



Book	Policy Manual
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Title	Revised Policy - Vol. 34, No. 1 - October 2021 - INDIANA COURSE ACCESS PROGRAM
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#### 2370.03 - **INDIANA COURSE ACCESS PROGRAM**~~†\*~~

The School Corporation shall permit eligible students to enroll in course access program ("iCAP") courses offered by a course provider that is authorized by the Indiana Department of Education ("IDOE") with limited exceptions, as provided below.

#### Definitions

For purposes of this policy and pursuant to I.C. 20-30-16, the following definitions apply:

Course access program catalog means a list of approved course access program courses provided by authorized course providers that is maintained by the IDOE.

Course provider means a provider that offers course access program courses that provide for the delivery of instruction through any method, including use of online technologies.

"Eligible student" means a student pursuing:

- A. an Indiana diploma with any designation available for students to receive in Indiana; or
- B. an industry certification that appears on the state board's approved industry certification list.

#### iCAP Participation Requirements

SELECT ONE OR MORE OF THE FOLLOWING OPTIONS:

[DRAFTING NOTE: Pursuant to [Policy Development Guidance](#) established by the IDOE, the Corporation should consider the following options regarding access to iCAP courses.]

~~OPTIONAL:~~

~~[ ] Eligible students may not enroll in iCAP courses if the same course is offered in the Corporation's curriculum [ ] unless the student's schedule prohibits the student from enrolling in the course offered by the Corporation.~~

~~[ ] Eligible students may not enroll in more than \_\_\_\_ (\_\_\_\_) **DRAFTING NOTE: choose a number**] iCAP courses per \_\_\_\_\_. **[DRAFTING NOTE: insert "semester," "trimester" or "school year," as appropriate]**~~

[ **X** ] Eligible students may enroll in iCAP courses only for the following reasons:

- A. ( **X** ) credit recovery;
- B. ( **X** ) enrichment;
- C. ( **X** ) grade improvement;
- D. ( **X** ) when discipline or other problems make participating in a face-to-face course problematic, even when other options are available;
- E. ( ) [OTHER] \_\_\_\_\_.

[ **X** ] Eligible students wishing to enroll in iCAP courses must complete the Corporation's local enrollment process, including ( **X** ) parent/guardian permission, ( **X** ) teacher recommendations, ( **X** ) verification of minimum academic standing, ( **X** ) a statement of commitment to completion of the online course.

[ **X** ] Requests to enroll in iCAP courses must be approved or denied by the ( **X** ) Principal; ( **X** ) school counselor or guidance counselor; ( **X** ) iCAP point of contact ( ) [OTHER] \_\_\_\_\_. [END OF OPTION]

~~[ ] Onsite orientation shall be offered to assist students in getting started on iCAP courses.~~

[ **X** ] The student's school shall provide a scheduled class period [ **X** ] during [ **X** ] outside of [END OF OPTION] the regular school day to complete online work and connect with their Mentor.

[END OF OPTIONS]

### Credit for Successfully Completed Coursework

The Corporation shall count successfully completed iCAP courses approved by IDOE toward the requirements of a diploma and include credits earned and grades received for such courses on a student's transcript.

### Tuition Payments

Transfers of tuition payments for enrollment of an eligible student currently enrolled in the Corporation in an iCAP course shall be made to the authorized course provider by the Corporation. The amount of the tuition payment for enrollment of an eligible student in an iCAP course must be paid from the total amount of state tuition support that otherwise would be received by the Corporation on account of the student. Provided, however, that payment may not exceed the tuition fee established by IDOE for an iCAP course in which an eligible student is enrolled. The Corporation shall pay fifty percent (50%) of the tuition fee upon an eligible student's enrollment in an iCAP course. The Corporation shall pay the remaining amount if the measured student outcomes for the course access program course meet requirements set by the IDOE.

### Dropped Courses

All requests to drop an iCAP course must be made to the Principal of the student's school. Corporation policy for dropping classes shall be followed with respect to iCAP courses.

## Lead Point of Contact

**[DRAFTING NOTE: This Point of Contact is listed on an IDOE website.]**

The ( **X** ) Superintendent ( ) \_\_\_\_\_ **[END OF OPTION]** shall assign a Corporation employee to serve as the Corporation's Lead Point of Contact for the iCAP who is the primary contact person for the IDOE. The Lead Point of Contact is responsible for: (1) the appeal process; (2) updating the Point of Contact for all schools in the Corporation; and (3) maintaining accurate information. The ( **X** ) Principal of a school with eligible students participating in iCAP ( **X** ) \_\_\_\_\_ **[END OF OPTION]** shall assign a Corporation employee to serve as the ~~school~~ **School** Point of Contact. The ~~school~~ **School** Point of Contact's primary responsibilities are: (1) to conduct registration transactions with course access program iCAP providers and (2) ensure final grades and credits are reflected on report cards and transcripts. Each eligible student enrolled in ~~an iCAP-a course access program~~ course will be assigned ~~an~~ a course access program iCAP Mentor. Mentors work closely with students to facilitate a positive and successful experience.

**[DRAFTING NOTE: SELECT ONE OF THE FOLLOWING OPTIONS. NEOLA RECOMMENDS ALLOWING NO MORE THAN 7 CALENDAR DAYS TO NOTIFY THE LEAD POINT OF COUNSEL OF THE DENIAL FOR PURPOSES OF REPORTING TO THE IDOE; HOWEVER, THERE IS A TOTAL OF 15 CALENDAR DAYS FROM THE TIME OF THE REQUEST TO ENROLL IN AN ICAP COURSE TO NOTIFY THE PARENT OR EMANCIPATED STUDENT OF THE DENIAL.]**

~~[ ] The Lead Point of Contact is responsible for determining if a student's request to enroll in an iCAP course will be approved or denied and notifying the parent or emancipated student of the determination and the appeal process for denials within fifteen (15) calendar days of the student's request to enroll in an iCAP course.~~

[X ] The School Point of Contact is responsible for determining if a student's request to enroll in an iCAP course will be approved or denied and notifying the parent or emancipated student of the determination and the appeal process for denials within fifteen (15) calendar days of the student's request to enroll in an iCAP course. The School Point of Contact must notify the Lead Point of Contact of the denial of a student's request to enroll in an iCAP course, identifying the reason for denial, within seven (7) calendar days of the student's request to enroll in an iCAP course.

~~[ ] The \_\_\_\_\_ [title of Corporation employee] is responsible for determining if a student's request to enroll in an iCAP course will be approved or denied and notifying the Parent or emancipated student of the determination and the appeal process for denials within fifteen (15) calendar days of the student's request to enroll in an iCAP course. The \_\_\_\_\_ [title of same Corporation employee listed in the previous blank] must notify the Lead Point of Contact of the denial of a student's request to enroll in an iCAP course, identifying the reason for denial, within seven (7) calendar days of the student's request to enroll in an iCAP course.~~

### **Definitions:**

~~"Course access program catalog" means a list of approved course access program courses provided by authorized course providers that is maintained by the IDOE.~~

~~"Course provider" means a provider that offers course access program courses that provide for the delivery of instruction through any method, including use of online technologies.~~

~~"Eligible student" means a student pursuing:~~

~~A. any type of diploma available for students to receive in Indiana; or~~

~~B. an industry certification that appears on the state board's approved industry certification list.~~

### **Exceptions: Denial of Enrollment**

The Corporation may ~~disapprove~~ deny an eligible student's enrollment in ~~an~~ a course access program iCAP ~~course~~ only for the following reasons:

~~A. The course provided by the course provider is not in furtherance of the eligible student's graduation or certificate requirements.~~

B. The eligible student's enrollment in the course access program course would exceed the requirements for a normal full course load at the ~~school corporation~~ Corporation.

C. The cost of the course access program is unreasonable.

However, the Corporation may not deny enrollment of an eligible student if the eligible student agrees to pay the cost of tuition for the applicable iCAP course. Parents of eligible students or emancipated students who choose to pay the cost of tuition for an iCAP course should contact the student's school to make payment arrangements.

If the Corporation denies a student's enrollment in a course access program course for one of the reasons listed above, the Lead Point of Contact shall notify the IDOE, on the prescribed IDOE form, along with the reason for the denial.

D. ~~The course access program course is logistically infeasible.~~

~~Provided, however, that the Corporation may not deny enrollment of an eligible student under subdivision (3) if the eligible student agrees to pay the cost of tuition for the applicable iCAP course. Parents of eligible students who choose to pay the cost of tuition for an iCAP course should contact the student's school to make payment arrangements. If an eligible student has paid for an iCAP course and successfully completes the course, the Corporation (-) shall (-) shall not [END OF OPTION] reimburse the student for the cost of tuition.~~

**Appeal Process:**

~~If the Corporation denies a student's enrollment in an iCAP course under one of the exceptions listed above, the Corporation shall notify the student's parent or emancipated eligible student of the parent's or student's right to appeal the Corporation's decision to the IDOE. The parent of an eligible student or an emancipated eligible student may appeal the Corporation's decision to the IDOE in the manner prescribed by the IDOE. Upon receipt of an appeal, the IDOE will send the student's iCAP point of contact a link to a form for further details/justification from the school. The school has three (3) business days to complete and submit a digital response. If the school does not submit a response in three (3) business days, the school cannot contest the appeal based on any lack of information. Pursuant to State law, the IDOE will review the Corporation's denial and provide a final enrollment decision within seven (7) calendar days of receipt of the appeal.~~If an eligible student requests to enroll in a course offered through the course access program, the school shall, not later than fifteen (15) calendar days after the date the request was submitted, notify the eligible student's parent or emancipated eligible student of the following:

A. whether the school approves or denies the request; and

B. if the request is denied, information explaining that the parent or emancipated student may appeal the decision to the IDOE and the appropriate appeal form.

Failure of the school to notify the parent or emancipated student within fifteen (15) calendar days of the request to enroll in an iCAP course results in the automatic approval of the eligible student's enrollment in the requested iCAP course.

Upon receipt of the school's response and the student appeal, appropriate personnel from IDOE will review both forms and make a final enrollment decision. This appeal decision and explanation will be sent to the emancipated student/parent and the school within seven (7) calendar days of the receipt of the appeal.

**Students with IEPs and Section 504 Plans:**

Prior to the enrollment of a Corporation student with a disability into one or more ~~iCAP~~ courses, the student's case conference committee or Section 504 team should meet to determine whether each online course meets the student's educational goals, review the individualized education program ("IEP") or Section 504 plan to consider the extent to which the student's current accommodations can be provided in the virtual learning environment, and revise the IEP or Section 504 plan to identify any additional accommodations or assistive technology that may be needed to ensure equitable access in the virtual learning environment in order to ensure the provision of a free appropriate public education.

Prior to the first day of the online course, the student's teacher of record ("TOR") or Section 504 Coordinator (or designee) shall provide a copy of the student's IEP or Section 504 plan to the online course instructor and ensure that the instructor is made aware of any required accommodations or modifications for the student. The online course instructor is responsible for communicating any questions regarding implementation of the student's IEP or Section 504 plan to the TOR or Section 504 Coordinator.

~~[\*Participation in iCAP is optional. The School Board should adopt this policy only if the Board decides that the Corporation will participate in iCAP.]~~

[DRAFTING NOTE: If the Corporation is an authorized iCAP provider this option should be selected.]

~~[.] Corporation as Authorized iCAP Provider~~

~~The Corporation shall provide to IDOE and post on the Corporation's website the following:~~

- A. ~~the name and description of any online course access program course provided by the Corporation that has open slots available for student enrollment; and~~
- B. ~~the number of open slots in the online course access program course.~~

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