

Section 300: Instruction

Correspondence Courses

Code #343.41

The Tri-County Area School District recognizes the need for certain students to take high school correspondence courses. Generally, participation will be limited to students whose education in certain areas is accelerated and to courses to meet the needs of the student not available in District curriculum. Students who lack sufficient minimum required course credits for their grade level may also take correspondence courses.

The following guidelines shall apply:

- A. All students taking correspondence courses must have prior approval of the high school principal. Prior to taking the course, the student will have to decide whether his/her grade will be included in his/her *Grade Point Average (GPA)*.
- B. Reimbursement
 - 1. High School students desiring reimbursement for correspondence courses must obtain the prior written approval of the District Administrator. Participation in such courses shall not unduly interfere with success in regular classes.
 - 2. Reimbursement will be made only for accelerated education courses that are not available or offered by the District. The District will pay for all registration and special classroom fees. This will not include reimbursement for books, special tools and equipment, postage or personal supplies.
 - 3. Reimbursement will be made after evidence of successful completion (a grade of *C* or higher) of the course is presented to the principal.
- C. All prior approved correspondence courses will be recorded on the student's transcript and applied toward graduation credits.

Legal Reference: Sections 118.15(1)(d) and 120.12(17), Wisconsin Statutes.

Cross Reference: 343.42, Youth Options Program

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