



Shelton School District
INSPIRE | CHALLENGE | EMPOWER

ADMINISTRATIVE PROCEDURES

No. 2024P
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PROCEDURES

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 students.

Online Learning Support Team: The Assistant Superintendent, the mentor teacher and counselor, as needed.

B. Student Access to Online Courses and Online School Programs

The district will facilitate access to the following online learning opportunities:

1. District-created and taught online school programs; and
2. District-sponsored programs created and taught by third-party course providers with local teacher mentors.

C. Types of Online Courses Available

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

1. Courses which may already be offered in the student’s school but are inaccessible to the student due to scheduling or other factors;
2. Standard level courses meeting high school graduation requirements; and
3. Grade level coursework for grades 6-8.

D. Student Eligibility Criteria

The district will facilitate access to online learning courses and programs for students enrolled in grades 6-12. Students requesting permission to take an online course or participate 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; and
2. Comply with existing district policies for registering/enrolling in a course or district 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 teacher mentor will advise students in selecting and registering for online learning options to which the district facilitates access;
3. The teacher mentor will meet regularly 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; and

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. For students transferring credit from online courses or programs taken while enrolled outside of the district, credit will be granted according to Policy 2410 – High School Graduation Requirements.
3. 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 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, 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 with the local advisor throughout the term of the online course.
6. Participate in an online course/program orientation.

J. 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. Families who are not able to provide a computer will have the use of district-owned laptop on loan to them while enrolled in the online program.

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 how to seek and access technology resources and technological requirements beyond the school day.
6. Provide online students with an online learning support team.
7. Ensure communication between the student's local advisor 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.

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