**Berrien Springs Partnership Class Selection Policy**

Berrien Springs Partnership seeks to offer elective online and project-based community resource classes that are rigorous in content and carry a high expectation of student performance. Classes must be non-essential courses as determined by our auditor and approved by the School Board.

**Classes must meet the following criteria as determined by the Partnership Director:**

* provide a minimum number of hours of instruction per semester (14 hours for group classes, less for private. Also refer to virtual class time requirements)
* start by the semester’s count day
* instruction provided by a certified teacher or an adult certified or otherwise considered an expert in the subject matter as evidenced by education and previous teaching experience in the community
* all instructors are background checked either by their workplace or BSPS
* safe and appropriate location for the subject matter being taught as well as the size of the student population
* instructors must provide safe and appropriate supplies and materials for students’ use
* instructors provide a syllabus for each class prior to the start of the semester
* pre-test and post-tests are conducted by instructors each semester
* attendance is kept by instructors and turned in to the Partnership Director at semester’s end
* student learning is evidenced by one of the following: post-test score improvement, fine arts recital, work of art/art show, class/parent/public performance, achievement of a higher level or rank, product creation, scrapbook, written examination or report

**Virtual class requirements:**

* K-5 foreign language courses: 16
* 6-8 foreign language courses:20
* 9-12 foreign language courses:24
* All other classes: course completion, passing score on each module

**Viability of classes is reviewed by the Director each semester considering one or more of the following:**

* Student learning/success
* Feedback from instructors, students, parents and mentor teachers
* Visits by Director
* Budget constraints