INSTRUCTION

Online Learning

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.

Online Learning Support Team: District/school staff includes: Principal, Teachers and Registrar who will provide assistance to the student in accessing courses, understanding coursework and maintaining successful progress in the school.

Student Access to Online Courses and Online School Programs
The district will facilitate access to the following types of online learning opportunities:

Online courses: District-taught online courses created by a third-party contracted provider; and OSPI-approved online courses created and taught by third-party course providers.

Online school programs:
a. District-sponsored programs created and taught by third-party course providers; and
b. 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:

1. Credit recovery courses allowing students to make up failed credits needed for graduation;
2. Advanced Placment courses;
3. Foreign language courses;
4. Courses not available at the student's school that meet four-year college entrance requirements;
5. Elective and Career and Technical courses;
6. Standard-level courses meeting high school graduation requirements.

Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in grades 9-12. Students requesting permission to take an online course or participate in a district-created online school program must adhere to the following criteria:

- 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.

- Students enrolling in an online school program will be enrolled .5 FTE to 1.0 FTE with preference given to 1.0 FTE students, on space available basis. Exceptions may be granted by the online school program administrator and building administrator.

- Comply with existing district policies for registering/enrolling in a course or district program.

Students interested in attending an online school program in another district must follow the interdistrict transfer procedures in Central Kitsap School District prior to entering that program.

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 local online learning support team;
2. The lead teacher will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The lead teacher 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. If a student does not make satisfactory progress in the activities identified in his or her plan, a revised plan may be implemented;
4. The district will offer access to online computers during the school day when appropriate.

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 consumable supplies.

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 students/families. Students/families may also be responsible for fees as specified by the district fee schedule.

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 should notify the district prior to enrolling in an online course provided outside of the district. The student will be informed in writing 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 of Central Kitsap School District.
4. 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 state designated data research.
5. Prior to enrollment, students and/or parents will be informed in writing whether a course is eligible for academic credit.

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, and newsletters. 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 and methods the district will use to support student success.

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.

Parent or Guardian Responsibilities
1. Parents or guardians are responsible for costs/fees as outlined in this procedure.

2. Parents or guardians are responsible for seeking approriate technology – per district recommendations – for student participation in coursework.

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. Inform staff, parents/guardians 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 local advisor and parent/guardian.
8. Ensure online courses are appropriately identified with state designated data research coding.
9. 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.

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