**Joseph Charter School**

**Distance Learning and Dual Credit Agreement**

**Definition of Distance Learning**

Distance learning is defined as any formal method of learning outside the course offerings of JCS. Examples of distance learning may include correspondence courses or online courses offered through colleges, correspondence or online high school-level courses.

**Definition of Dual Credit Courses**

A dual credit course is a college level course for which a student may also receive high school credit. The course must apply toward an accredited community college’s transfer degree OR an accredited university’s core requirements.

**Approval and Facilitation Process**

For distance learning and/or dual credit opportunities the student must have approval from the principal and guidance counselor. Additionally, a staff member of JCS must also agree to act as a facilitator for the student throughout the distance learning experience.

**Credit Equivalency**

Six (6) college quarter hours/credits or four (4) college semester hours/credits will be equivalent to one JCS credit.

**Transcription of Credits**

Any high school-level course will be graded according to the course requirements and transferred to the JCS transcript and secondary mark history as that letter grade. For any college-level course the student will have the option of recording the letter grade earned or having a PASS/FAIL grade on their transcript and secondary mark history. For classes that are offered in house, students will have a grade at the end of each quarter and those grades will show on the quarterly report card as an A – F grade. No pass/fail option will be allowed for an in-house course. For classes that are taken outside of our school (correspondence, on-line, etc.) grades will not be on the report cards as we do not have verification of letter grades prior to the end of our quarter. However, all grades will be added to the student’s transcript and secondary mark history.

**Check list for Reimbursement of Courses**

In order to receive reimbursement the following requirements must be met:

1. The course must be approved by the principal and the guidance counselor then approved by the superintendent. Some courses may be denied due to expense.
2. A staff member must act as a facilitator for the course.
3. The student must have exhausted the JCS course offerings in the discipline.
4. The student must have completed the adequate prerequisite course work.
5. The student must submit proof of payment for the course and proof of completion of the course to the superintendent.
6. The student must complete the course with a grade of B or higher.

**Reimbursement Request**

**Distance Learning / Dual Credit Courses**

Students must complete the following check list and have all documentation attached to this check list before submitting reimbursement request to the superintendent.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **X when complete** | **Items to be included in Submission Packet** |
| --- | --- | --- |
| **1** |  | The course was approved by the principal and the guidance counselor. |
| **2** |  | A staff member served as the facilitator for the course. |
| **3** |  | The student exhausted the JCS course offerings in the discipline. |
| **4** |  | The student completed the adequate prerequisite course work. |
| **5** |  | The student attached proof of payment for the course and proof of completion of the course to the superintendent. |
| **6** |  | The student earned a grade of B or higher. |
| **7** |  | Parent and student signed below. |

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Student Signature Date

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Parent Signature Date