Online Learning

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: For in district online courses the building principal or designee will provide assistance to the student in accessing courses, understanding coursework and maintaining successful progress in the course. For online courses/programs outside of the district, the support team will be provided by the online program staff.

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; and
    b. OSPI-approved online courses created and taught by third-party course providers.
2. Online school programs:
    a. Out-of-district online school programs accessed through an inter district transfer.

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

Student Eligibility Criteria

The district may facilitate access to online learning courses and programs for students enrolled in grades 8-12 that are countable towards graduation. 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 prior to entering that program.

Supporting Student Success

The district will provide the following support to students to help ensure a successful online learning experience for online courses/programs provided by the district:

1. All online students will receive assistance from the local online learning support staff member as designated by the building principal; and
2. The registrar will advise students in selecting and registering for online learning options to which the district facilitates access.

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.

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 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).
5. Prior to enrollment, students and/or parents will be informed in writing whether a course is eligible for academic credit.

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 offered by the district, enrollment information, potential fees, a description of credit awarded for courses and student eligibility requirements.

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 through out the term of the online course; and
6. Participate in an online course/program orientation.

Parent or Guardian Responsibilities

1. Parents or guardians are responsible for costs/fees as outlined in the Cost/Fees section above; and
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.

District Responsibilities

1. Inform staff, parents/guardians and students of the district's online course/online school program prerequisites, technology requirements, course outlines, syllabi and possible fees;
2. Provide students taking district created online courses/programs with an online learning support staff member;
3. Ensure online courses are appropriately identified with CEDARS coding; and
4. 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.

Date: TDB