
ONLINE LEARNING: 2024P

A. Definitions

Online Courses: An “online course” means a course in which:

- a. more than half of the content is delivered online;
- b. more than half of the instruction is delivered online by a teacher from a different location than that of the student;
- c. a Washington certificated teacher has the primary responsibility for the student’s instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
- d. Students have access to the teacher synchronously and/or asynchronously.

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. Throughout the school year in a manner that could provide a full-time basic education program if so desired by the student. The student may enroll as a part-time or full-time student.

Online Provider: Any provider of an online course or program, including multidistrict online providers, all school district online learning programs, and all regional online learning programs.

Online Learning Support Team: District/school staff (student online course mentor, counselor, registrar, and principal or designee) who will 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; and
 - c. Courses created and taught online by OSPI-approved online providers.
2. Online school programs:
 - a. District-created and taught online school programs;
 - b. District-sponsored programs created and taught by OSPI-approved online providers;

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- c. District-sponsored programs created by third-party course providers and taught by district teachers; or
- d. Out-of-district online school programs accessed through an interdistrict transfer.

C. Types of Online Courses Available

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

1. Core courses (Math, English, Science, Social Studies) to meet high school graduation requirements;
2. Career and Technical courses;
3. Elective courses;
4. Foreign Language courses;
5. PE / Health courses;
6. Advanced Placement courses;
7. Credit retrieval courses allowing students to recover unearned credits needed for graduation;
8. Grade level coursework for K-8.

D. Student Eligibility Criteria

The District will facilitate access to online learning courses and programs for students enrolled in grades K-12 via the Internet Academy. Students taking an online course or participating in the Internet Academy's program must adhere to the following criteria:

1. Have completed any 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 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 Administrative Policy – 3140 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:

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1. All online students will receive assistance from the local online learning support team;
2. The school counselor or designee will advise students in selecting and registering for online learning options to which the District facilitates access;
3. The local mentor 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.
4. The District will offer a dedicated class period during the school day in which the student may connect to an online course and to their local advisor.

F. Costs/Fees

Courses offered to students for which the District claims State education funding or that are included as part of the student's full-time schedule will be offered at no cost to the student through the Internet Academy. Students may substitute one regular class for an Internet Academy class on a one-for-one basis. Requests for more than half of a student's schedule being from the Internet Academy must be approved by both the Internet Academy administration and the sending Federal Way school/program administration. Students/families may be responsible for fees as specified by the District fee schedule.

Courses offered to students for which the District claims no State education funding and that are not included as part of the student's full-time schedule will be offered to the student/family via tuition through the Internet Academy and will be paid for by the students/families. Students/families may 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 should notify the District prior to enrolling in an online course provided outside of the district. 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;
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, students and/or parents will be informed in writing whether a course is eligible for academic credit.

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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, potential fees or tuition, a description of credit awarded for courses, student eligibility requirements, and methods the District will use to support student success.

I. Criteria for District Use of Non-OSPI Approved Online Courses

Students may only use courses from approved online course providers.

J. Student Responsibilities

1. Adhere to the District's code of conduct for academic integrity;
2. Comply with course/program attendance, monthly progress, 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. Participate in an online course/program orientation.

K. 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 appropriate technology – per District recommendations – for student participation in coursework outside of the school day or designated online learning period.

L. District Responsibilities:

1. Inform parents/guardians prior to student enrollment in any online course or program;
2. Inform staff, parents/guardians, and students of the online courses and programs that are available to them;

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3. Inform staff, parents/guardians, and students of the online course/online school program prerequisites, technology requirements, course outlines, syllabi, and possible fees or tuition;
4. Provide online students who remain enrolled in the District and who are taking an online course from the Internet Academy during the school day at their regular school with access to computer and internet access required for participation in the Internet Academy online course;
5. Inform staff, parents/guardians, and students of how to seek and access technology resources and technological requirements beyond the school day;
6. Provide online students with an online learning support team;
7. Ensure communication between the student's local mentor and parent/guardian;
8. Ensure online courses are appropriately identified with CEDARS coding;
9. 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.