

**GUIDELINES TO THE SELECTION OF PROVIDERS AND ACCESS TO THE NORTH CAROLINA VIRTUAL PUBLIC SCHOOL FOR OPTIONS TO EARN COURSE CREDITS FOR GRADUATION**

Regulation Code: 3101R

**GUIDELINES TO THE SELECTION OF PROVIDERS AND ACCESS TO THE NORTH CAROLINA VIRTUAL PUBLIC SCHOOL FOR OPTIONS TO EARN COURSE CREDITS FOR GRADUATION**

- A. To comply with Board Policy 3101, Options to Earn Course Credits for Graduation, course providers for independent study, online courses, and dual enrollment courses must be approved by the Associate Superintendent for Curriculum and Instructional Services.

The following criteria are required for approval of course providers:

- ~~• Documentation that the provider is recognized by the NC Department of Public Instruction.~~
  - Documentation that the local, NC Standard Course of Study, or **Advanced Placement** (AP) course goals and objectives are included. The principal is responsible for determining whether the course is of sufficient depth and breadth to meet the appropriate criteria (local, State, or AP).
  - Evidence that the assignments indicate a high level of rigor.
  - Evidence that assessments measure growth and/or mastery levels.
  - Fee schedule that is reasonable and comparable to other providers.
  - Easy access to instructional materials.
  - Evidence that provider is accredited.
  - Evidence that the instructor possesses the appropriate credentials or certification (if applicable).
- B. The following are approved providers for high school level courses. Additional providers must be approved by the Associate Superintendent prior to enrollment. Once approved, providers will be added to the following list. Principals must give prior approval based on the individual student's graduation plan.
1. North Carolina Virtual Public Schools (NCVPS)
    - a. ~~(Note: There is not a cost to students or families).~~
  2. **A-B Tech Community College**
    - a. **A list of dual credit equivalencies can be found in the updated version of the Career and College Promise (CCP) Dual Credit Allowances Chart released by the State Board of Education.**
    - b. **There is no tuition cost to students or families. Students and families are, however, responsible for textbooks and other costs associated with the course.**
  3. North Carolina School of Science and Math

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- a. ~~(Note 1: Students and families are responsible for the costs associated with the course.)~~
  - b. ~~(Note 2: The base school is responsible for proctoring tests.)~~
  - e. ~~(Note 3: Courses that require a supervised science labs at the base school will not be approved.)~~
- C. The following guidelines apply to ~~the North Carolina Virtual Public School (NCVPS)~~ **all approved online course providers:**
1. Students may enroll in ~~a course via NCVPS~~ **approved online courses** as part of their academic course load during the ~~regular~~ instructional year (August – June), **summer**, or as a fifth credit during the academic year.
  2. Students may take ~~an online course (1) NCVPS during the academic summer session~~ **approved online courses during the academic summer session or as a 5<sup>th</sup> period course during the school year.** ~~The~~ **For the summer session, a centralized meeting** location will be announced each year. ~~Rising 9<sup>th</sup> grade students also are eligible to enroll in one NCVPS course.~~ The following procedures and guidelines must be followed:
    - a. **Rising 9<sup>th</sup> grade students are eligible to enroll in one NCVPS course.**
    - b. The grade level counselor should assist the student in selecting an appropriate course. The principal or principal designee must approve 5<sup>th</sup> period/summer online courses prior to student enrollment. This opportunity is to enrich the student’s learning and should not be used to supplant face-to-face instruction available in the building except in ~~extreme~~ schedule conflict **situations outlined in section seven (7) below.**
    - c. The counselor/student should contact the Distance Learning Advisor (DLA) to register the student for the course. All established BCS procedures and protocol must be followed.
    - d. ~~A student must have a minimum cumulative weighted Grade Point Average of 3.0 to be eligible for a distance learning class.~~ **Counselors and school administration may take a student’s history and future academic plans into consideration when deciding whether a distance learning course is appropriate for the student.**
    - e. To qualify **a student should have a record of prior success in a distance learning or advanced credit course.**
      - ~~A student should have a previously successful experience in distance learning in a traditional facilitated lab environment, or~~
      - ~~A student should have previously successfully completed two Advanced Placement courses. Students who meet this criteria or the one above will be required to meet weekly with a DLA. If the student performance is below a C-level additional meetings may be required, or~~
      - ~~If a student does not have a previous experience in a traditional distance learning environment (can only be utilized during the regular school year), a 5<sup>th</sup> period student must meet in a facilitated class setting coordinated by the school for the first four weeks of the class and thereafter meet once per week with the Distance Learning Advisor for the purpose of monitoring and support. If student performance is not at C level or above additional meeting times will be required. This option is not available during summer months.~~

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- f. ~~During the first week of the 5<sup>th</sup> period or summer course, the student must plan to attend sessions with the DLA for three consecutive days for orientation and program formatting. All students are required to meet with the DLA for a two hour session at least once per week. As long as the student maintains a grade of C or better, attendance with the DLA should only occur once per week. If a student fall below a C, he/she will be required to meet with the DLA on an established schedule.~~
- g. ~~All deadlines and procedures from distance learning service providers will be followed (registration/drop deadlines, pre-requisites for the course, etc.). Students and parents must be made aware that grades from an approved 5<sup>th</sup> period or summer distance learning course will be recorded on the student's transcript. The course will calculate into the student's Grade Point Average.~~
- h. ~~Buncombe County Schools requires certain exams to be taken in a facilitated setting on a BCS campus regardless of the expectation of the teacher or the distance learning service provider. The decision in regards to what exams are required to be taken in a facilitated setting will be made by the school administration in consultation with the teacher of the course and the school Distance Learning Advisor. As a minimum requirement, the first test and the final exam must be taken in a facilitated setting on a BCS campus.~~
- i. ~~Students who elect to enroll in a 5<sup>th</sup>-credit or summer course offered by the School of Science and Math must receive prior approval from the principal. Arrangements for supervision and management must be made.~~
- f. Qualifying online summer students will be required to report regularly to the summer DLA and abide by the terms of the online learning/summer session contract.
- g. Students must complete the final examination for any summer course(s) before receiving credit. This includes making arrangements to report in person to take supervised state-mandated exams.
- h. Students and parents must be made aware that grades from an approved 5<sup>th</sup> period or summer distance learning course will be recorded on the student's transcript. The course will calculate into the student's grade point average (GPA), unless taken before entering 9<sup>th</sup> grade.
3. ~~End-of-course (EOC) tests, Advanced Placement examinations, or Career Technical Education Post Assessment tests and exams associated with NCVPS courses are required and will be administered at the base school immediately after students complete the course. All deadlines and procedures from distance learning service providers will be followed (registration/drop deadlines, prerequisites for the course, etc.) in addition to local class change deadlines.~~
4. ~~Students taking an NCVPS summer course must take any associated EOC test during the designated August EOC test administration. Rising 9th grade students enrolled in NCVPS summer courses will take the EOC test at the high school they will attend the following year. Buncombe County Schools requires certain exams to be taken in a facilitated setting on a BCS campus regardless of the expectation of the teacher or the distance learning service provider. The decision in regard to what exams are required to be taken in a facilitated setting will be made by the school administration in consultation with the teacher of the course and the school Distance Learning Advisor.~~

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- End-of-course (EOC) tests, Advanced Placement examinations, or Career Technical Education Post Assessment tests and exams associated with NCVPS courses are required and will be administered in a facilitated environment at the end of the course.
5. School counselors will ensure that students enroll in appropriate NCVPS courses online courses with consideration given to the student's academic plans and history as a learner.
  6. Access to a computer and internet access outside of the school day should not be a limitation for students who wish to take advantage of NCVPS courses.
  7. High school students may enroll in NCVPS online courses only under the following conditions:
    - a. The course is not available at the student's school.
    - b. There is a schedule conflict which might prevent the student from maximizing their educational outcomes.
    - c. The student/parents have collaborated with the school counselor to develop an enriched four-year pathway, including an accelerated CCP transfer pathway.
- ~~a. the course is not offered in the district's curriculum;~~  
~~b. or the course is offered in the district's curriculum, but not at a student's school;~~  
~~c. or there is a scheduling conflict. Scheduling conflicts are defined as any conflict that prevents a student from graduating on time or prevents a student from being promoted to the next grade level.~~
8. Middle school students may only enroll in high school courses that are aligned with the district's curriculum, or high school courses that are needed to fulfill the Individual Differentiated Education Plan (IDEP).

Submitted to the Board for Information: April 9, 2015

Revised: