

Procedure - Online Learning

A. Definitions

1. **Online courses** or "grade level coursework" 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 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.
2. **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.
3. **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.
4. The **Online Learning Support Team** includes the District/school staff at the District Office and staff members at schools 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; or
 - c. District-sponsored programs created by third-party course providers and taught by district teachers.

C. Types of Online Courses Available

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

1. Credit recovery courses allowing students to make up failed credits needed for graduation;
2. Advanced Placement courses;
3. Courses which may already be offered in the student's school but are inaccessible to the student due to scheduling or other factors;
4. Courses not available at the student's school that meet four-year college entrance requirements;
5. Standard-level courses meeting high school graduation requirements;
6. 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. Students taking an online course or participating 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; and
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 Choice transfer procedures in Policy 3141 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:

1. All online students will receive assistance from the teacher(s) and administration;
2. School staff will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The online teacher will meet regularly with online students to ensure they are connecting to the online coursework and to ensure students are making satisfactory progress in their online coursework and will inform the principal of any such concerns regarding student progress; and
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 teacher.

F. Costs/Fees

1. 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/families may be responsible for fees as specified by the district fee schedule.

G. Granting of High School Credit for Online Courses

1. School district will award credit and grades for online high school courses successfully completed by a student that meets the school district's graduation requirements and are provided by an approved online provider. Credit for online courses will be granted in the same manner as other course offerings in the district.
2. For students transferring credit from online courses or programs taken while enrolled outside of the district, credit may be granted in accordance with the district transfer credit policy 2410.
3. 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).
4. Prior to enrollment, students and/or parent(s)/guardian(s) will be informed in writing whether a transfer course is eligible for academic credit.

H. Information to Students and Parent(s) and/or Guardian(s)

The district will use a variety of methods to provide information to parent(s)/guardian(s) and students regarding online learning opportunities.

Information will be provided through the district web page, counseling office brochures, newsletters, 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, and any other necessary information.

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. Notify the district if participation in an online course/program ceases or changes;
4. Maintain high academic involvement;
5. Maintain agreed-upon levels and kinds of communication with the local advisor throughout the term of the online course; and
6. Participate in an online course/program orientation.

J. Parent(s) and/or Guardian(s) Responsibilities

1. Parent(s) or guardian(s) are responsible for costs/fees as outlined above in the Cost/Fees section.
2. Notify the district if participation in an online course/program ceases or changes;

K. District Responsibilities:

1. Inform parent(s)/guardian(s) prior to student enrollment in any online course or program;

2. Inform staff, parent(s)/guardian(s) and students of the online courses and programs that are available to them;
3. Inform staff, parent(s)/guardian(s) and students of the online course/online school program prerequisites, technology requirements, course outlines, syllabi and possible fees;
4. Provide students who are enrolled full time in an offsite Sequim School District online program a device at their request (desktop or laptop at district's discretion).
5. Inform staff, parent(s)/guardian(s) 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 online teacher and parent(s)/guardian(s);
8. Ensure online courses are appropriately identified with CEDARS coding; and
9. The district will inform students and their parent(s)/guardian(s) of rescheduling options or grade impacts in the event a student withdraws from an online course or online school program prior to completion.

Sequim School District No. 323

Revised Dates: **12.09; 04.10; 02.12; 02.14; 04.17; 08.20**