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.
Local Advisor:	District/school staff who 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) District-created and taught online courses.
   b) District-taught online courses created by a third-party contracted provider.
   c) OSPI-approved online courses created and taught by third-party course providers.

2) Online school programs:
   a) District-created and -taught online school programs.
   b) District-sponsored programs created and taught by third-party course providers.
   c) District-sponsored programs created by third-party course providers and taught by district teachers.

C) TYPES OF ONLINE COURSES AVAILABLE

1) The District will facilitate access to the following types of online courses:

   a) Credit recovery courses allowing students to make up failed credits needed for graduation.
   b) Advanced Placement courses.
   c) World language courses.
   d) Courses which may already be offered in the student's school but are inaccessible to the student due to scheduling or other factors.
   e) Courses not available at the student's school that meet four-year college entrance requirements.
   f) Elective and Career and Technical courses.
   g) Standard-level courses meeting high school graduation requirements.
   h) Grade level coursework for 6 – 12, with K-5 grade levels added as quality coursework is identified.

D) STUDENT ELIGIBILITY CRITERIA
The District will facilitate access to online learning courses and programs for students enrolled in grades 6-12 grades and for grades K-5 as quality coursework is identified. 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 indicated for a course.
2) Comply with existing District and school 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 in Policy 3141 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) A counselor or administrator will advise students in selecting and registering for online learning options to which the district facilitates access;
2) 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;
3) The District will offer access to online computers during the school day for students who are registered for online classes as part of their regular on-site class schedule.

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 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.

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 wanting to enroll in an online course provided outside of the District must choose from the OSPI list of "Approved Online School Programs" in order for the course to be 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 provisions of Policy 2410 and Procedure 2410P, High School Graduation Requirements.
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 in OSD online courses, students and/or parents will be informed, through the course description or course catalog, whether or not 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 and process, potential fees, a description of credit awarded for courses, student eligibility requirements, and methods the district will use to support student success.

I) 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 taken outside the district 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.

J) 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 approriate technology and Internet services – per district recommendations – for student participation in coursework outside of the school day or designated online learning period.

K) DISTRICT RESPONSIBILITIES

1) Inform staff, parents/guardians and students of the online courses and programs that are available to them.
2) Inform staff, parents/guardians and students of the online course/online school program prerequisites, technology requirements, course outlines, syllabi and possible fees.
3) Provide online students who remain enrolled in the district and who participate in an on-site, online course during the school day, with computing hardware and connectivity required for participation in the online course.
4) Ensure communication between the student's local advisor and parent/guardian.
5) Ensure online courses are appropriately identified with CEDARS coding.
6) 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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