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:	Staff at Ephrata High School and Sage Hills High School to include the principal, assistant principal, counselors, and technology department will provide assistance to the student in accessing the courses. A building appointed staff member will monitor day to day coursework and progress.

A. **Student Access to Online Courses and Online School Programs**

The district will facilitate access to the following types of online learning opportunities: Online courses:

    a. OSPI-approved online courses created and taught by third-party course providers. These courses can be found at http://digitallearning.k12.wa.us/approval/provider

    b. Other online courses approved by the Online Learning support team.

B. **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 that meet graduation requirements but are inaccessible to the student in a timely manner before graduation;
5. Career and Technical courses not offered at EHS that meet the criteria of the student's career path under Core 24.

B. **Student Eligibility Criteria**

The district will facilitate access to online learning courses and programs for students enrolled in grades 9-12. Students taking an online course or participating must adhere to the following criteria:

1. Have completed all 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 and standard practices for registering/enrolling in a course or district program;

3. Students interested in attending an online school program in another district must follow the interdistrict transfer procedures in Policy 3140 Choice/Release of Resident Students, prior to entering that program.

C. **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 counselor will advise students in selecting and registering for online learning options to which the district approves;
3. The building appointed staff member will monitor 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 dependinig on the number of students interested in which the student may connect to an online course and to their building appointed staff member; and
5. The district may offer access to online computers during the school day dependent on student schedule and availability of staff supervision.

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 (1,080) 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 (1,080) hours will be paid for by students/families. Students/families may also be responsible for fees as specified by the district fee schedule.
3. Parents or guardians are required to pay the district the cost of the course if the student does not complete or fails the course.

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 notify the district prior to enrolling in an online course provided outside of the district by an approved provider. 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 2410 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 and after written request submission, 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

1. The district will provide information to parents/guardians and students regarding online learning opportunities when interest is shown by the student in online courses or online courses are needed in order for the student to graduate on time.

2. Determination of courses taken will be handled through the schools counseling center.

3. Information will be provided through the district Web page, counseling office brochures and other appropriate district communication resources.

I. Student Responsibilities

1. Adhere to the district's academic code of conduct.
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. Meet with a building appointed staff member prior to the online course beginning.

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 – per district recommendations – for student participation in coursework outside of the school day or designated online learning period.

K. Building Responsibilities:

1. Inform parents/guardians prior to student enrollment in any online course.
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 during the school day, with computing hardware and connectivity required for participation in the online course or online school program.
5. Provide online students with an online learning support team.
6. Ensure communication between the student's building appointed staff member and parent/guardian.
7. Ensure online courses are appropriately identified with CEDARS coding.
8. 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 the student withdrawing or non completion.

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