

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 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. OSPI-approved online courses created and taught by third-party course providers (*This option is available only after the the district has followed standard district procedures to fill the position with a qualified internal applicant and the position remains unfilled.*)
2. Online school programs:
 - a. District-created and -taught online school programs;
 - b. District-sponsored programs created and taught by third-party course providers (*This option is available only after the the district has followed standard district procedures to fill the position with a qualified internal applicant and the position remains unfilled.*) and
 - 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. Elective and Career and Technical courses; and
6. Standard-level courses meeting high school graduation requirements.

D. Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in 9th through 12th grades. 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;
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 procedures in Stanwood-Camano School District Board Policy 3240 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 assigned teacher.

2. The counselor, teacher or administrator will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The online teacher will maintain regular contact with online students to ensure they are connecting to the online coursework and are making satisfactory progress in their online coursework;
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 online teacher; and
5. The district will offer access to online computers during various times throughout the school day.

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.
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.

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 should notify their principal in writing 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 school policy.
4. For eligible courses, if course credit is earned, the course will be recorded on the transcript in accordance with the school course codes.
5. Only courses that are eligible for academic credit will be offered.

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 and/or methods the district will use to support student success.

I. 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.

G. 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.

H. 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.

I. 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. Inform staff, parents/guardians and students of how to seek and access technology resources and technological requirements beyond the school day.
5. Ensure communication between the student's local advisor or teacher and parent/guardian.
6. Ensure online courses are appropriately identified with CEDARS coding.
7. 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.