INSTRUCTION

Online Learning

A. Definitions

1. Online Courses

   An "**online course**" or "**grade level coursework**" is one in which:

   a. More than half of the content is delivered electronically using the internet or other computer-based methods;

   b. More than half of the instruction is delivered online by a teacher from a different location than that of the student;

   c. 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

   d. Students have access to their teacher in a timely manner.

2. Online School Program

   "**Online school program**" is delivered by a school district or cooperative of school districts, and means a school program that offers a sequential set of courses or grade-level coursework and instruction throughout the school year in a manner that could provide a full-time basic education program if so desired by the student. The student may enroll as a part-time or full-time student.

3. Online Provider

   "**Online provider**" means any provider of 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

   The "**online learning support team**" includes the teacher, school counselor, school success coordinator and the school administrator who will provide assistance to the student in accessing courses, understanding coursework and maintaining successful progress in the course.

B. Student Access to Online Courses and Online School Programs

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

1. Online courses:

   a. District-created and taught online courses; and

   b. District-taught online courses created by a contracted provider.

2. Online school programs:

   a. District-created and taught online school programs;

   b. District-sponsored programs created and taught by contracted course providers; and

   c. District-sponsored programs created by contracted course providers and taught by district teachers.

C. Types of Online Courses Available

The district may 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 and high school graduation requirements;

6. Elective and Career and Technical courses;

7. Standard-level courses meeting high school graduation requirements;

8. A course that meets the criteria for district use of a non-approved course; and

9. Competency-based courses and assessments for high school credit.

D. Student Eligibility Criteria

The district may facilitate access to online learning courses and programs for students. Students requesting permission to take an online course or participate 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 the student possesses the academic level needed to function effectively in an online learning environment.~~

1~~2~~. Comply with existing district policies for registering/enrolling in a course or district program.

2~~3~~. Students interested in enrolling in an online school program in another district must follow the process specified in Policy 3140 and Procedure 3140P, Release of Resident Students, prior to entering that program.

3~~4~~. High school and middle school students may take online courses for high school credit with approval of the school principal in accordance with Policy 2410 and Procedure 2410P, High School Graduation Requirements.

E. <u>Supporting Student Success</u>

The district may provide the following support to students to help ensure a successful online learning experience:

1. Online students will receive assistance from the local online learning support team to ensure they are connecting to the online coursework and are making satisfactory progress in their online coursework;

2. The school counselor will advise students in selecting and registering for online learning options to which the district facilitates access; and

3. The district will offer access to online learning during the school day.

F. <u>Costs/Fees</u>

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 or families. The district will attempt to facilitate tuition assistance for students who demonstrate financial need.

G. <u>Granting of High School Credit for Online Courses</u>

1. Credit will be awarded for online high school courses successfully completed by a student that meets the school district's graduation requirements and are provided by a district-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 seek approval prior to enrolling in an online course provided outside of the district. The student and/or parent/guardian will seek prior approval and will be informed, in writing, whether or not the course is eligible for academic credit for the district. (Refer to Procedure 2410P regarding Out-of-District Correspondence Courses.)

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 permanently recorded on the high school transcript.

H. <u>Information to Students and Parents or Guardians</u>

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

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

3. 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 and methods the district will use to support student success.

I. <u>Criteria for District Use of Non-OSPI Online Courses</u>

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 non-approved courses as posted on the OSPI website.

2. The district will ensure proper documentation when using non-approved online courses.

J. <u>Student Responsibilities</u>

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. <u>Parent/Guardian Responsibilities</u>

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. <u>District Responsibilities</u>

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 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 local online learning support team and parent/guardian.

Cross references: Board Policy 2114   Online Learning
                            Board Policy 6115   Fees, Fines and Charges

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