

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 (may consist of the student’s connections teacher, principal, counselor, and designated technology coordinator such as the librarian) 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. OSPI-approved online courses created and taught by third-party course providers.

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. Foreign 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 courses;
7. Standard-level courses meeting high school graduation requirements;
8. Grade level coursework for K-8; and

D. Student Eligibility Criteria

The district may facilitate access to online learning courses and programs for students enrolled in kindergarten through grade 12. Students requesting permission to take an online course must adhere to the following criteria:

1. Have completed any required prerequisites.
2. Provide teacher/counselor, and advisor recommendation via the applicable CARE team to confirm that he/she possesses the academic level needed to function effectively in an online learning environment;
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 No. 3140 Release of Resident Students 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 advisor will advise students in selecting and registering for online learning options to which the district facilitates access;
3. If the district offers a dedicated class period for online learning, the local advisor 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 may offer a dedicated class period during the school day in which the student may connect to an online course and to their local advisor; and
5. The district may offer access to online computers during and outside of the school day.

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, except that the district may pay when authorized by the superintendent. Students/families may also be responsible for fees as specified by the district fee schedule.

G. Granting of High School Credit for Online Courses

1. 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 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, Policy 2410 and 2410P.
4. For eligible courses, if course credit is earned, the course will be recorded on the transcript as an online-learning course.

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, newsletters, the student handbook and 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 student success.

I. Criteria for District Use of Non-OSPI 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 and obtain a parent signature acknowledging that the student is taking the online course.

2. Inform staff, parents/guardians and students of the online courses that are available to them.
3. Inform staff, parents/guardians and students of the online course prerequisites, technology requirements, possible fees, and where course outlines and syllabi can be obtained.
4. 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 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 advisor and parent/guardian.
8. Ensure proper student information system coding for online courses.
9. 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 prior to completion or fails the course.

M. Process to Apply For an Online Course:

1. The student (and parent, when appropriate) will work with his/her class advisor to complete a written request for permission to enroll in an online course. The request will be submitted to the school counselor. The counselor will schedule a CARE Team meeting to review the request and either approve, approve with conditions, or deny the request. The student may appeal the CARE Team decision to the principal, whose decision shall be final.

Note: The PASS program is not an online learning program. However, the elements of this procedure that apply to determining student participation in online classes also apply to the PASS program.