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 online, comprehensive and sequential program of courses or grade-level course work 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: Superintendent, Principal, classroom teachers

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

2. Online school programs:
   a. District-created and -taught online school programs;
   b. District-sponsored programs created by third-party course providers and taught by district teachers; and
   c. Out-of-district online school programs accessed through an interdistrict transfer.

C. Types of Online Courses Available:

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

1. Advanced Placement courses;
2. Foreign language courses;

D. Student Eligibility Criteria:

The district will facilitate access to online learning courses and programs for students enrolled in K-8 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 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.

3. Students interested in attending an online school program in another district must follow the interdistrict transfer procedures 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 school will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The teacher will meet regularly 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 access to online computers during 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. 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 instruction hour offering of one thousand (1,000) hours will be paid for by students/families.

G. Granting of High School Credit for Online Courses:

As Starbuck School is a K-8 only district, the granting of high school credits for online classes will need to be arranged with the student's high school serving district.

H.   Information to Students and Parents/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 school handbook and other appropriate district communication resources as they become available.

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.

I. Criteria for District Use of Non-OSPI Approved Online Courses:

The district may offer course information to students from providers not on the OSPI approved list only after ensuring that they meet the criteria for district use of non-approved courses as posted on the OSPI Web site.

The district will ensure proper documentation when using non-approved 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 the teacher 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 in as outlined in Section F.
2. Parents or guardians are responsible for seeking appropriate technology for student participation in course work outside of the school day.

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. Ensure communication between the student's local advisor and parent/guardian.

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.

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