

In order to meet remedial and enrichment needs of all students, Patrick County Public Schools is encouraged to pursue alternative means to deliver instruction and award credit through emerging technologies and other similar means to be determined by the high school Principal.

I. Correspondence Courses Criteria:

1. Prior to enrolling in a correspondence course, the student will make a written request to the principal for approval. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment.
2. Correspondence course content is the equivalent to that offered in the regular school curriculum, and meets the program requirements of a regionally approved program as defined by the United States Department of Education and/or a program approved by the Virginia Department of Education.
3. Official transcripts that report completion of the correspondence course for graduating seniors must be in the guidance office within 30 calendar days of the graduation date.
4. The student, parent or legal guardian will be responsible for any tuition, fees, supplies and materials needed for the course.
5. Correspondence courses will be listed as a transfer credit on the student's transcript.

The decision to provide and accept correspondence courses as an option for students to recover and accrue credits will be made by the Principal based on the individual needs of the student and the circumstances involved.

II. High School Online Credit Accrual Program

Patrick County Public Schools offers a wide variety of online courses for credit recovery and credit accrual. All courses offered by PCPS are aligned to the Virginia Standards of Learning provided by the Virginia Department of Education or Advance Placement approved classes that will count for credit toward a Virginia high school diploma. Courses are offered at no cost to students during the regular school year. Students should consult their school counselor to determine if and which online options are most appropriate for their academic plan.

In comparison to credit recovery, credit accrual also referred to as credit retrieval describes the first time acquisition of a course. A student may take a course for the first time online pending administrative approval. However, a different course code extension will apply when scheduling the student to accurately reflect course *and* the instructional delivery method on the academic transcript.

Students may enroll in online courses through a Web-based instructional program. Students have the opportunity to proceed at his or her own pace until the student reaches the pre-established completion date. Online courses are monitored by a licensed teacher. Online courses can often be accelerated because the instruction and assignments are accessible to students 24 hours a day, 7 days a week.

Students who enroll in an online course must adhere to a contract that is collaboratively reviewed and signed by the student, parent/guardian, counselor, and principal. The contract outlines the guidelines for participation in the online program.

### Guidelines for Correspondence Course & Online Credit Accrual

An online, approved instructional program that is aligned to the Virginia Standards of Learning (SOL) Tests to deliver instruction will be utilized. Students may earn credit in classes in all four core content areas and select elective offerings.

A diagnostic assessment is administered and a prescribed, individualized program is provided for each student who participates in the program. A 70% pass rate must be achieved to meet mastery level and is required to receive credit for the course.

In addition, if the course has a corresponding SOL end-of-course test, the student must receive a “pass” or pass/advanced” score to receive a verified credit for the course. For courses in science and social studies, the student may be considered as receiving a passing score if he/she meets the test score requirements for a Locally Awarded Verified Unit (attempting the test twice and scoring between 375-399 on one attempt).

### Grading

Upon completion of the course, students are awarded the numerical grade earned and course credit, and/or local verified credit. The Principal will award credit based on the student’s successful completion of course content and additional assignments necessary to successfully meet required course objectives.