

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 School Program:	“Online school program” is delivered by a school district or cooperative of school districts, and provides an online, comprehensive and sequential program of courses or grade-level coursework and instruction in which more than half of the program 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.

B. Student Access to Online Courses and Online School Programs

The district may facilitate access to the following types of online learning opportunities which may include:

1. Online courses:
 - a. District-created and taught online courses;
 - b. District-taught online courses created by a third-party contracted provider; and
 - c. OSPI-approved online courses created and taught by third-party course providers.
2. Online school programs:
 - a. District-created and -taught online school programs;
 - b. District-sponsored programs created and taught by third-party course providers;
 - c. District-sponsored programs created by third-party course providers and taught by district teachers; and
 - d. Out-of-district online school programs accessed through an interdistrict transfer.

C. Types of Online Courses Available

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

1. Grade level coursework for K-8;
2. Courses which may already be offered in the student’s school but are inaccessible to the student;
3. Elective courses; and
4. Foreign language courses.

D. Student Eligibility Criteria

The district may facilitate access to online learning courses and programs for students enrolled in K-8 grades. 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 CPPS process for open enrollment prior to entering that program.

E. Supporting Student Success

The district will provide support to students to help ensure a successful online learning experience which may include:

1. The principal or his/her designee will advise students in selecting and registering for online learning options to which the district facilitates access;
2. The local advisor will meet regularly with online students to ensure they are connecting to the online coursework and the online teacher and are making satisfactory progress in their online coursework;
3. The district may offer a dedicated class period during the school day in which the student may connect to an online course and to their local advisor; and
4. The district will offer access to online computers during the school day inasmuch as it does not disrupt the daily operations of the building/district.

F. Costs/Fees

1. Courses offered to students for which the district claims state education funding or that are included as part of the legally-required annual average total instructional hour offering of one thousand (1,000) hours will be paid for by the school district. Students/families may be responsible for fees as specified by the district.
2. Courses offered to students for which the district claims no state education funding and that are not included as part of the legally-required annual average total instructional hour offering of one thousand (1,000) hours will be paid for by the student or their family. Students/families may also be responsible for other fees that arise.

G. 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 available to them through the district.

Information provided should include, but is not limited to, descriptions of online courses or online school programs, enrollment information, potential fees, a description of credit awarded for courses, student eligibility requirements, and methods the district will use to support student success.

H. Criteria for District Use of Non-OSPI Approved Online Courses

1. 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 nonapproved courses as posted on the OSPI Web site.
2. The district will ensure proper documentation when using nonapproved online courses.

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.