

ONLINE LEARNING

A. Definitions

- Online Courses: An “online course” is one in which more than half of the content is delivered online and more than half of the instruction is delivered online by a teacher from a different location than that of the student.
- Online School Program: “Online school program” is delivered by a school district or cooperative of school districts, and provides an online, comprehensive and sequential program of courses or grade-level coursework and instruction in which more than half of the program is delivered online and more than half of the instruction is delivered online by a teacher from a different location than that of the student.
- Online Learning Support Team: District/school staff will provide assistance to the student in accessing courses, understanding coursework and maintaining successful progress in the course: Principal/Assistant Principal, School Counselor, Online Learning Coordinator, Technology Specialist.

B. Student Access to Online Courses and Online School Programs

The district will facilitate access to the following types of online learning opportunities:

1. Online courses:
 - a. District-created and taught online courses;
 - b. District-taught online courses created by a third-party contracted provider; and
 - c. OSPI-approved online courses created and taught by third-party course providers.
2. Online school programs;
 - a. District-created and taught online school programs;
 - b. District-sponsored programs created and taught by third-party course providers;
 - c. District-sponsored programs created by third-party course providers and taught by district teachers; and
 - d. Out-of-district online school programs accessed through an inter-district transfer.

C. Types of Online Courses Available

The district will facilitate access to the following types of online courses:

1. Credit recovery courses allowing students to make up failed credits needed for graduation;
2. Advanced Placement courses;
3. World language courses;

4. Courses which may already be offered in the student's school but are inaccessible to the student due to scheduling or other factors;
5. Courses not available at the student's school that meet four-year college entrance requirements;
6. Elective courses and Career and Technical courses that are OSPI CTE approved;
7. Standard-level courses meeting high school graduation requirements;
8. Grade level coursework for grades 9-12; and
9. A course that meets the criteria for district use of a non-approved course.

D. Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in grades 7-12. Students taking an online course or participating in a district-created online school program must adhere to the following criteria:

1. Have completed any required prerequisites and provide teacher/counselor recommendations to confirm that he/she possesses the academic level needed to function effectively in an online learning environment;
2. Comply with existing district policies for registering/enrolling in a course or district program.
3. Students interested in attending an online school program in another district must follow the inter-district transfer procedures in Inter-District Transfer Agreement-Resident Students (3140F) prior to entering that program.

E. Supporting Student Success

The district will provide the following support to students to help ensure a successful online Learning experience:

1. All online students will receive assistance from the local online learning support team;
2. The School Counselor will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The Online Learning Coordinator will meet regularly with online students to ensure they are connecting to the online coursework and the online teacher and are making satisfactory progress in their online coursework;
4. The district will provide a setting during the school day in which the student may connect to an online course and to the Online Learning Coordinator when appropriate to the extent that resources are available; and
5. The district will offer access to online computers and other required technology during the school day to the extent possible with available resour

F. Costs/Fees

1. Courses offered to students for which the district claims state education funding or that are included as part of the legally-required annual average total instructional hour offering of one thousand (1,000) hours will be paid for by the school district. Students/families may be responsible for fees as specified by the district fee schedule.
2. Courses offered to students for which the district claims no state education funding and that are not included as part of the legally-required annual average total instructional hour offering of one thousand (1,000) hours will be paid for by students/families. Students/families may also be responsible for fees as specified by the district fee schedule.

G. Granting of High School Credit Online Courses

1. Credit for online courses.
 - a. Online courses that are approved by OSPI and taught by district teachers will be granted credit in the same manner as other course offerings in the district.
 - b. Online courses that are approved by OSPI and taught by third party course providers will be granted credit in the same manner as other course offerings in the district. However, no more than two credits (4 semester courses) taken in this manner will be granted during a student's high school career. Counselors, with principal approval, may grant an exception to the two credit limit for good cause.
 - c. Online courses that are nonapproved by OSPI are subject to the two credit limit described above and must be preapproved by the District and will be granted credit (not grade) as specified in the High School Graduation Requirements (2410P) procedures.
 - d. Beginning school year 2011-2012, only courses approved by OSPI will be eligible for credit from the district unless an exception is approved by the district and principal for good cause.
2. Currently enrolled students should notify the district prior to enrolling in an online course provided outside of the district. The student will be informed, in writing, whether or not the course is eligible for academic credit from the district.
3. For students transferring credit from online courses or programs taken while enrolled outside of the district, credit will be granted according to the district transfer credit policy.
4. For eligible courses, if course credit is earned, the course will be recorded on the transcript using the standardized identifier for online courses provided in the Comprehensive Education Data Research System (CEDARS).

H. Information to Students and Parents or Guardians

The district will use a variety of methods to provide information to parents/guardians and students regarding online learning opportunities.

Information will be provided through the district Web page, counseling office brochures, newsletters, the student handbook and other appropriate district communication resources.

Information provided will include descriptions of online courses or online school programs, enrollment information, potential fees, a description of credit awarded for courses, student eligibility

requirements, methods the district will use to support student success and will follow district graduation requirements.

I. Criteria for District Use of Non-OSPI Approved Online Courses

1. The district may offer courses to students from providers not on the OSPI approved list only after ensuring that they meet the criteria for district use of nonapproved courses as posted on the OSPI Web site.
2. The district will ensure proper documentation when using nonapproved online courses.

J. Student Responsibilities

1. Adhere to the district's code of conduct for academic integrity.
2. Comply with course/program participation and completion requirements.
3. Maintain high academic involvement.
4. Notify the district if participation in an online course/program ceases or changes.
5. Maintain agreed-upon levels and kinds of communication with the local advisor throughout the term of the online course.
6. Participate in an online course/program orientation.

K. Parent or Guardian Responsibilities

1. Parents or guardians are responsible for costs/fees as outlined in Section F.
2. Parents or guardians are responsible for seeking appropriate technology – per district recommendations – for student participation in coursework outside of the school day or designated online learning period.

L. District Responsibilities:

1. Inform parents/guardians prior to student enrollment in any online course or program.
2. Inform staff, parents/guardians and students of the online courses and programs that are available to them.
3. Inform staff, parents/guardians and students of the online course/online school program prerequisites, technology requirements, course outlines, syllabi and possible fees.
4. Provide online students who remain enrolled in the district and who participate in the online course or program during the school day, with computing hardware and connectivity required for participation in the online course or online school program.
5. Inform staff, parents/guardians and students of how to seek and access technology resources and technological requirements beyond the school day.

6. Provide online students with an online learning support team.
7. Ensure communication between the student's Online Learning Coordinator, online teacher and parent/guardian. Ensure online courses are appropriately identified with CEDARS coding.
8. The district will inform students and their parent/guardian of rescheduling options or grade impacts in the event a student withdraws from an online course or online school program prior to completion.

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