achieves a passing grade on an examination prescribed, within available appropriations, by the Commissioner of Education.
 - 3. Credit by successful completion of board exams pursuant to Connecticut State Statute Section 10-5c.
 - B. External and online credit options requiring written approval of the high school Principal
 - 1. The following external and online credit options require written approval of the high school Principal in accordance with these administrative guidelines and the procedures/forms that implement these administrative guidelines before the student registers for or begins the educational activity:
 - a. Online credit enrichment courses identified by the district that are not offered at Manchester High.
 - b. Online credit courses offered at Manchester High that could not be scheduled for a student.
 - c. World language courses completed through online coursework, or offered privately through a nonprofit provider provided such student achieves a passing grade on an examination prescribed, within available appropriations, by the Commissioner of Education.
 - d. Online credit courses mandated by state statute to be offered for credit recovery.
 - e. Online credit courses, summer school courses, or courses at constituent unit of the state system of higher education mandated by state statute to be offered for support and remedial services.
 - f. Coursework at an institution accredited by the Department of Higher Education.
 - g. Career-related courses completed at an approved proprietary schools.
 - h. Special vocational courses completed at an accredited technical or business school.
 - i. Summer school courses completed at an accredited high school other than MHS.

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- j. Independent Study
 - k. Community Service
 - l. External or online credit to advance the math sequence
 - m. External or online English credit for early graduation
2. For these external and online credit options, students must obtain a recommendation from the high school department's Curriculum and Instructional Leader and from the Guidance Director before submitting the application for external credit to the office of the high school Principal. If the application proposes that the school system will fund any costs, the administrator responsible for the funding budget must approve the proposed expenditure and record the budget codes on the application before the application is considered for approval by the high school Principal. Applications for prior approval of external and online credit options may be obtained from the guidance department.
- B. External and online credit option requiring written approval of the Director of Pupil Personnel Services
1. External or online credit courses offered as an alternate method of education for students who are expelled, students receiving homebound or hospitalized instruction, students with disabilities, or students with a Section 504 plan require written approval of the Director of Pupil Personnel Services. Such approval shall be in accordance with these administrative guidelines and the procedures/forms that implement these administrative guidelines. Such approval must be obtained before the student registers for or begins the educational activity.
 2. For these external and online credit options, students must obtain a recommendation from the high school department's Curriculum and Instructional Leader and from the Guidance Director before submitting the application for external credit to the Director of Pupil Personnel Services. If the Director of Pupil Personnel Services approves the proposed expenditure and application, she/he will record the budget codes of any funding budget on the application. When appropriate, the application will be referred to a PPT meeting or a Section 504 planning meeting. Applications for prior approval of external and online credit options may be obtained from the guidance department.

VI. Payment of Fees for External and Online Credit Options

- A. The Board shall pay the fees for external and online credit options:
1. Mandated by state statute for credit recovery,
 2. Mandated by state statute for support and remedial services, or
 3. Taken on line as an alternate method of education for expelled students, homebound student, students with disabilities, students with a 504 plan, or students taking enrichment courses identified by the district that are not offered at Manchester High.
- B. For all other external and online credit options, all fees imposed on the learner are the sole responsibility of the learner and not the Board of Education or its designee unless otherwise stated in writing in advance by the Principal during the approval process.

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VII. Limits on External and Online Credit Options

- A. The equivalent of 5 additional full-time courses all year (plus PE, and/or Health) is required for all students taking online learning courses unless the Principal waives this requirement in writing.
- B. No more than 1.0 external credit may be taken each semester and no more than a total of 4 external credits may be taken throughout the high school career unless the Principal waives these limits in writing stating the reasons why, citing whatever circumstances that has caused this waiver.

VIII. Grades for External and Online Credit Options

- A. Once approved, the external or online credit course must be completed or a grade of "F" will be assigned unless the high school approves a withdrawal from the course.
- B. The responsibility for submission of grades for external or online credit option lies with the student.
- C. The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.
- D. External credit will not be used in determining class rank or calculating grade-point-average.

Reference: Connecticut General Statutes

- Sec. 10-221a. High school graduation requirements.
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