

## INSTRUCTION

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 consisting of administrators, directors, certificated teachers, technology support staff, and support staff 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. 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 inter-district transfer.

**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. Foreign language courses;
4. Courses which may already be offered in the student’s school but are inaccessible to the student due to scheduling or other factors;

5. Courses not available at the student's school that are necessary for college admissions;
6. Elective and Career and Technical Education courses;
7. Grade level courses meeting high school graduation requirements;
8. Grade level coursework for K-8 through Mid Columbia Partnership; and
9. Courses that meet the criteria for district use of a non-approved course. (Specialized courses for blind or visually impaired students)

**D. Student Eligibility Criteria**

The district will facilitate access to online learning courses and programs for students enrolled in grades 9-12 or K-8 at Mid Columbia Partnership. 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 application process 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 inter-district transfer procedures in Policy 3131, Release of Resident Students, prior to entering that program.
4. Students may not exceed 1.0 Full Time Equivalency.

**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 and complete an orientation process;
2. The certified staff will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The certified staff will have 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 may choose to offer a dedicated class period with access to computers during the school day in which the student may connect to an online course; and
5. The district may choose to provide access to online computers during the regular 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. Students/families may be responsible for fees as specified by the district fee schedule.

**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 in accordance with current district policy.
3. For students transferring credit from online courses or programs taken while enrolled outside of the district, credit shall only be awarded for on-line courses that are taken through accredited institutions and an official transcript is provided as shown in Kennewick School District Regulation 2410, High School Graduation Requirements.
4. For eligible courses, if course credit is earned, the course will be recorded on the transcript as an online-learning course.

#### **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, course of study handbooks, 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, a description of credit awarded for courses, student eligibility requirements, methods the district will use to support student success and state and district high school graduation requirements.

#### **I. Criteria for District Use of Non-OSPI 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.
4. Notify the district if participation in an online course/program ceases or changes.
5. Maintain agreed-upon levels and kinds of communication with certified staff throughout the term of the online course.
6. Participate in an online course/program orientation.
7. Students are required to maintain weekly direct personal contact with their teacher and that contact shall be for the purpose of instruction, review of assignments, testing, inquiries on progress, and/or other learning activities. Contact occurs through face-to-face meeting, e-mail, and telephone. Text messaging does not satisfy the contact requirement.

#### **K. Parent or Guardian Responsibilities**

1. 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 admission procedures, technology requirements, contact requirements, course outlines, and syllabi.
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 certificated staff member to support online learning.
7. Ensure communication between the student's certificated teacher and parent/guardian.
8. Ensure proper student information system coding for online courses.
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 as described in Kennewick School District Policy 2423, Adding or Dropping a Course by a High School Student.

**M. Monthly Progress Evaluation:**

1. Student academic progress is examined frequently. At least once per month, student academic progress in each course is formally evaluated by the certificated teacher. The evaluation is based on the student's academic progress and the student's ability to complete instructor-initiated learning benchmarks for the month.
2. Progress is specifically evaluated against progress benchmarks that are clearly indicated in a course's schedule (referred to as due dates). Other benchmarks to be considered in the Monthly Progress Evaluation, at the discretion of the certificated teacher, may also come in the form of lesson, unit, assignment, and/or assessment completion quality and dates; the amount of time the student spent working on a course as indicated in course access logs; attendance in the lab as indicated in student sign-in logs; and/or other factors considered as consequential by the certificated teacher. These established progress benchmarks allow the student and teacher to assess the student's educational progress in meeting the course learning standards.
3. At the completion of the formal Monthly Progress Evaluation, the certificated teacher will designate the student's academic progress as Satisfactory (S), Satisfactory – Needing Improvement (S-NI), or Unsatisfactory (U), and share that designation, along with appropriate explanation, with the student. An Intervention Plan will be completed for each student receiving an Unsatisfactory designation in a given course, within five (5) school days of the designation being made. The Intervention Plan will contain steps which the student must fulfill to receive a Satisfactory designation in the next Monthly Progress Evaluation. Consecutive Unsatisfactory designations in a course may result in the student being dropped from the course.

Administrative Regulation No. 2415  
Online Learning - Continued

July 14, 2010  
December 11, 2018