

Book	Administrative & Board Policies
Section	2000: Instruction
Title	Procedure - Online Learning
Code	2024P
Status	Active
Last Reviewed	August 29, 2023
Prior Revised Dates	6/9/2010

## ONLINE LEARNING

### Definitions

**Online courses** means a course in which:

1. More than half of the content is delivered online;
2. More than half of the instruction is delivered online by a teacher from a different location than that of the student;
3. A 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
4. Students have access to the teacher synchronously and/or asynchronously.

**Online school program** means a school program that offers a sequential set of online courses or grade-level coursework 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** means any provider of an online course or program, including multidistrict online providers, all school district online learning programs, and all regional online learning programs.

### Student Access to Online Courses and Online School Programs

The Bainbridge Island School District will facilitate access to the following types of online learning opportunities for students in **grades 9-12** who meet the student eligibility criteria:

- a. Courses created and taught online by OSPI-approved online providers;
- b. District-sponsored programs created and taught by OSPI-approved online providers;
- c. Out-of-district online school programs accessed through an interdistrict transfer.

In some circumstances the district may provide student access to the following types of online learning opportunities to students in grades K-12:

- a. District-created and taught online courses;
- b. Online courses blended with current district-created courses and taught with both online and in-class components;
- c. District-sponsored programs created by third-party course providers and taught by district teachers.

### Types of Online Courses Available

The district will facilitate access to the following types of online courses for students in **grades 9-12**:

- a. Credit recovery courses allowing students to make up failed credits needed for graduation;
- b. Courses which may already be offered in the student's school but are inaccessible to the student due to scheduling or other factors;
- c. Courses not available at the student's school that meet four-year college entrance requirements;
- d. Standard-level courses meeting high school graduation requirements.

### Student Eligibility Criteria

Bainbridge Island School District students in **grades 9-12** are eligible to access online courses and programs for initial credit, but must adhere to the following criteria:

- a. Students must be enrolled at Bainbridge High School or Eagle Harbor High School.

- b. **Students in grade 9 and grade 10** must be fully scheduled into a minimum of six (6) seat-based credit-earning courses each semester through the Bainbridge Island School District.  
See chart below.
- c. **Students in grade 11 and grade 12** must be fully scheduled in five (5) credit-earning courses each semester (including both seat-based through the Bainbridge Island School District and online courses). See chart below.
- d. Students must receive approval from the principal (or designee) prior to enrolling in an online course or program provided outside of the district. Student and parent/guardian must submit the **Request for Online Learning Credit (Appendix A)** to the principal or designee (ie. assigned counselor or associate principal). The student and parent/guardian will be informed whether or not the course is eligible for academic credit prior to enrolling in the course.
- e. Students must comply with existing district policies for enrolling in a course or district program, including meeting all prerequisites for a course.

If the student plans to attend an online school or program in another district, the student and parent/guardian must follow the interdistrict transfer procedure prior to entering the program.

Full-time student status	9th grade	10th grade	11th grade	12th grade
<b>Minimum required number of in-person, seat-based courses for initial credit at BHS/EHHS</b>	Six (6) each semester	Six (6) each semester	Four (4) each semester if taking 5 classes in total.	Four (4) each semester if taking 5 classes in total.
<b>Minimum total courses, including in-person, seat-based courses at BHS/EHHS AND online courses.</b>	Six (6) each semester	Six (6) each semester	Five (5) each semester*	Five (5) each semester*
<b>Minimum expected credits earned each school year</b>	6.0 credits	6.0 credits	6.0 credits	6.0 credits

\* Note: All students must earn 24.0 credits total to earn a BHS or EHHS diploma. It is strongly recommended that all students take 6.0 credits each year, but some students may have earned sufficient credit to enroll in only five (5) courses in the 11th and/or 12th grade years.

Refer to BISD Policy and Procedure 2410: *High School Graduation Requirements* for detailed information about required credits.

**Costs/Fees**

Online 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 and parent/guardian may also be responsible for fees as specified by the district fee schedule.

Online courses offered to students by the school district for which the district claims no state education funding and that are not included as part of the regular school day may be paid for by student and parent/guardian or may be paid for by the district. However, students and parent/guardian may also be responsible for fees as specified by the district fee schedule.

Online courses from non-district providers for which the district claims no state education funding and that are not included as part of the regular school day will be paid for by student and parent/guardian.

**Granting of High School Credit for Online Courses**

The Bainbridge Island School District will award credit to **currently-enrolled students in grades 9-12** if the following parameters are met:

- a. Student and/or parent/guardian have notified the district prior to enrolling and received approval (see Student Eligibility Criteria); and
- b. The online high school courses are offered through an approved online provider; and
- c. The credits meet the district graduation requirements outlined in Policy and Procedure 2410.

If the parameters above are met and the student is eligible to receive credit, the course will be recorded on the transcript using the standardized identifier for online courses provided in the Comprehensive Education Data Research System (CEDARS).

**Note:** If the online course is completed for initial credit, the **letter grade will not be posted** to the Bainbridge Island School District transcript, and will be noted as Pass/Fail only. For students transferring credit from online courses or programs taken while enrolled outside of the district, credit will be granted according to Policy and Procedure 2410.

#### **Criteria for District Use of Non-OSPI Approved 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 non-approved providers. The district will ensure proper documentation when using non-approved online providers.

Individual students who take courses from Non-OSPI Approved Online Providers without prior approval will not earn credit for the course taken. Please review the Student Eligibility Criteria before enrolling in an online course.

#### **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.

#### **Parent or Guardian Responsibilities**

- a. Parents or guardians are responsible for costs/fees as outlined above in the Cost/Fees section; and
- b. Parents or guardians are responsible for seeking appropriate technology for student participation in coursework outside of the school day or designated online learning period.

#### **District Responsibilities**

If the online course or program is district-created or taught by a district teacher, the Bainbridge Island School District will:

- a. Inform parents/guardians prior to student enrollment in any online course or program;
- b. Inform staff, parents/guardians and students of the online course/online school program prerequisites, technology requirements, course outlines, syllabi and possible fees;
- c. 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;
- d. Inform staff, parents/guardians and students of how to seek and access technology resources and technological requirements beyond the school day;
- e. Ensure online courses are appropriately identified with CEDARS coding; and
- f. 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.

The district responsibilities outlined here do not apply to online courses or programs that a student enrolls in outside of the district.

Reviewed: August 29, 2023; June 9, 2010

[Exhibit 2024 Online Learning 8.29.2023.pdf \(104 KB\)](#)