

## Online Learning

### A. Definitions

#### 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.

#### Online Learning Support Team:

Each school will develop a plan for how they will provide assistance to students accessing and maintaining successful progress in online courses.

### 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. Online courses blended with current district-created courses and taught with both online and in-class components;
  - c. District-taught online courses created by a third-party contracted provider; and
  - d. District-sponsored programs created by third-party course providers and taught by district teachers; and
  - e. District-sponsored programs created and taught by third-party course providers, if a district teacher is not available.

### C. Types of Online Courses Available

All new online courses established as a course offering will be approved through the New Course/Program Approval Process outlined in Board Procedure – Exhibit 2120C.

### D. Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in Grades 6-12. Students requesting permission to take an online course or participate in a district-created online school 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 outlined in Procedures 3140 – Release of Resident Students, prior to entering that program.

### **E. Supporting Student Success**

Each school will have a plan that describes how they will support students taking online courses.

The procedures will include:

- Scheduling
- Advising/tracking of courses
- Access to resources
- Communication between home/school

### **F. Costs/Fees**

1. Courses are offered to students as a part of a regular 6 period schedule. Students/families may be responsible for fees as specified by individual course. Course fees will be identified as a part of the new course proposal process.
2. Courses offered to students for which the district claims no state education funding (in excess of a regular 6 period schedule) will be paid for by students/families.

### **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 must seek approval prior to enrolling in an online course provided outside of the district. The student will seek prior approval and will be informed 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 outlined in Procedure 2410 – High School Graduation Requirements.
4. For eligible courses, if course credit is earned, the course will be recorded on the transcript as an online-learning course.

### **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, a description of credit awarded for courses, student eligibility requirements, methods the district will use to support student success.

### **I. Student Responsibilities**

1. Adhere to the district's code of conduct for academic integrity.
2. Comply with course/program participation 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.

**J. 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.
3. Parents or guardians are responsible to monitor the student to ensure high academic involvement in the online course.

**K. 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.
3. Inform staff, parents/guardians and students of the online course/online school program prerequisites, technology requirements, course outlines, syllabi and possible fees.
4. 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.
5. Assure that each school has developed an online learning support system.
6. Ensure communication between the school and parent/guardian. Communication should include information on the student's progress and participation in the online course and guidance if a course is discontinued.
7. Ensure proper student information system coding for online courses.