

# 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 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 Staff: District/school staff (counselor, administrator and on-site instructor, if applicable) who will provide assistance to the student in accessing courses, understanding coursework and/or 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. District-taught online courses created by a third-party contracted provider; and
  - b. Office of the Superintendent of Public Instruction (OSPI)-approved online courses created and taught by third-party course providers; and
  - c. Courses created and taught online by OSPI-approved online providers.
2. Online school programs:
  - a. District-created and taught online school programs;
  - b. District-sponsored programs created and taught by OSPI-approved online providers;
  - b. District-sponsored programs created by third-party course providers and taught by district teachers; and
  - c. Out-of-district online school programs accessed through an interdistrict transfer.

## C. Types of Online Courses Available

After a district approved process, 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 K-8; and
9. A course from a provider that is not approved by OSPI that meets the criteria for district use.

**D. Student Eligibility Criteria**

District high schools may also offer online learning through an accredited provider, with the permission of the Assistant Superintendent of Secondary Schools. Students taking an online course or participating in a district-created online school program must adhere to the following criteria:

1. Complete 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 must follow the interdistrict transfer procedures.

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

**F. Costs/Fees**

1. Courses offered to students for which the district claims state education funding or courses that are included as part of the regular school day will be paid for by the school

district. However, students/families may also be responsible for fees and/or materials that are essential to taking the given course.

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 the student. Students/families may also be responsible for fees and/or materials that are essential to completing the given course.
3. Some students may have significant financial hardship and be unable to pay fees referred to per number 2 above. In such cases, students may appeal to the school principal to request a tuition/fee reduction or waiver.

#### **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 should notify the district prior to enrolling in an online course provided outside of the district. The student will seek prior approval and 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 district 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.

#### **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, 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, 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 providers as posted on the OSPI website.
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 above in the Costs/Fees section.
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 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 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 guidance support at the building level.
7. Ensure communication between the student's local advisor and parent/guardian.
8. Ensure online courses are appropriately identified with CEDARS coding.
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 or online school program prior to completion.

**Former Procedure: 4201-P1**

**Date: 01.31.11**

**Revised: 06.05.13; 12.08.14**