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.

Online Learning Support Team: District/school staff (designated school counselor, instructional parapro, and building principal) 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. OSPI-approved online courses available through the OSPI Digital Learning Department that are created and taught by third-party course providers.

C. Types of Online Courses Available

The district will facilitate access to the following types of online courses for high school credit:
1. Courses which are not offered by the regular school program. These courses may include credit recovery, Advance Placement, World Languages, or other high school credit courses.

D. Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in Grades 9-12. Students who take 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 a course or district program; and

3. Students interested in attending an online school program in another district must follow the inter-district transfer procedures in Policy 3140 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 local online learning support team;
2. The designated school counselor will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The designated instructional parapro will meet daily 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;
4. The district will offer a dedicated class period after school in which the student shall connect to an online course; and
5. The district will offer access to online computers during the after school period.

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 fee schedule.
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. Actual cost as determined by the OSPI Digital Learning Department will be charged to students/families.
    a. Students from the West Valley School District who qualify for free/reduced lunch will be charged a flat rate of $50 per course. Students/families will sign a contract to affirm their agreement that they pay the full cost of the course if the student fails to complete the course due to non-attendance of the after school class period.
    b. All out-of-district students will pay the actual cost for the course as determined by the OSPI Digital Learning Department.

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 must seek approval prior to enrolling in an online course provided outside of the district. The student will seek prior approval and will be informed in writing by the designated school counselor 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, Policy 2410.
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 Comprehensive Education Data Research System (CEDARS).
5. Prior to enrollment, student and parent/guardian will be informed in writing by the designated school counselor regarding whether a course is eligible for academic credit.
6. Students in Grades 9-12 may use online courses to earn up to 1.0 credit to fulfill graduation requirements. Students may earn unlimited elective credits via online courses.
7. Students in Grades 9-12 may use online courses for cross-credit purposes. All cross-credit options must be pre-approved in writing by the designated school counselor and building principal.

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 high school's 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, procedures for enrollment, potential fees, a description of credit awarded for courses, student eligibility requirements, and methods the district will use to support student success.

I. Online curriculum used by students via the West Valley Virtual Academy
As per WAC 392-121-188 (10), online curriculum offered by online providers approved by OSPI is approved for use by students via the West Valley Virtual Academy. As per WAC, because the online provider has been approved by OSPI, no additional approval process is required.

J. District Use of Non-OSPI Online Courses Prohibited
1. The district will offer courses to students only from providers that are on the OSPI approved list. Information regarding approved courses is available via the OSPI Digital Learning Department. Exceptions may be granted by the school principal for courses taken from accredited college/university online programs.

K. 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.

L. 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.

M. 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 after school period, 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 (designated school counselor, instructional parapro, and building principal);
7. Ensure communication between the student's local advisor and parent/guardian;
8. Ensure online courses are appropriately identified with CEDARS coding; and
9. The designated school counselor 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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