

## INSTRUCTION

### 96-12 Online Education Course Policy

Online instruction is a form of distance education--instruction offered from a distance using technology. Online instruction is viewed as a supplement to permit the D.C. Everest School District to enhance or expand course offerings or to provide an alternative learning environment better suited to the learning needs of some students.

~~The following guidelines are based upon a number of principles identified as relevant to the fair, appropriate and effective use of online courses. Educators in the district shall:~~

- ~~1. Make effective use of the potential that online instruction offers for students.~~
- ~~2. Ensure quality of content and professional educator involvement.~~
- ~~3. Safeguard equal educational opportunities.~~
- ~~4. Recognize that some essential skills and understandings are best learned in a face-to-face setting.~~

### Enrollment

Participation in an online course will be voluntary.

Students must be enrolled in the district to take advantage of online course work. Students must apply for permission to take online course work. The application must be completed by December 1 of each school year for second semester consideration. The deadline for first semester is May 1 of the previous academic year. These dates may be modified for extenuating circumstances.

Students must complete prerequisites and provide teacher/counselor recommendations to confirm that the student possesses the maturity level needed to function effectively in an online learning environment. In addition, approval by the building principal shall be obtained before a student enrolls in an online course. Online course work as part of an educational plan (special education, gifted/talented, 504, at risk, ESLELL) will have to be approved by the plan team.

~~Students may take online courses off campus, or on campus (with the approval of the building administrator or the director of pupil services). Students working on course requirements at home will be in compliance with the compulsory attendance law. To meet the minimum attendance requirement, student must successfully submit at least one appropriately completed assignment every calendar week.~~

### Grading

The school must receive an official record of the final grade before credit is determined. All grades received as a result of the student taking an approved online course will be recorded on the student's official transcript. Grades received for online courses will be used in the calculation of grade point averages or class rank. The grading scale for online courses will be: A 93-100; B 85-92; C 77-84; D 71-76; F Below 71.

### Credit/ Course Enrollment

Credit for an online course may be earned only in the following circumstances:

1. A district school does not offer the course.
2. Although the course is offered at D.C. Everest, the student will not be able to take it due to an unavoidable scheduling conflict or special circumstances.
3. The course is needed as a supplement to extend homebound instruction.
4. The student has been expelled from the regular school setting, but educational services are continued with School Board approval through the expulsion order.
5. The building administrator or director of pupil services, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

Courses must meet the board-approved graduation requirements.

### Student Expectations

Students may take online courses off campus, or on campus (with the approval of the building administrator or the director of special education/pupil services). Students working on course requirements at home will be in compliance with the compulsory attendance law. To meet the minimum attendance requirement, students must successfully submit at least one appropriately completed assignment every calendar week.

Students participating in online school-course programs are viewed in the same manner as regularly-attending students and are expected to abide by the rules and regulations set by the school board for all D. C. Everest students. Violations of school rules will be reviewed and handled by a school administrator.

Students are expected to abide by and follow the guidelines set forth in the D.C. Everest Student Acceptable Use Policy for Technology. The student and parent must sign, date, and return the signature page of this policy prior to course enrollment.

For seniors taking courses needed to meet graduation requirements, the course must be completed two weeks prior to graduation in order to fulfill the graduation credit and be consistent with the graduation policy.

### Online Course Vendors

1. Courses must be taken from the Appleton Area School District, ~~or CESA-9 Wisconsin Virtual School, or other District-approved online vendors.~~—Students taking courses from the Appleton Area School District must complete the Orientation mini-course before beginning any further online course work.
2. The building administrator or his/her designee will determine the maximum number of credits a student can earn online.
3. The courses must be similar to those listed in the D.C. Everest academic course selection books in terms of curricular content, graduation requirements, and alignment to state and national standards. Exceptions could be made for the online courses used for credit recovery/remediation with the approval of the building administrator or his/her designee.

### Payment of Fees/Hardware/Internet Access

~~At the time of application, students enrolling in online courses must pay a per-course fee not to exceed the cost charged to the district for the course(s). The D.C. Everest Area School District will reimburse fees for online courses after evidence of successful completion of the course(s) with a passing grade. Students who withdraw from an online course after three weeks will not be eligible for a refund.~~

The D.C. Everest Area School District will ~~not~~ neither provide equipment for home instruction nor pay for home Internet access, ~~or technical assistance.~~

Policy Approved: 12/19/06  
 Revised:  
 KAG:ems

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