

**STAPLES MOTLEY HIGH SCHOOL  
ON-LINE LEARNING POLICIES AND PROCEDURES  
POLICY #624.1**

**The purpose of this document is to develop common policies and procedures for students who enroll in courses in the SMHS On-Line Learning Laboratory (OLL).**

**I. Statement of Intent**

- A. The OLL was created as a means of meeting the needs of students as authorized through Minnesota Statute, M.S. 124D.095 also known as the Online Learning Option Act.
- B. The legislation authorizes a school district to use various means of computer assisted instruction in the delivery of Minnesota Standards of Excellence.
- C. The legislation authorizes students to enroll in OLL courses from a State approved OLL provider.
- D. ISD 2170 is making OLL courses available, utilizing curriculum developed for On Line Instruction, and supervised by Highly Qualified staff as defined under provisions of the No Child Left Behind (NCLB) legislation.

**II. GENERAL POLICIES AND PROCEDURES**

- A. Students who have credits to make up may be assigned to the OLL program, having less elective choices.
- B. Students must attend class daily and complete all assignments required for the course and follow appropriate handbook(s).
- C. It is intended that students complete the courses within the serving districts' grading timeline. Exceptions can be made for transfer students or students with special circumstances.

**III. SCHOOL DISTRICT RESPONSIBILITIES**

- A. Provide access to OLL courses in a laboratory maintained for OLL courses
- B. Purchase at district expense all curriculum, materials, textbooks needed for students to successfully complete a course
- C. Provide supervision in the lab setting
- D. Grant credit for all completed courses and apply credits toward graduation

**IV. CONTRACT THROUGH COOPERATIVE, OTHER PUBLIC SCHOOL DISTRICT, OR OLL SERVICE PROVIDER**

- A. To best meet student needs, the district may contract instruction services from a district cooperative, other public school district, or OLL service provider if the following situations arise; such as, but are not-limited to:
  - 1. District does not employ an appropriately licensed staff member
  - 2. District does not employ staff member with needed skills to deliver OLL course
  - 3. A district employee demonstrates or expresses unwillingness or is uncooperative to instruct through the OLL medium

**V. OPERATIONAL PROCEDURES**

**Course Selection and Expectations**

- 1. As per student handbook(s)
- 2. Courses determined by Principal and Counselor

**INSTRUCTIONAL STAFF EXPECTATIONS**

- 1. Promptly correct, comment on, and return all student work
- 2. Monitor all testing as required
- 3. Submit all grades to students' home district