

PINEDALE HIGH SCHOOL WRANGLERS

# Distance Education & Enrichment Course Handbook

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2012-2013



*This handbook and the policies and procedures within are subject to change based on possible recommendation made by the P-16 Council and the Wyoming Department of Education*

*Revised 2012/2013*

## **Rationale**

We are excited to offer several online distance education opportunities at Pinedale High School; concurrent enrollment, dual enrollment, and on-line high school enrichment. With a wide variety of classes offered through Western Wyoming Community College, students who are eligible for dual enrollment can earn high school and college credit at the same time. Classes are paid for upfront by BOCES, so for the students, the classes are free. While we discourage students from taking high school classes online that we offer at Pinedale High School, we encourage students, who are self-motivated independent learners, to take advantage of high school enrichment or dual enrollment classes if they are eligible. This handbook lays out the policies for students to be able to take such courses. It also explains the procedures for registering for online high school classes for students wanting to take enrichment courses or those who need credit recovery.

## **Purpose**

The purpose of this handbook is to define the policies and procedures related to enrollment of Pinedale High School students in concurrent and dual enrollment and/or online high school enrichment classes.

Definitions for Concurrent Courses, Dual Enrollment Courses, and Online High School Enrichment Courses

### **Concurrent Enrollment Courses**

Concurrent enrollment courses are college courses taught by Pinedale High School (PHS) faculty at PHS who have been approved as Western Wyoming Community College (WWCC) adjunct faculty and who are teaching said course as part of their duties as a Sublette County School District #1 employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by WWCC as having equivalent course content, learning objectives, and work assignments as an existing college course. Course content and learning objectives are equivalent to the related WWCC course as determined and defined by WWCC full-time faculty.

High school faculty teaching concurrent credit courses will be considered adjunct faculty for the purposes of WWCC and will be included in communications with all WWCC adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate WWCC representative for issues such as student records, grades, and other student or learning issues.

Concurrent courses are WWCC courses, therefore students will be graded consistent with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the College. The students will receive a grade on an official WWCC transcript and their Pinedale High School transcript.

### **Dual Enrollment Courses**

Dual enrollment credit is given to qualified high school students who complete college-level courses for which WWCC hires and pays the instructor and in which Sublette County School District #1 agrees to allow PHS graduation credit.

Dual Enrollment courses are WWCC courses. The courses will typically be delivered on WWCC's academic calendar and schedule; students and PHS may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to college standards and expectations. The students will receive a grade on an official WWCC transcript and their PHS transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or compressed video.

### **Online High School Enrichment Courses**

In order to expand curricular offerings for Pinedale High School students, online high school enrichment courses are offered through the Wyoming e-Academy of Virtual Education (WeAVE) for PHS graduation credit. WeAVE is a NCA accredited high school. All online high school courses offered through WeAVE are taught by highly qualified Wyoming teachers as determined by the PTSB certification process. The courses are aligned to Wyoming State Standards and are Hathaway approved. There is no cost to enroll in these courses but there is a \$500 drop fee. If a student drops a class after the scheduled drop date or does not complete the class, WeAVE requires the student and his/her family to be held responsible to pay a \$500 drop fee. \_\_\_\_\_ (parent/guardian initials)

By taking online high school enrichment courses students will have the opportunity to develop skills in online learning. They will benefit from an instructional design that utilizes online learning formats for innovative teaching and learning and will have the opportunity to take classes not offered at PHS.

**Pinedale High School's  
Plan to Monitor Students in Concurrent Courses, Dual Enrollment  
Courses, and Online High School Enrichment Courses**

**CONCURRENT ENROLLMENT:** Pinedale High School (PHS) students participating in *concurrent enrollment courses* will be monitored by their instructor. (Concurrent enrollment is established with Pinedale High School teachers teaching the course for both high school and college credit.)

**DUAL ENROLLMENT:** PHS has designated Grey Schouboe, the High School Media Center Specialist, as the PHS *Dual Enrollment Coordinator*. The PHS Dual Enrollment Coordinator will be the point of contact at PHS on matters related to dual enrollment. Her duties will include coordinating the appropriate paperwork with WeAVE, BOCES and Western Wyoming Community College (WWCC).

The PHS Dual Enrollment Coordinator will work with WeAVE representatives, Donna Lozier, the Sublette BOCES Director, and the WWCC Office of Registration and Records concerning student registration to notify students of the last day to withdraw, and other student services issues. With assistance from WWCC, the PHS Media Center Specialist will ensure that students complete all required registration paperwork, obtain necessary signatures, and submit by designated deadlines each semester.

The PHS Dual Enrollment Coordinator will also assure that each student and parent signs a copy of the High School-College Enrollment Form or the WeAVE form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent or dual credit course will result in a college grade on a college transcript and a high school grade on their high school transcript.

As required by the Wyoming Department of Education, the PHS **Distance Learning** Coordinator along with **Molly Mulcahy**, the PHS Counselor, will facilitate the process of developing a Distance Learning Plan for each student enrolled in a dual enrollment class or a high school enrichment course.

The PHS **Distance Learning** Coordinator will monitor student progress and will provide instructional support and/or help to arrange instructional support **if the student requires it..**

**HIGH SCHOOL ENRICHMENT COURSES:** PHS students enrolled in *online high school enrichment courses* will be monitored by their instructors, **and the PHS distance learning coordinator.** These courses will count toward eligibility.

Dear Parents/Guardians:

If your student is planning to enroll in any distance education classes, we would like to remind you of the school district's procedures regarding these courses.

1. All classes will be used in the calculation of the cumulative GPA. Online and/or distance education classes are not weighted.

2. In general, classes offered at Pinedale High School may not be taken online for credit or credit recovery. A student's past academic performance and the rigor of the program will be considered in making any exceptions to this policy. Dual enrollment courses will also be considered.
3. Core courses failed during 9th, 10th, and/or 11th grades will be repeated at Pinedale High School, not online. *Other options for credit recovery may be discussed with the counselor and principal.*
4. Students must obtain and complete a High School-College Enrollment form to take online distance education dual enrollment classes. All applicants must be pre-approved by the principal or counselor in order to ensure PHS credit. Students must have junior standing. Minimum student age requirement is be 16 years. Some courses require a minimum of GPA 3.25 and minimum ACT of 20. *Exceptions might be made for special circumstances.* The criteria listed herein are for Dual Enrollment classes only, not for high school enrichment classes or concurrent enrollment classes.
5. With written approval of the principal or counselor students may pursue college courses for dual credit from approved institutions. A college course earning 3 or more college credits will earn .5 credits toward high school graduation.
6. When registering for classes at WWCC please note the course start dates and register early. A pre-authorization form must be completed before registering by completing a High School-College Enrollment. These are college classes and students must follow the college policies and procedures. Final grades will be recorded on your permanent transcript.
7. All Distance Learning courses will be counted for eligibility purposes.

If you have any questions, please feel free to contact Fletcher Turcato, PHS Principal, Molly Mulcahy, PHS counselor, or Grey Schouboe, PHS Distance Learning Coordinator.

## Dual Enrollment Process

### How do I begin?

- Contact your high school counselor.
- Meet with the Director at the WWCC Distance Education Office.
- Take a college class during the regular school day or in the evening.

### How does this benefit me?

- Counts as credit toward high school graduation.
- Receive the credit hours of each class on your college transcript.
- Sublette BOCES pays for the tuition, textbooks, and fees upfront. Textbooks must be returned to WWCC Outreach Office at the end of the class.
- You will be able to register at WWCC before other students because of the college classes you took in high school.
- Prepares you for taking college classes after high school.

### Things to consider and eligibility requirements

- May be required to be at least 16 years old.
- Must be an independent learner.
- Must be able to allocate time.
- May be required to have an ACT score of 20 or take the WWCC compass test.
- All grades will be on your permanent high school and college transcripts.
- May be required to have a 3.25 GPA.
- There may be exception for ACT and GPA requirements.
- Students are responsible for researching transfer issues prior to enrolling in college courses.
- PHS does not guarantee all courses with transfer to all post secondary institutions.
- Special considerations may be made for distance education course enrollment for classes also taught at PHS.

### Enrollment Procedures

1. If you are taking an approved college credit class during the school day you'll need to complete the high school dual enrollment application which may be obtained from the WWCC office or from the high school counselor. Tuition, fees and books for these classes is paid for by the Sublette BOCES Outreach office. You will also need to collaborate with the coordinator to complete a Distance Learning Plan.
2. If you are taking classes on your own after the regular school day, go to the local outreach site with your completed registration application. Applications may be obtained from the WWCC office. You will pay for your tuition, books, and fees.
3. Remember, once you have completed the registration process you are officially in the class. You must submit a signed drop slip by the designated deadline in order to drop the class without getting an F grade listed on your permanent transcript.

***By enrolling in a WWCC sponsored class, you become a college student in addition to being a PHS student. You will be held responsible for completing the requirements of both.***

## **WeAVE Course Completion Policy**

### **Credits Attempted**

- Withdraw Period: Withdraw in 2 weeks or 14 days without penalty
- No fee for withdraw unless after 4 weeks
- Student must be engaged in their courses

### **Credits Completed:**

- Time to complete: 12 months
- Performance: When passing grade is issued greater than an F
- Milestones must equal a passing grade before the course is considered to be completed

### **Credits Dropped**

- After 12 months, students will be dropped from a course if not completed or extensions given. The drop fee will be charged.

### **Credits in Progress**

- Time Limits: Students will complete their courses within 12 months of starting a course  
Student will be dropped after that time period
- Consistent Engagement means Students must be visible in their courses once every 10 days
- Grace Period: In the event that a student is within 4 weeks of completing a course then an extension for that time limit will occur with possible renewal for an additional 2 weeks. If the student has not completed the course within this extended grace period, then student will be dropped from the course and drop fees will be charged. This grace period must be approved by the Superintendent of the WeAVE.

**Request to Take Online or Distance Education Classes**  
*All Distance Ed. Classes Must be Pre-approved in Order to Ensure PHS Credit*

Students Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian detailed description of why this class is necessary in place of, or in addition to classes offered at Pinedale High School \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Drop (Class at PHS)	Teacher's Initials	Add (Distance Ed. Class)	BOCES Initials
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

Principal or Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Eligibility for College Courses:** All applicants must be pre authorized by the principal or counselor. Minimum student age is 16 years. Minimum GPA is 3.25 and minimum ACT is 20. *(There may be exceptions.)*

**To Succeed in College Courses:** Students will need to be online at least 3 days per week. Plan to study for 9 hours per week for a 3 credit class (1/2 high school credit); have strong time management skills, computer skills, and self-motivation.

**Enrichment College Courses:** PHS student takes a course that is not offered at PHS for college credit.

**Dual Enrollment:** PHS student takes a class taught by college faculty and receives PHS and college credit.

**Concurrent Enrollment:** PHS student takes a class taught by PHS faculty and receives PHS and college credit.

**High School Enrichment:** PHS student takes a HS level course for enrichment Wyoming e Academy of Virtual Education (WeAVE).

**Credit Recovery:** HS course taken to make up a failed class/credit required for graduation. BOCES will not pay for credit recovery classes. Students will take credit recovery classes at PHS.

## DISTANCE LEARNING PLAN (DLP)

STUDENT INFORMATION	
First name:	
Last name:	
Grade level:	
Local School ID:	
WISER ID:	

DISTRICT INFORMATION	
District:	
School:	
Point of Contact:	
Position/Title:	
Phone:	

EFFECTIVE DATES <i>(not to exceed one year)</i>
dd/mm/yy to dd/mm/yy

DE PROGRAM PROVIDER	
College:	Western Wyoming Com. College

STUDENT ACCOUNTABILITY:
Confirmation that the course is appropriate to the learning capabilities of the participating student
(1) Student is aware of and has met the requirements to enroll:
(2) Pre-enrollment consultation:
DISTRICT COMMUNICATIONS and STUDENT PROGRESS:
Requirements and process used for communications between the DE program provider and the resident district in regard to the student's progress through the course Milestones

COURSE SUMMARY						
*See syllabus for course calendar and communications with the instructor.						
Instructor Name	Course Title	Course ID	Number of Milestones*	K-12 Credits	Post Secondary Credits	Completion Status

RESIDENT DISTRICT INSTRUCTIONAL SUPPORT (SUPERVISOR/MENTOR/TUTOR)	
First Name:	
Last Name:	
Phone Number:	
Institution:	
Position/Title:	
Method of Communications:	

