

## Education Programs

### Online Learning Options

#### I. Purpose

This policy recognizes and governs online learning options of students enrolled in the school district for purposes of compulsory attendance and academic credit.

#### II. General Statement of Policy

- A. The school district supports the opportunity provided through online learning and will not prohibit an enrolled student from applying to enroll in online learning.
- B. The district will grant academic credit for completing the requirements of an online learning course or program.
- C. The school district will allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. The district is not responsible for providing additional hardware, software, access or connectivity as required by the student for a course taken outside Edina Public Schools.
- D. The district will continue to provide nonacademic services to online learning students enrolled in Edina Public Schools.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

#### III. Definitions

- A. "Online learning" (OLL) is an interactive course or program that delivers instruction from a teacher to a student over the Internet may be combined with other traditional delivery methods, including frequent assessment, teacher contact,, and meets or exceeds state academic standards.
- B. "Online learning student" is a student enrolled in the school district for purposes of compulsory attendance and enrolled in an online learning course or program delivered by an online learning provider.
- C. "Online learning provider" is a school district, intermediate school district, postsecondary institution, organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses. Online learning providers must be approved by the superintendent or designee.

## IV. Procedures

### A. Dissemination and Receipt of Information

1. The school district will receive, maintain, and disseminate information provided to it by online learning providers.
2. Online courses must meet the policies and standards established by the school district, including student safety, acceptable use of computers, nondiscrimination and class size.

### B. Students

1. A student may apply to an online learning provider to enroll in online learning. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. A student may enroll in online learning courses up to the midpoint of the assigned school's term. The school district may waive this requirement for special circumstances and upon acceptance by the online provider. Exceptions for unique circumstances may be approved by the director of teaching and learning.
3. An online learning provider will notify the school district and the student within ten (10) days of acceptance of the student's online learning course or program and hours of instruction.
4. The online provider must make available to Edina Public Schools the course syllabus, standard alignment, content outline, assessment requirements and contact information for online courses taken by students from Edina Public Schools.
5. An online learning student may enroll in online learning courses during the school year to a maximum of 50% of the student's full schedule of courses per term. A student may exceed the supplemental OLL enrollment registration limit if Edina Public Schools grants permission for supplemental OLL enrollment above the limit, or if an agreement is made between Edina Public Schools and the OLL provider for instructional services. Exceptions for unique circumstances may be approved by the director of teaching and learning.
6. To enroll in more than 50% of their full schedule of courses per term in online learning the student must apply for enrollment to a full-time learning program, in accordance with state law.
7. An online learning student may complete course work at a grade level that is different from the student's current grade level.

8. To enroll in more than 100% of their full schedule of courses per term, an online learning student may enroll in additional courses with an online learning provider under a separate agreement that includes terms for payment of any tuition or course fees that would be the responsibility of the student.
9. To enroll in more than 100% of their full schedule of courses per term an online learning student may also enroll in additional courses with a postsecondary online learning provider under a separate agreement that includes terms for payment of any tuition or course fees that would be the responsibility of the student.
10. To the extent the school district provides curriculum to resident students that has both physical and electronic components, the school district must make the electronic component accessible to a shared-time resident student in a home school at the request of the student or the student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

#### C. Classroom Membership and Teacher Contact Time

1. The school district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the teacher contact time of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from Edina Public Schools. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher with a Minnesota license as long as it is a part of a course that has been approved by MDE.

#### D. Academic Credit; Graduation Standards or Requirements

1. Edina Public Schools will apply the same graduation requirements to all students, including online learning students.
2. Edina Public Schools will use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. Edina Public Schools may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with the Minnesota Department of Education.

4. Edina Public Schools will count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement set by Edina Public Schools, that standard or requirement will be met.
6. Edina students who successfully complete an online course provided by Edina Public Schools will receive a letter grade that will be used in the calculation of grade point average and placed on the student's transcript.
7. Edina students who successfully complete an online course provided by another online provider will receive a course grade of "P" (Passing) that will not be used in the calculation of grade point average, but will be placed on the student's transcript.
8. Students, not otherwise enrolled in Edina Public Schools, who successfully complete an online course provided by the school district, will receive a letter grade that will be reported to the student's resident school district. The resident school district will determine whether the grade will be used in the calculation of grade point average or how it is placed on the student's transcript.
9. Students who enroll and successfully complete an online postsecondary course will receive a course grade of "P" (Passing) that will not be used in the calculation of grade point average, but will be placed on the student's transcript.

Legal References:

Minn. Stat. § 123B.42, Subd. 1a (Curriculum; Electronic Components)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References:

Policy 510 (Nonresident Enrollment)  
Policy 605 (Alternative Programs)  
Policy 608 (Special Education)  
Policy 613 (Graduation Requirements)  
Policy 620 (Course Credit for Learning)

Policy  
adopted: 2/22/10  
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INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

**Appendix I to Policy 624**  
**Edina Schools**  
**Online Course Registration Agreement**

This agreement is entered into between Edina Public Schools District 273 (herein referred to as the "District") and \_\_\_\_\_ (print student name - hereinafter referred to as "Student") as follows:

1. The student shall fully comply with the District's [Online Learning Policy](#) and the Online Learning Option Act, [Minnesota Statutes Section 124D.095](#).
2. By signing and returning this document, the student and parent/guardians agree to complete the required registration steps to successfully enroll within the online course. It is a student and parent/guardian responsibility to complete registration for an online course in an appropriate and timely manner.
3. Students and parents are responsible for reviewing the guidelines of the online provider.
4. Second-semester seniors participating in Senior May Term must complete the online course prior to the start of the SMT experience.
5. Online Course Payment:
  - o Students can add an online course at no cost if they agree to reduce their registered course schedule by an equal amount during the academic year. Students taking less than a full load can take on-line courses at no cost up to the full load.
  - o A student/family is responsible for the full cost of a course if taking a course above the full student's academic schedule threshold or during a summer session.
6. By returning this signed agreement, the student will be dropped from the requested school-based course. A placeholder called "Course Online" will be placed in the student schedule.

Please indicate the course(s) that should be dropped from the student schedule: \_\_\_\_\_

*\*\*\*Please Note: Dropping an Edina-based course after the school withdrawal deadline will result in a "W" mark on the official Edina transcript\*\*\**

*\*\*\*Students that are unsuccessful in completing this online course waive their right to sign up for a future online course\*\*\**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_