

**Bainbridge Island School District
Policy & Procedure 2024: Appendix A
Request for Online Learning Credit**

In order to earn a high school diploma and graduate from the Bainbridge Island School District, students must earn 24 credits (as outlined below), complete a High School and Beyond Plan, and meet the requirements of a Washington State Graduation Pathway.

English 4.0 credits	Math 3.0 credits	Science 3.0 credits	Social Studies 3.0 credits
Health 0.5 credit PE 1.5 credits	CTE 1.0 credit	Arts 2.0 credits <i>*personal pathway</i>	World Language 2.0 credits <i>*personal pathway</i>
General Electives 4.0 credits		TOTAL: 24.0 credits	

See BISD [Policy and Procedure 2410: High School Graduation Requirements](#) for detailed information.

In some instances, high school students may need to take additional coursework through an online learning provider to earn high school credit. This guidance specific to online courses is relevant only to students in grades 9-12. Students in grades 6, 7 and 8 may opt to take online coursework independently but will NOT be eligible to earn high school credit for online coursework taken prior to high school enrollment.

Before exploring online learning options, students and parent/guardians must review these BISD policies and procedures and meet with a school counselor or administrator:

- [Policy 2410/Procedure 2410](#): High School Graduation Requirements
- [Policy 2024/Procedure 2024](#): Online Learning
- [Policy 3114](#): Part-time and Home-based Students

A student is considered to be enrolled “full-time” at Bainbridge High School or Eagle Harbor High School when enrolled in six (6) seat-based, credit-bearing courses each semester. See guidelines for online options below:

Full-Time Online Program - Initial Credit

The Bainbridge Island School District does not currently offer a full-time online learning program option for initial high school course credit. Students interested in full-time online learning for initial credit must:

- Review the OSPI approved online learning providers and guidelines at the following website: <https://www.k12.wa.us/student-success/learning-alternatives/online-learning/online-learning-students-families>
- AND
- Follow all required procedures and interdistrict transfer process to enroll in the program.

One Online High School Course - Initial Credit

In order to take one (1) online high school course for initial credit in a semester, a student must:

- For 9th & 10th grade students, be enrolled in at least six (6) seat-based, credit-bearing classes at BHS or EHHS; For 11th and 12th grade students be enrolled in at least five (5) seat-based, credit-bearing classes at BHS or EHHS;
- AND
- Submit page 3 of this form and receive principal approval *prior* to enrolling in an online course.

Two or More Online High School Courses - Initial Credit

In order to enroll in fewer than five (5) seat-based classes (drop below full-time student status), AND also enroll in two (2) or more online courses for initial credit in a semester, a student must:

- Submit a [Declaration of Intent to Provide Home-Based Instruction](#) to the high school registrar within 15 days of the beginning of the semester (per Washington State Law - RCW 28A.200.010).

NOTES: Students receiving home-based instruction for two (2) or more courses during one academic year are not considered to be full-time students, and may not be eligible to receive a BISD diploma. It is expected that students are enrolled full-time at Bainbridge High School or Eagle Harbor High School during the 12th grade year, and have earned the appropriate credits as outlined in Policy/Procedure 2410 to be on track to graduate. Students and parents/guardians may request to meet with a school counselor to clarify the process for earning high school credit from home-based instruction and review the potential impact on meeting high school graduation requirements.

One or More Online Courses - Credit Recovery

In order to take one (1) or more online courses as CREDIT RECOVERY in a semester, a student must:

- Have earned a failing grade for the initial course taken through the Bainbridge Island School District;
AND
- Be enrolled in at least five (5) seat-based, credit-bearing classes at BHS or EHHS;
AND
- Meet with a school counselor to gain understanding of course options and process for enrollment in district-provided online credit recovery courses or another approved provider.

NOTE: Once the credit recovery course is completed, the credit and grade earned for the course will be posted to the Bainbridge Island School District transcript.

One or More Online Courses - Grade Improvement

In some cases a student may wish to re-take a high school course, previously taken in the Bainbridge Island School District, through a non-district, approved online provider for "grade improvement."

In order to take one (1) or more online courses for GRADE IMPROVEMENT in a semester, a student must:

- Have earned a grade of C or below in a Bainbridge Island School District course;
AND
- Be enrolled in at least five (5) seat-based, credit-bearing classes at BHS or EHHS;
AND
- Meet with a school counselor to gain understanding of course options and process for enrollment in online courses through an approved online provider.
AND
- Submit page 3 of this form and receive principal approval *prior* to enrolling in an online course.

NOTE: Online courses taken for "grade improvement" will be posted to the transcript with credit and grade earned. The original course grade will ALSO remain on the transcript, with no credit associated for the course. Students may replace a maximum of 1.0 credit in a school year, and no more than 2.0 credits total.

Request for Approval: Online Course - Initial Credit

I am requesting approval to take one (1) online course per semester for initial credit.

First Semester of School Year: _____

Online course provider: _____

Course title: _____ Credit for course: _____

Second Semester of School Year: _____

Online course provider: _____

Course title: _____ Credit for course: _____

- I have reviewed relevant Policies and Procedures outlined on Page 1 of this appendix;
- I can certify that this online course is through a district-approved online learning provider;
- I have determined that this course is in alignment with the BISD graduation requirements;
- Including this online course, I will be enrolled in 6 seat-based classes through BISD (9th & 10th) OR a minimum of 5 (five) total courses - both online and seat-based (11th & 12th);
- I understand that CREDIT for this course will be transcribed once the course is successfully completed and the official transcript from course provider is received by BISD;
- I understand that Pass/Fail will be transcribed for the course (NO letter grade);
- I understand that the Bainbridge Island School District is not responsible for ensuring the NCAA eligibility of courses taken outside of the Bainbridge Island School District;
- I understand that the Bainbridge Island School District does not guarantee that postsecondary institutions will recognize or accept out-of-district/online courses when evaluating student applications;
- I understand that the Bainbridge Island School District is not responsible for costs and fees associated with out-of-district/online courses.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Request Approved Administrator Signature: _____

Request Denied Reason: _____ Date: _____

Request for Approval: Online Course - Grade Improvement

I am requesting approval to take one (1) online course per semester for grade improvement.

First Semester of School Year: _____

Online course provider: _____

Course title: _____ Credit for course: _____

Second Semester of School Year: _____

Online course provider: _____

Course title: _____ Credit for course: _____

- I have reviewed relevant Policies and Procedures outlined on Page 1 of this appendix;
- I can certify that this online course is through an district-approved online learning provider;
- I have determined that this course is in alignment with the BISD graduation requirements;
- Including this online course, I will be enrolled in 6 seat-based classes through BISD (9th & 10th) OR a minimum of 5 (five) total courses - both online and seat-based (11th & 12th);
- I understand that CREDIT and LETTER GRADE for this course will be transcribed once course is successfully completed and the official transcript from course provider is received by BISD;
- I understand that the grade for the course previously taken will remain on my transcript;
- I understand that the Bainbridge Island School District is not responsible for ensuring the NCAA eligibility of courses taken outside of the Bainbridge Island School District;
- I understand that the Bainbridge Island School District does not guarantee that postsecondary institutions will recognize or accept out-of-district/online courses when evaluating student applications;
- I understand that the Bainbridge Island School District is not responsible for costs and fees associated with out-of-district/online courses.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Request Approved Administrator Signature: _____
 Request Denied Reason: _____ Date: _____