

INSTRUCTION

Online LearningDefinitions

- A. 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.
- B. 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.
- C. Online Learning Support Team: District/school staff consisting of administrators, directors, certificated teachers, technology support staff, and support staff who provide assistance to the student in accessing courses, understanding coursework and maintaining successful progress in the course.

Student Access to Online Courses and Online School Programs

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

- A. Online courses:
 - 1. District-created and taught online courses;
 - 2. District-taught online courses created by a third-party contracted provider; and
- B. Online school programs:
 - 1. District-created and taught online school programs;
 - 2. District-sponsored programs created by third-party course providers and taught by district teachers; and
 - 3. Out-of-district online school programs accessed through an inter-district transfer.

Types of Online Courses Available

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

- A. Courses allowing students to earn initial credit;
- B. Credit recovery courses allowing students to make up failed credits needed for graduation;
- C. Advanced Placement courses;
- D. World language courses;
- E. Courses which may already be offered in the student’s school but are inaccessible to the student due to scheduling or other factors;
- F. Courses not available at the student’s school that are necessary for college admissions;

- G. Elective and Career and Technical Education courses (or Occupational Education Equivalent);
- H. Grade level courses meeting high school graduation requirements;
- I. Grade level coursework for K-8; and
- J. Courses that meet the criteria for district use of a non-approved course (i.e. specialized courses for blind or visually impaired students)

Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in grades K-12. Students taking an online course or participating in a district-created online school program must:

- A. Have completed any required application process to confirm that the student possesses the academic level needed to function effectively in an online learning environment;
- B. Comply with existing district policies for registering/enrolling in a course or district program;
- C. Follow appropriate inter-district transfer procedures if interested in attending an online school program in another district;
- D. Agree in writing to follow academic integrity and appropriate use of technology expectations.

Supporting Student Success

The district will provide the following support to students to help ensure a successful online learning experience:

- A. All online students will receive assistance from the local online learning support team and complete an orientation process;
- B. The certified staff will advise students in selecting and registering for online learning options to which the district facilitates access;
- C. The certified staff will have regular contact with online students to ensure they are connecting to the online coursework and are making satisfactory progress in their online coursework.

Costs/Fees

Courses offered to students for which the district claims state education funding, or that are included as part of the regular school day, will be paid for by the school district. Students/families may be responsible for fees as specified by the district fee schedule.

Granting of High School Credit for Online Courses

- A. Credit for online courses will be granted in the same manner as other course offerings in the district.
- B. Currently enrolled students must seek approval prior to enrolling in an online course provided outside of the district in accordance with current district policy.

- C. For students transferring credit from online courses or programs taken while enrolled outside of the district, credit shall only be awarded for online courses that are taken through accredited institutions and for which an official transcript is provided.
- D. For eligible courses, if course credit is earned, the course will be recorded on the transcript as an online learning course.

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, course of study handbooks, 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, a description of credit awarded for courses, student eligibility requirements, methods the district will use to support student success and state and district high school graduation requirements.

Criteria for District Use of Non-OSPI Online Courses

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 courses as posted on the OSPI website. The district will ensure proper documentation when using nonapproved online courses.

Student Responsibilities

- A. Adhere to the district's code of conduct for academic integrity.
- B. Comply with course/program participation and completion requirements.
- C. Maintain high academic involvement.
- D. Notify the district if participation in an online course/program ceases or changes.
- E. Participate in an online course/program orientation.
- F. Maintain weekly direct personal contact with their teacher for the purpose of instruction, review of assignments, testing, inquiries on progress, and/or other learning activities. Contact may occur through face-to-face meetings, email, telephone, instant messaging or interactive video.

Parent or Guardian Responsibilities

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.

Building Responsibilities

Each building will identify an online learning lead to be the main contact for their building. The building lead will work with the building administrator and district online learning coordinator. When new teachers need an account, a request must be sent to the district online learning contact.

Staff Responsibilities

- A. Complete required teacher orientation and annual trainings for online teachers;
- B. Develop written student learning plans that are designed to meet student's individual educational needs, include an estimate of the average number of hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan, and include who weekly contact requirements will be fulfilled;
- C. Maintain weekly direct personal contact with their students for the purpose of instruction, review of assignments, testing, inquiries on progress, and/or other learning activities. Contact may occur through face-to-face meetings, email, telephone, instant messaging or interactive video;
- D. Evaluate students' educational progress at least once each calendar month of enrollment. The results of each evaluation must be communicated to the student or, if the student is in grades K-8, both the student and the student's parent. Educational progress must be evaluated according to the following requirements:
 1. Each student's educational progress evaluation must be based on the learning goals and performance objectives defined in the written student learning plan;
 2. The evaluation of satisfactory progress must be conducted in a manner consistent with district student evaluation or grading procedures, and be based on the professional judgment of staff;
 3. The progress evaluation conducted by staff must include direct personal contact with the student with the following exceptions:
 - a. After an initial month of satisfactory progress, in subsequent months where progress continues to be satisfactory, the evaluation may be communicated to the student without direct personal contact.
 - b. Direct personal contact is not required as a part of the evaluation conducted in the final month of the school year if the evaluation takes the form of the delivery of final grades to the student.
 4. Based on the progress evaluation, staff must determine and document whether the student is making satisfactory progress reaching the learning goals and performance objectives defined in the written student learning plan;
- E. Develop necessary intervention plans, within five school days of the date of the monthly progress evaluation, if it is determined that students failed to make satisfactory progress or failed to follow the written student learning plan. An intervention plan must be developed, documented, and implemented by staff in conjunction with the student and, for students in grades K-8, the student's parent(s). At minimum, the intervention plan must include at least one of the following interventions:
 - a) Increasing the frequency or duration of contact with a certificated teacher for the purposes of enhancing the ability of the certificated teacher to improve student learning;

- b) Modifying the manner in which contact with a certificated teacher is accomplished;
- c) Modifying the student's learning goals or performance objectives;
- d) Modifying the number of or scope of courses or the content included in the learning plan.

An intervention plan is not required if the evaluation is delivered within the last five school days of the year.

If after no more than three consecutive calendar months in which it is determined the student is not making satisfactory progress despite documented intervention efforts, a course of study designed to more appropriately meet the student's educational needs must be developed and implemented by a certificated teacher in conjunction with the student and where possible, the student's parent. This may include removal of the student from the alternative learning experience and enrollment of the student in another educational program offered by the district.

District Responsibilities

- A. Inform parents/guardians prior to student enrollment in any online course or program;
- B. Inform staff, parents/guardians and students of the online courses and programs that are available to them;
- C. Inform staff, parents/guardians and students of the online course/online school program admission procedures, technology requirements, contact requirements, course outlines, and syllabi;
- D. 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;
- E. Inform staff, parents/guardians and students of how to seek and access technology resources and technological requirements beyond the school day;
- F. Provide online students with an online learning support team;
- G. Ensure communication between the student's local advisor and parent/guardian;
- H. Ensure online courses are appropriately identified with CEDARS coding; and
- I. 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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