

Board Policy #: 16

Adopted/Ratified: October 3, 2019

Revision Date: September 27, 2020, August 11, 2021, May 18, 2024

SECTION 16 – CURRICULUM - CONCURRENT ENROLLMENT POLICY

Concurrent enrollment in another public or private K-12 school is generally prohibited at Compass Charter Schools (“CCS” or “the Charter School”). If a student (also referred to as a scholar) is found to be enrolled in two (2) schools, CCS will notify the scholar’s parents/guardians (also referred to as a Learning Coach) to confirm intent to remain enrolled at CCS. If the scholar maintains concurrent enrollment, or indicates a desire to not remain enrolled in CCS, he/she will be deemed to have voluntarily chosen to enroll elsewhere, and will be withdrawn from enrollment at CCS pursuant to applicable CCS policies and procedures.

Community College Courses

It is the policy of the CCS Board of Directors to support the concurrent enrollment of scholars in advanced scholastic or vocational education coursework at local community colleges. Scholars who wish to concurrently enroll in a community college must follow the requirements and procedures below.

Requirements:

- Scholars who have completed 9th grade are eligible for concurrent enrollment. Exceptions may be granted under special circumstances.
- Scholars must be in good academic standing at CCS and may not be considered truant.
- Scholars must meet the GPA, course, and age requirements for the college course(s) they wish to attend (this will vary by community college).
- Courses taken for concurrent enrollment credit are in addition to the scholar’s required course schedule at CCS. Scholars must maintain minimum enrollment requirements as follows:
 - Four (4) course minimum at CCS for high school scholars (unless final semester).
 - Five (5) course minimum at CCS for middle school scholars.

Scholars who are concurrently enrolled in community college course in accordance with the above requirements will not be deemed to have voluntarily withdrawn from CCS.

Procedure:

- Scholars must notify the College & Career Readiness Counselor prior to enrolling in a college level course for dual credit purposes. Failure to do so will prevent scholars from receiving dual credit.
- Scholars must complete a Concurrent Enrollment Request Form, including a parent/guardian signature, and submit the form to the College & Career Readiness Counselor.
- The College & Career Readiness Counselor will determine if the scholar meets all requirements as described above. Upon recommendation by the College & Career Readiness Counselor, the Director of Counseling Services will make the final approval

for concurrent enrollment. ***Please allow five (5) business days to process the concurrent enrollment approval and forms.***

- If the Director of Counseling Services denies the request for concurrent enrollment, the scholar may appeal the decision to the Assistant Superintendent & Chief Academic Officer. If the Assistant Superintendent & Chief Academic Officer denies the request, a final appeal may be heard by the governing board of CCS. The decision of the Board will be final.
- College coursework will not appear on CCS master agreement.

Limitations:

- Initially, a scholar will be approved to take no more than two (2) community college courses at one time, in addition to the scholar's CCS course(s).
- If the scholar successfully completes the initial course(s) with a 2.0 GPA or better and satisfactory attendance at CCS, the scholar will be eligible for another semester of concurrent enrollment following the notification steps above.
- Eligibility for additional courses will also be determined based on scholar performance and the policies of the community college they are attending.

Credit for Community College Courses:

- Scholars are responsible for providing an official transcript from the community college verifying the grade earned at the conclusion of the college course. This information must be submitted to the CCS Records Department at the close of the college semester. Scholars are responsible for submitting the college transcript within the prescribed timelines in order for the college course to appear on the high school transcript. Submit college transcript to:

Compass Charter Schools
Attn: Records Department
850 Hampshire Road, Suite R
Thousand Oaks, CA 91361

- Credit will be granted for college level coursework depending on the community college units earned for each college course. Ten (10) high school credits will be awarded upon successful completion of each college course(s) with three (3) units or more unless a scholar has elected to complete the course(s) for college credit only. If a scholar enrolls in a course for less than 3 units, high school dual credit amount will be determined based upon course evaluation from the College & Career Readiness Counselor. No high school dual credits will be awarded for community college courses that are one (1) unit or less.
- Scholars will receive the same letter grade for the high school credit as is granted by the college. Dual credit courses will be calculated as a part of the scholar's regular GPA. College level courses will not be weighted for the purpose of appearing on the high school transcript and will be graded on a "4.0 - A scale".
- Colleges and Universities have their own policies regarding acceptance of dual credit. It is the parent's/scholar's responsibility to check with the university regarding acceptance of dual credit

- All course(s) taken at the community college will appear on the scholar's official college credit transcript.

Costs and Fees:

- Any participation in community college courses is voluntary and is not required as part of CCS's educational program.
- Charter schools, school districts and county offices of education shall not expend funds for courses or instruction offered by private or public colleges or universities beyond that permitted in pursuit of a high school diploma, except for courses or instruction in which pupils are enrolled in before July 1, 2020.
- Parents/scholars are responsible for the cost of fees and course materials. This includes un-waived college fees, official transcript orders, textbooks and other instructional materials required for the course.
- Exception: fees and materials can be reimbursed by CCS if the scholar qualifies for free- or reduced price lunch.
- Educational Funds cannot be directed towards college fees and materials.