

<b>Bartlett City Board of Education</b>		<b>4032</b>
Descriptor Term: <b>ALTERNATIVE CREDIT OPTIONS</b>	Descriptor Code: <b>INSTRUCTIONAL SERVICES</b>	Issue Date: <b>5/22/2014</b>
	Rescinds:	Revised: <b>08/24/2023</b>

1 **Online Courses**

2 High School students may earn high school credit to be applied toward graduation from courses  
3 taken online offered through approved agencies or institutions, provided each of the following  
4 conditions are met:

5 1. Only online courses that have been approved by the Tennessee Department of Education  
6 may be taken by students for credit.

7 2. Students will be permitted to take online courses only in exceptional circumstances. Such  
8 circumstances, include but are not limited to, homebound instruction, expulsion (if  
9 educational services are to be continued), scheduling conflicts during the school day,  
10 course inaccessibility at Bartlett High School, or the necessity for a differentiated or  
11 accelerated learning environment.

12 3. Online courses may be taken only with prior written approval of the Principal. Any and all  
13 exceptions should be directed to the Superintendent, the Chief Academic Officer, or  
14 his/her designee.

15 4. The school shall receive an official record of the final grade before credit toward graduation  
16 will be recognized. It is the responsibility of the student/parent to have the institution  
17 provide the official transcript to the student's home school.

18 5. For the purpose of meeting minimum graduation requirements, students may receive no  
19 more than one online course credit each school year. Students who are expelled or  
20 homebound may exceed this limit with approval from the Superintendent or his/her  
21 designee.

22 6. All fees and other costs are the responsibility of the student/parent, unless prior written  
23 approval has been granted by the Superintendent or his/her designee.

24 7. Numerical grades provided by the online institution will be recorded on the student's  
25 permanent record exactly as provided, regardless of status (passing, failing, withdrawal.)  
26 If the institution only provides letter grades, Bartlett City Schools will convert to a numerical  
27 grade that is the median of the Bartlett City Schools grading scale for the letter grade  
28 given.

1 All online grades earned according to this Policy shall be included as part of the student's official  
2 overall grade point average and recorded on the transcript to accurately track the student's  
3 enrollment in coursework.

4 **Course Access Program**<sup>1</sup>

5 Students in grades seven (7) through twelve (12) may participate in the statewide Course Access  
6 Program. No student shall be required to enroll in a Course Access Course.

7 To become eligible to participate, students shall:

- 8 1. Meet all prerequisite requirements for the Course Access Course; and
- 9 2. Be unable to enroll in a comparable course at the student's school because:
  - 10 a. A comparable course is not offered; or
  - 11 b. A legitimate situation exists that prevents the student from enrolling in a  
12 comparable course.<sup>2</sup>

13 The District may deny a student's enrollment in a Course Access Course if:

- 14 1. The student does not meet the prerequisite requirements for the course;
- 15 2. A comparable course is offered and available to the student at a BCS school; or
- 16 3. Participation in the Course Access Course is not logistically possible.

17 The Superintendent shall develop administrative procedures to ensure that students and  
18 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a Course  
19 Access Course enrollment in a timely manner. After exhausting any and all appeals to the  
20 Superintendent, all further appeals shall be submitted in writing to the Board within ten (10) days  
21 of a denial.

22 After a timely appeal is made, the Board will provide written notification to the student and  
23 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no  
24 later than ten (10) school days after the appeal is submitted. At the hearing, the Board shall  
25 determine whether there was an error in denying the student the ability to participate in the Course  
26 Access Course.

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<sup>1</sup> T.C.A. §49-18-101 et. seq.

<sup>2</sup> TRR/MS 0520-01-14-.03