

# Evansville Vanderburgh School Corporation

## Bylaws & Policies

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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.

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 one (1) iCAP course per semester.

Eligible students may enroll in iCAP courses for the following reasons:

- credit recovery;
- enrichment;
- grade improvement;
- schedule conflicts.

Eligible students wishing to enroll in iCAP courses must complete the Corporation’s local enrollment process, which may include: parent/guardian permission, teacher recommendations, verification of minimum academic standing, and a statement of commitment to completion of the online course.

The Superintendent shall assign a Corporation employee to serve as the Corporation’s Lead Point of Contact for iCAP.

Requests to enroll in iCAP courses must be approved by iCAP point of contact.

Orientation shall be offered to assist students in getting started on iCAP courses.

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.

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. The 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 iCAP course meet requirements set by the IDOE.

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.

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:

The Corporation may disapprove an eligible student's enrollment in an iCAP course only for the following reasons:

- A. The iCAP course is not in furtherance of the eligible student's graduation or certificate requirements.
- B. The eligible student's enrollment in the iCAP course access program course would exceed the requirements for a normal full course load at the school corporation.
- C. The iCAP course is not logistically feasible.

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 not 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.

Students with IEPs and Section 504 Plans:

Prior to the enrollment of a Corporation student with a disability into 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.

I.C. 20-30-16

*Adopted July 2019*