

Online Learning

The Washougal Board of Directors believes that a variety of learning options, including online courses and programs, are critical for 21st century learners. The board recognizes that the online learning environment provides students with unique opportunities to become self-disciplined learners with life-long learning skills. Further, the board believes that online learning provides tremendous opportunities for students to access curriculum and specialized courses in a flexible learning environment that might not otherwise be available.

Therefore, the board supports online learning opportunities that are equally accessible to all students in the school district. The board directs the superintendent or designee to provide information to parents, students and staff regarding online learning options and the guidelines for participation.

The superintendent or designee will develop procedures to implement this policy. The procedures will include, but not be limited to, a description of student access to online learning courses/grade level coursework, student eligibility criteria, the types of online courses available to students, methods the district will use to support student success, payment of course fees and other costs, granting of course credit, and conditions under which no credit will be awarded.

Cross References: 2022 – Electronic Resources
 2255 – Alternative Learning Experience Programs
 2410 – High School Graduation Requirements

Legal References:

RCW 28A.150.220	Basic Education – Minimum instructional requirements – Program accessibility – Rules
Chapter 28A.225 RCW	Compulsory School Attendance and Admission
RCW 28A.230.090	High School graduation requirements or equivalencies – Reevaluation of graduation requirements – Review and authorization of proposed changes – Credit for courses taken before attending high school – Postsecondary credit equivalencies
Chapter 28A.250 RCW	Online Learning
RCW 28A.320.035	Contracting out – Board’s powers and duties – Goods and services
Chapter 180-51, WAC	High School Graduation Requirements
WAC 392-121-182	Alternative learning experience requirements
WAC 392-121-188	Instruction provided under contract

WAC 392-410-310	Equivalency course of study – Credit for correspondence courses, electronically mediated courses, and college courses
Chapter 392-502, WAC	Online Learning – Approval of multidistrict on-line providers

Management Resources: 2017 – April Issue
2014 – February Issue
2009 – December Issue

Online Learning

A. Definitions

1. **Online courses** or “grade level coursework” means a course in which:
 - a. more than half of the content is delivered online;
 - b. more than half of the instruction is delivered online by a teacher from a different location than that of the student;
 - c. a certificated teacher has the primary responsibility for the student’s instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
 - d. Students have access to the teacher synchronously and/or asynchronously.
2. **Online provider** means any provider of an online course or program, including multidistrict online providers, all school district online learning programs, and all regional online learning programs.

B. Student Access to Online Courses and Online School Program

The District may 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. Courses created and taught online by OSPI-approved online providers.
2. Online school programs:
 - a. District-created and -taught online school programs;
 - b. District-sponsored programs created and taught by OSPI-approved online providers;
 - c. District-sponsored programs created by third-party course providers and taught by district teachers; or
 - d. Out-of-district online school programs accessed through an inter-district transfer.

C. Types of Online Courses Available

The District may 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. 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 grades 9-12. Students taking an online course or participating in a district-created online school program must adhere to the following criteria.

1. Students must 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. Students must 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 3131 and its accompanying procedural document, 3131-P, 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. The District may offer a dedicated class period during the school day in which the student may connect to an online course and to their local advisor; and
2. The District may 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 regular school day, 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 regular school day will be paid for by students/families. Students/families may also be responsible for fees as specified by the district fee schedule.

G. Granting of High School Credit for Online Courses

1. School districts will award credit and grades for online high school courses successfully completed by a student that meet the school district's graduation requirements and are provided by an approved online provider. 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 and/or parent 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's High School Graduation Requirements policy and procedure (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, 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 may use a variety of methods to provide information to parents/guardians and students regarding online learning opportunities.

Information may be provided through the district Web page, counseling office brochures, newsletters, the student handbook and other appropriate district communication resources.

Information provided may 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. 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 throughout the term of the online course; and
6. Participate in an online course/program orientation.

J. Parent or Guardian Responsibilities

1. Parents or guardians are responsible for costs/fees as outlined above in the Cost/Fees section; and
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.

K. 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 advisor and parent/guardian;
7. Ensure online courses are appropriately identified with CEDARS coding; and
8. 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.