

**TOLLAND PUBLIC SCHOOLS  
TOLLAND, CONNECTICUT**

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ADMINISTRATIVE REGULATION

REGARDING: ON-LINE COURSEWORK

Number: 6092  
Instruction

Approved: 3/23/11  
Revised: 1/9/13

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In order to recover credit and/or extend their course choices and educational opportunities, students attending Tolland High School in grades nine through twelve, may apply to take and receive credit for on-line courses provided by an approved on-line course provider.

A. Application process:

1. A student wishing to take an on-line course needs to fill in an application form. Course listings/catalogs will be available in the counseling office.
2. Upon receipt of the completed application, the principal or his/her designee will review the application and inform the student of its status. Final approval rests with the principal and/or his/her designee and must be received prior to beginning coursework.

B. Credit:

All approved on-line courses taken by students in grades nine through twelve will count as credit towards graduation from Tolland High School, credit being 0.5 for a semester course and 1.0 for a year long course. No more than 2.0 credits may be applied during any one school year.

All on-line courses including summer school on-line courses are to be monitored by his/her parent or guardian.

A student taking a course during the school year for the purpose of extending their educational opportunities must take at least three regularly scheduled Tolland High School courses.

On-line course grades will not be taken into consideration for grade point average or class rank.

Credit for the on-line course will only be granted once a transcript from the program is received, reviewed and approved by the Director of School Counseling.

### C. Funding:

Costs for students taking courses for credit recovery are the responsibility of the student and/or his/her parent(s)/guardian(s). The costs for students taking courses to extend educational opportunities are subject to budget appropriations. If no such funds are available, costs are the responsibility of the student and/or his/her parent(s)/guardian(s). If funds are limited, funding decisions will be made by the principal and/or his/her designee.