

CURRICULUM/INSTRUCTION

Online Learning Procedures

A. Definitions

1. **Online Course** – An “online course” means a course or grade-level coursework which:
 - More than half of the content is delivered electronically using the Internet or other computer-based methods;
 - More than half of the teaching is conducted from a remote location or electronic tools;
 - A certificated teacher has the primary responsibility for the student’s instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
 - Students have access to the teacher synchronously and/or asynchronously.
2. **Online School Program** – An “online school program” means a school program that offers a sequential set of online courses or grade-level coursework that may be taken in a single school term or throughout the school year in a manner that could provide a full-time basic education program if desired by the student. The student may enroll as a part-time or full-time student.
3. **Online provider** – means any provider on an online course or program, including multidistrict online providers, all school district online learning programs, and all regional online learning programs.
4. **Online Learning Support Team** – Designated District/school staff who will provide assistance to the student in accessing courses, understanding coursework and maintaining satisfactory progress in the course.

B. Student Access to Online Courses and Online School Programs

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

1. District created and taught online courses;
2. District taught online courses created by a third-party contracted provider; and
3. Courses created and taught online by OSPI approved online providers.

The District will facilitate access to the following types of online school programs:

1. District created and taught online school programs;

2. District sponsored programs created and taught by OSPI approved online providers;
3. District sponsored programs created by third-party course providers and taught by district teachers; or
4. Out-of-District online school programs accessed through an interdistrict transfer.

The district reserves the right to determine the online provider(s) it will sponsor for courses and programs.

C. Type 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. World language courses;
- 3.. Courses which may already be offered in the student's school but are inaccessible to the student due to scheduling or other factors;
4. Courses not available at the student's school that meet four-year college entrance requirements;
5. Standard-level courses meeting high school graduation requirements;
- 6.. Grade level coursework for middle school and
7. A course from a provider that is not approved by OSPI that meets the criteria for district use.

D. Student Eligibility Criteria

The district will facilitate access to online learning courses primarily 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 skills and demonstrated abilities needed to function effectively in an online learning environment;
2. Comply with existing district policies for registering/enrolling in an online course; and
3. Students interested in attending an online school program in another district must follow the applicable interdistrict transfer procedures prior to entering that program.

E. Online Course Support

The district will provide the following support to students enrolled in approved online courses to which the district facilitates access to help support the students' success:

1. All online students will receive assistance from appropriate members of the online learning support team;
2. Counselors will advise students in selecting and registering for online learning options to which the District facilitates access;
3. A member of the online learning support team will have regular contact via email, face-to-face meetings or some other means of communication 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; and
4. The district will offer access to online computers on a space available basis.

F. Costs/Fees

1. Online 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 will be paid for by the school district. Students/families may be responsible for fees as specified by any applicable district fee schedule; and
2. Online 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 will be paid for by students and/or their parents/guardians, not the district. Students and/or their parents/guardians may also be responsible for fees as specified by such online course and/or online school program provider.

G. Granting of High School Credit for Online Courses

1. The district will award credit and grades for online high school courses successfully completed by a student that meets the district's graduation requirements and are provided by an approved online provider. Credit for online courses will be granted in the same manner as other course offerings in the district.
2. Currently enrolled students must notify the district prior to enrolling in an online course or program provided outside of the District. The student and/or parent will seek prior approval in writing, and will be informed, in writing of whether or not the course or program 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 applicable District transfer credit procedures; and
4. For an eligible online course, 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 provide information to the parent/guardian and student regarding online learning opportunities. The information may be provided through publication of these procedures, as well as information on the district's webpage, counseling office brochures, newsletters, the student handbook and/or other appropriate district communication resources. Information provided will include descriptions of online courses, enrollment information, potential fees, a description of credit awarded for courses, student eligibility requirements, and methods the district will use to support students in online courses.

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

1. The district may offer courses to student from providers not on the OSPI approved list only after ensuring that they meet the criteria for district use of non-approved providers as posted on the OSPI website; and
2. The district will ensure proper documentation when using non-approved online providers.

J. Student Responsibilities

1. Adhere to the district's code of conduct for academic integrity;
2. Comply with course 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 communications with the online learning support team member(s) throughout the term of the online course; and
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; and
3. Parents or guardians are responsible for complying with any applicable course/program participation and/or completion requirements.

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 that are available through the District, including any applicable online course prerequisites, technology requirements, credit determinations, student supports, and possible fees;

3. Provide online students who remain enrolled in the district and who participate in the online course during the school day with computing hardware and connectivity required for participation in the online course;
4. Inform staff, parents/guardians and students of how to seek and access technology resources and technological requirements beyond the school day;
5. Provide online students with access to an online learning support team;
6. Ensure communication between the student's online learning support team and parent/guardian;
7. Ensure online courses are appropriately identified with CEDARS coding; and
8. Inform students and their parent/guardian of rescheduling options or grade impacts in the event a student withdraws from an online course prior to completion.

M. Guidelines with Regard to Online Schools and Special Education

The district will comply with the Special Education *Guidelines for Online Schools for Online Learning and Students with Disabilities*, to the extent required by applicable law.

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