

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. The University Place School District does not maintain an Online School Program.
- Online Learning Support: We provide assistance to the student in accessing courses, understanding coursework and maintaining successful progress in the course through the junior high and high school counseling offices.

B. Student Access to Online Courses and Online School Programs

The district will support transcription of the following types of online learning opportunities:

1. Online courses:
 - a. OSPI-approved online courses created and taught by third-party course providers. Students must obtain the list of approved online learning institutions USPD approves for transfer.
 - b. We do not accept all online programs in transfer as some programs do not provided high quality instruction, are not properly accredited, or do not align with graduation requirements.
 - c. District initiated online credit retrieval courses will be transcribed upon successful completion.
2. Online school programs:
 - a. Out-of-district online school programs may be accessed through a transfer **with prior approval**. Students are required to check with and be granted clearance by their high school counselors *before* they register for on-line classes. Once a class has been completed it will be transcribed (posted) as an on-line transfer course.

C. Types of Online Courses Available

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

1. Credit retrieval courses allowing students to make up failed credits needed for graduation;
2. Students who complete transfer options into an out-of-district school/program.

3. Specific course content provided online within the classroom under the supervision of a UPSD certificated instructor.

D. Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in grades 9-12. Students taking an online course 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 an on-line course.
3. Students interested in attending an online school program in another district must follow the interdistrict transfer procedures in district policies 3130 and 3141, and prior to entering that program.
4. Students wishing to participate in district initiated credit retrieval programs must meet the counseling and attendance expectations as described in the credit retrieval registration documents.

E. Supporting Student Success

The district will provide the following support to students to help ensure a successful online learning experience:

1. All students registered, with prior approval for on-line courses, will receive assistance from their school's counseling department;
2. The counselor/registrar will advise students in selecting and registering for online learning options for which the district accepts transfer.

F. Costs/Fees

1. Courses available 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/families. Students/families will also be responsible for associated fees related to on-line learning.

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 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 2410.
4. For eligible courses, if course credit is earned, the course will be recorded using the standardized identifier for online courses provided in the Comprehensive Education Data Research System (CEDARS).
5. Prior to enrollment, students and/or parents will be informed in writing whether a course is eligible for academic credit.

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 documents, 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, 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.

J. 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 and attendance.
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.

K. 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.

L. 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 staff support for students participating in district initiated online learning.
7. Ensure communication between the student's local advisor and parent/guardian.
8. Ensure online courses are appropriately identified with CEDARS 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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