Cache County School District

Policy Series 4000: Curriculum, Instruction, and Assessment

Policy No. 4660 P1

Online Learning Program Administration

Purpose

This procedure establishes administrative requirements for the operation, oversight, and accountability of district online learning programs in accordance with Board Policy 3420 and applicable state law.

Program administration

1) The superintendent or designee shall oversee all district online learning programs.
2) District online learning programs shall comply with all applicable federal and state laws, Utah State Board of Education rules, board policies, and district procedures.
3) The district shall maintain documentation necessary to demonstrate compliance with enrollment, participation, academic progress, assessment, and accountability requirements.

Program enrollment

Enrollment requirements

1) Students participating in a district online learning program shall be enrolled in accordance with district enrollment procedures.
2) Prior to enrollment in a district online learning program, the student and parent or guardian shall complete a district participation agreement acknowledging the expectations and responsibilities of participation in the online learning program.
3) Continued participation in the online learning program is contingent upon compliance with the participation agreement and applicable district policies and procedures.

Course enrollment limits and fees

1) Students may enroll in district online learning courses as part of their regular annual course load by replacing a course that would otherwise be taken through in-person instruction.
2) Online learning courses taken in place of a student's regularly scheduled coursework shall not result in additional tuition or course fees beyond those otherwise required by the district.
3) Middle school students may enroll in a combined maximum of 18 trimester courses (9.0 credits) per academic year, including both in-person and district- and state-online learning courses.

4) High school students may enroll in a combined maximum of 15 courses (7.5 credits) per academic year, including both in-person and district- and state- online learning courses.
5) Students who enroll in district online learning courses that exceed the annual maximum course load established by the district shall be responsible for the cost of those additional courses in accordance with the district's board-approved fee schedule.
6) Exceptions to the annual course load or applicable fees may be approved by the Superintendent or designee when authorized by Board policy, state law, or district procedures.

Teacher of record

Teacher assignment

1) Each student participating in an online learning program shall be assigned a licensed district educator as the teacher of record.
2) The district shall maintain student-to-teacher ratios that allow the teacher of record to effectively monitor student progress, communicate with students and families, and provide instructional oversight.

Teacher responsibilities

The teacher of record shall:

1) Monitor student academic progress, updating grades frequently.
2) Review student participation and engagement.
3) Provide academic support and intervention as appropriate.
4) Coordinate with the CCSD online learning team regularly.

Attendance and continued enrollment

Participation requirements

1) Student participation and continued enrollment shall be determined through evidence of engagement, academic participation, and demonstrated progress.
2) The district may utilize multiple measures to verify student participation, including assignment completion, assessment participation, demonstration of learning objectives, student-teacher communication, learning management system activity, participation in instructional activities, and other evidence approved by the district.
3) Attendance and enrollment validation shall be administered in accordance with Policy No. 3420: Attendance Learner Validated Attendance for Online Enrollment and applicable state requirements.
4) Students who fail to demonstrate participation or continued enrollment may be subject to intervention, attendance review, administrative withdrawal, or other actions authorized by district policy and state law.

Lack of engagement

1) The teacher of record shall monitor student engagement throughout each course and provide timely outreach when a student is not actively participating.
2) If a student has not demonstrated engagement in an online course for ten (10) consecutive school days, the teacher of record shall notify an online learning specialist of the student's lack of engagement.
3) Upon notification, the online learning specialist shall:
    a) make reasonable efforts to contact the student and the student’s parent or guardian to encourage re-engagement and offer appropriate support;
    b) notify the student's school counselor to facilitate appropriate interventions and determine whether continued enrollment in the online learning program remains appropriate; and
    c) Document the lack of engagement and all communication attempts.
4) Continued failure to engage in coursework may result in administrative withdrawal from the course or other actions authorized by district policy, state law, and applicable administrative procedures.

Academic progress

Progress monitoring

1) Students shall demonstrate ongoing academic progress toward course completion and mastery of learning objectives.
2) The district shall establish pacing expectations designed to support successful course completion within the applicable academic term.
3) The teacher of record shall review student progress on a regular basis and provide timely intervention when students are not making satisfactory progress.

Student support

1) The district shall provide reasonable academic and programmatic supports to assist students in achieving success in online learning programs.
2) Supports and interventions may include parent conferences, academic success plans, counseling, schedule adjustments, or other interventions determined appropriate by school or district administration, including withdrawal from the online learning program.

Continued eligibility for online learning

1) Online learning is intended for students who demonstrate the ability to make satisfactory academic progress in an independent learning environment.
2) Students who fail to successfully complete an online course may be placed on online learning probation.
3) While on online learning probation, the district may require an academic success plan, parent conference, or other intervention before approving a student's continued enrollment in online coursework.

4) Students who demonstrate a pattern of unsuccessful participation in online courses, including course failure, withdrawal after the established deadline, or administrative withdrawal for non-participation, may be determined ineligible for continued participation in district online learning programs until they demonstrate readiness for success through criteria established by the Online Learning Team.

Academic integrity

1) Students shall complete online coursework honestly and submit work that reflects their own knowledge, skills, and effort.
2) Students shall not engage in academic misconduct, including:
    a) submitting work completed by another person;
    b) copying, sharing, or using answers without authorization;
    c) using unauthorized materials, resources, websites, applications, or assistance during assignments or assessments;
    d) misrepresenting participation, attendance, course activity, or completion of coursework;
    e) allowing another person to access or complete work through the student's account; or
    f) using artificial intelligence tools to generate, revise, complete, or contribute to coursework when such use has not been expressly authorized by the teacher of record.
3) When the use of artificial intelligence or another digital tool is authorized, students shall follow the teacher of record's instructions regarding appropriate use, attribution, documentation, and disclosure.
4) The district may use assessed checkpoints, student conferences, presentations, proctored assessments, performance tasks, comparison of student work, or other reasonable measures to verify student identity, participation, and mastery of course content.
5) When academic misconduct is suspected, the teacher of record shall review the available evidence and provide the student an opportunity to respond.
6) When academic misconduct is substantiated, the district may require the student to redo the work, complete an alternative assessment, receive reduced or no credit for the affected work, participate in an academic conference, complete an academic success plan, or receive another appropriate consequence.
7) Repeated or significant academic misconduct may result in removal from the course, online learning probation, loss of eligibility for continued participation in district online learning programs, or other disciplinary action consistent with district procedures and applicable law.

Educational service providers

1) The district may contract with educational service providers to support online learning programs.
2) Educational service providers shall operate under district oversight and comply with applicable laws, contractual requirements, and district expectations.
3) The district retains responsibility for student accountability, academic oversight, and

compliance with state requirements.

Recordkeeping

1) The district shall maintain records necessary to document:
    a) student enrollment;
    b) student participation and engagement;
    c) academic progress;
    d) teacher of record oversight;
    e) intervention efforts; and
    f) compliance with state reporting requirements.
2) Records shall be maintained in accordance with district record retention schedules and applicable law.

Administrative guidelines

The superintendent or designee may develop forms, participation agreements, handbooks, operational guidelines, and additional administrative processes necessary to implement this procedure.

Updated: October 15, 2026