

# Oak Ridge Schools

## Office of the Superintendent



## Administrative Procedure 4.209

### Alternative Credit Options

May 21, 2019

According to Board policy 4.209, high school students may earn academic credit to be applied toward graduation requirements by completing online courses provided by the Oak Ridge Schools' credit recovery platform or an accredited university with whom Oak Ridge Schools has a partnership under certain circumstances. These circumstances include the following:

- The student attended summer school but did not complete the course;
- The student previously failed the course and meets other criteria for credit recovery;
- The student has an extended medical condition that prohibits her/him from attending class;
- The student is currently enrolled at Secret City Academy;
- The principal, with consultation from the student's teachers and agreement from the parents/guardians, determines the student requires a differentiated or accelerated learning environment.

If a student is enrolled in an online course that aligns with a state end of course exam, the student must also take the state end of course exam in order to receive credit.

Oak Ridge Schools' students can only receive credit if they pass a course approved by the Oak Ridge Board of Education.

The following procedures provide further elaboration relating to online courses offered for initial credit for students with extended medical conditions or for students who require a differentiated or accelerated learning environment.

### **Extended Medical Conditions**

#### **Homebound Services**

Homebound students are defined as students for whom a certifying agent determines must stay at home for medical reasons for two or more weeks. A licensed treating physician requests that the student must receive homebound services. The form is processed through the Pupil Services Department. When homebound services are approved, they are entered into Skyward by Pupil Services under code H. Homebound services are reviewed every 30 days.

Homebound students are provided services by Oak Ridge staff. The student receives three hours per week of direct services. The parent must be present at the time that the services are provided.

At the high school, teachers design coursework for homebound students and then the homebound staff are provided training on the online platform if needed. The homebound staff provides progress monitoring services. The teacher of record uses the results of the work the student does online as part of their grade.

With respect to policy 4.209, in order for the student to receive initial credit from online courses, the student must first receive approval from the principal before enrolling in the online course. Second, the student must be homebound per submitted medical documentation for an extended period of time, generally a semester or more. The student can follow the online curriculum and the teacher of record provides a grade based on the

student's work in that course. If the student does not have a teacher of record, an administrator will be assigned as the teacher of record.

### **Other Extended Medical Conditions**

If the student has an extended medical condition but does not meet the criteria for homebound services, the student may receive initial credit from online courses in the following conditions:

- The student must have a documented medical condition that prevents the student from attending class for a semester or more;
- The student does not have a history of truancy; and
- The student must first receive approval from the principal before enrolling in the online course.

### **Differentiated or Accelerated Learning Environment**

Students who need a differentiated or accelerated learning environment may be at risk of not graduating from high school or may not be able to fit a face-to-face class into their schedule.

Online courses are considered CP courses and therefore have the CP scale and weighting. Unless there are extraordinary circumstances, students will not be able to take science courses online due to the laboratory requirements. Online courses will not be approved in order to avoid an instructor or a face-to-face course that can fit into a student's schedule. Online courses offered during the school year will be taken at Oak Ridge High School or Secret City Academy and not at home unless the student has an extended medical condition as indicated above.

### **Transfer Students**

Transfer students may require a differentiated learning schedule if they are coming from a high school with a block schedule and they arrive after October of the school year. In this situation, the student can take online courses with principal's approval for initial credit by doubling up the number of periods per course. For example, a student on a block schedule arrives at Oak Ridge High School in December without yet having taken a math class. In this case, the student could take Algebra 1 for the second semester by taking it online for two periods a day if this option is in the student's best interest. As another example, a student could take an online CTE or fine arts course in order to satisfy a graduation requirement if the face-to-face course does not fit into their schedule. As a counterexample, if a student is taking U.S. History on a block schedule and arrives in April, the student would likely not need the online course and could be integrated into the face-to-face course.

If a student transfers as an upperclassman, a transcript analysis will be completed in order to determine which, if any, online courses they will need in order to prepare for graduation.

### **Summer Online Courses**

Summer online courses will be provided in alignment with School Board policy 4.210 and Administrative Procedure 4.210, which state that summer courses for initial credit are reserved for students on an advanced or accelerated learning path. Summer online courses are considered equivalent to CP courses and therefore have the CP scale and weighting. Students who take online courses in the summer must complete the course before the first day of school. If the student does not complete the course, the student's transcript will have an F on it until the course is successfully repeated.

May 21, 2019

Students who take online summer courses are subject to an equivalent course fee as summer school credit recovery unless the student qualifies for fee waivers.

Starting in the summer of 2019, summer online courses that will be available for students on an accelerated learning path are personal finance (rising grades 9-12), economics (rising grades 11 and 12), or art appreciation (rising grade 12). Students are encouraged to take the course onsite; however, in some circumstances the course can be taken online at home. At minimum, the midterm and final exam must be proctored by an Oak Ridge Schools' employee at the Oak Ridge High School or Secret City Academy campus. If there is a great discrepancy between the student's online work and the midterm assessment results, then the student may be required to take the rest of the course onsite. If the student does not complete the course by the end of summer school, then the student must complete the course online at home (excepting midterm and final exams) but must complete the course before the first day of school.