

## **Administrative Procedures to Board Policy #2024, Online Learning**

### **A. Definitions**

Online Courses:	An “online course” or “grade level coursework,” means a course in which more than half of the content is delivered online using and more than half of the instruction is delivered online by a teacher from a different location than that of the student. A certificated teacher has the primary responsibility for the student’s instructional interaction and students have access to the teacher synchronously and/or asynchronously
Online School Program:	“Online school program” is delivered by a school district or cooperative of school districts, and offers a sequential set of online courses or grade-level coursework 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. Online Learning Support Team: District/school staff (local advisor, coordinator, school registrar, counselor, 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 will facilitate access to the following types of online learning opportunities:

1. Online courses:
  - a. Courses created and taught online by OSPI-approved online providers.
  - b. District-created and –taught online school courses;
2. Online school programs:
  - a. District-created and –taught online school programs;
  - b. District-sponsored programs created and taught by OSPI-approved online providers;
  - c. Out-of-district online school programs accessed through an interdistrict 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 and Career and Technical Education courses;
7. Standard-level courses meeting high school graduation requirements;
8. Grade level coursework for 6-12 and for grades K-5 as quality coursework is identified;
9. A course approved through the discretionary authority of the school principal.

#### **D. Student Eligibility Criteria**

The district will facilitate access to online learning courses and programs for students enrolled in 6<sup>th</sup> – 12<sup>th</sup> grades and for grades K-5 as quality coursework is identified. 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 conferred with a school counselor to determine recommended course for successful material selection;
2. Have completed any required prerequisites indicated for a course;
3. Comply with existing district policies for registering/enrolling in a course or district program.
4. Students interested in attending an online school program in another district must follow the interdistrict transfer procedures in policy #3140, Release of Resident Student prior to entering that program.
5. Meet with the local advisor/coordinator for registration purposes.

#### **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 administrator and/or counselor will advise students in selecting online learning options to which the district facilitates access;
3. The local advisor will communicate 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 offer access to online computers for a limited period during the school day and/or outside the school day for online course testing and as an intervention step for students falling behind in their online course work.

#### **F. Costs/Fees**

1. Courses offered to students for which the district claims state education funding or that are included as part of the regular school day will be paid for by the school district.
2. Courses offered to students for which the district claims no state education funding and that are not included as part of the regular school day will be paid for by students/families at the actual course cost rate.

### **G. Granting of High School Credit for Online Courses**

1. School districts will award credit and grades for online high school courses successfully completed by a student that meet the school 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 seek approval prior to enrolling in an online course provided outside of the district. The student and/or parent will seek prior approval and will be informed 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 according to the high school graduation requirements of the district.
4. For eligible courses, if course credit is earned, the course will be recorded on the transcript as an online-learning course.
5. Prior to enrollment, students and/or parents will be informed in writing whether a course is eligible for academic credit.

### **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. Among the method used may be the district Web page, counseling office brochures, newsletters, the student handbook and other appropriate district communication resources.

Information provided will include a description of the online courses offered, enrollment information, potential fees, a description of credit awarded for courses, student eligibility requirements, methods the district will use to support student success.

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

1. A school may accept credit for courses taken by students from providers not on the OSPI approved list after review by the school principal;
2. The school 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/registration.

**K. Parent or Guardian Responsibilities**

1. Parents or guardians are responsible for costs/fees as outlined above in the Costs/Fees section.
2. Parents or guardians are responsible for seeking appropriate technology – per district recommendations – for student participation in online coursework.

**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 with an online learning support team.
5. Ensure communication between the student's local advisor and parent/guardian.
6. Ensure proper student information system coding for online courses.
7. 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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