

**Procedures
PR 2250
Instruction**

Online Learning Board Policy

Guiding Principles of the LCSD Online Learning Program

- *Provide quality distance education
- *Offer advancement and acceleration opportunities for students
 - *Expand access to subject areas
 - *Provide flexible access
- *Prepare students for additional learning

A. Financial

1. District will pay course fee, unless a student fails to pass the course at which time the student will reimburse the district the full amount of the course.
2. Students who chose to take courses beyond FTE requirements (an overload) will be responsible for the course fee. This overload FTE fee will be paid upon enrollment. This also includes additional fees associated with incompletes, college courses, etc.
3. Chelan High School will provide computer access before and after school at an acceptable location within the school building. Students may also participate in the program from a remote location (i.e home, etc). <i>Note: Courses could be made available during the school day on campus pending the availability of staff and computer accessibility.</i>
4. The district will provide a certificated teacher to monitor and evaluate student progress in the online program. This teacher will be available at scheduled times of the day for student assistance at a designated location. (WAC 392-121-182 Alternative Learning)

B. Qualifications

1. Notification and approval by parents/guardians shall be required before students are allowed to enroll.
2. In order to receive a diploma from the Lake Chelan School District, Students are limited to enrollment in one course per semester, as dictated by board policy regarding alternative learning, unless exception is made by the building principal.
3. Students may enroll if they have maintained a minimum of a 2.5 cumulative GPA. Due to limited space, Seniors and Juniors will be given first priority for placement into the program.
4. Any student enrolled in or needing credit retrieval credits must complete those credits before being allowed to enroll in any online coursework.

C. General Guidelines

1. Approved and/or accredited online courses shall be granted the same credit and value as face to face courses.
2. Online courses shall be designated as such on the student's official transcripts. (IB class)
3. Only courses that are not being taught currently at the high school will be offered unless there is a scheduling conflict. Exceptions may be granted by the building principal.
4. Grading periods for online courses will mirror those of "traditional" credits. Students will not be allowed to extend courses beyond the grading period unless assigned an "incomplete" based on extenuating circumstances by the supervising teacher. Any additional fees will be the responsibility of the student.
5. Enrollment for online courses will mirror those of "traditional" courses (registration, dates for dropping and adding courses, etc). Students are responsible for cost of the class should they drop the class after the deadline.
6. The supervising teacher may establish additional requirements / guidelines for students (mandatory meetings, required proctoring of tests, etc.) that are a requirement for enrollment in this program. Failure to follow these requirements /guidelines may be grounds for removal from program.
7. All state certified course providers listed on OSPI's Digital Learning Department website will be considered curriculum vendors for the CHS Online program. All other online vendors/courses must have been pre-approved by the high school principal or on-line learning director.

LAKE CHELAN SCHOOL DISTRICT #129 CHELAN HIGH SCHOOL ONLINE LEARNING

PROGRAM POLICIES AND PROCEDURES

ENROLLMENT The Lake Chelan School District limits online learning participation to students living in the Lake Chelan School District. Enrollment occurs only after a student has been accepted into the program. Students who are currently taking a full load of coursework may enroll but will incur all fees associated with the online course. Students who are not currently taking a full load of coursework may be admitted with course registration fees paid for by the District (additional fees including any required textbooks, lab fees, college credit, **fees for special mailings**, etc. will be paid by the student). Enrollment may not occur after the first week of classes for any given semester.

APPLICATION Lake Chelan School District Online Learning is limited to students in the District. As such, enrollment must be limited. Additionally, not all students will be good candidates for distance learning courses. Due to the various issues that must be considered, students must apply to enroll in Online Learning courses. Applications are available in the Counseling Office and online through the Lake Chelan School District website. The high school counselor, teachers, and principal will consider applications on a case-by-case basis. (Application process will begin **at least 5 days prior to the semester classes are to be taken.**)

ALTERNATIVE LEARNING EXPERIENCE POLICY (BP 2410)

As Per Lake Chelan School District Policy 2410, "Credit toward high school graduation may be granted for planned learning experiences such as private music lessons or correspondence classes conducted away from school facilities. **A maximum of two credits for these types of credits may be applied to a student's minimum requirements for graduation.**"

LCSD STUDENT FEES The Lake Chelan School District will pay the basic registration fee for online courses. Any additional costs (i.e., textbooks, college credit, lab fees, **fees for special mailings**, etc.) will be the responsibility of the student. In the case of a student wanting to participate in an online course outside of the regular class day, all fees associated with the course will be the responsibility of the student. The fees are due upon receipt and transcripts will not be released if any fees are outstanding. Costs associated with owning and operating the student's computer equipment are the responsibility of the student and his or her family.

CONTINUOUS PROGRESS REQUIRED LCSD Online Learning students must meet "continuous progress" throughout the term in order to be given a passing grade at the end of the term. "Continuous progress" is defined as the percent of required assignments. Any student who is enrolled and remains inactive without teacher approval may be dropped from the program after two weeks.

DROPS Students may drop a course within the first 5 calendar days of the course without any penalty. Drops after the first 5 course days will result in an "F" on the student's transcript (and the student will be responsible for reimbursing the school district for all costs associated with the course).

APPROPRIATE BEHAVIOR All students are expected to conduct their coursework and communications in an appropriate manner. Use of the LCSD Online Learning system, whether on home or school computers, is governed by the Network/Internet Usage Policy posted on the district website. Inappropriate use of any part of the LCSD Online Learning system will result in disciplinary action and possible expulsion from current and future LCSD online coursework.

GRADING Traditional letter grades are assigned to LCSD Online Learning courses by the online teacher's recommendation. Upon completion of the course, grades will be posted to the student's official transcript. Grades will not be included on the report card for online courses.

ACADEMIC INTEGRITY All students accepted into LCSD Online Learning will be required to read and sign a Student Code of Ethics form. Academic dishonesty in any form will not be tolerated. Any student found to be

willfully participating in any form of academic dishonesty will receive a failing grade for their online course and will be subject to the disciplinary procedures of the high school. Additionally, the student will be barred from further LCSD Online Learning participation.

SPECIAL NEEDS Inquiries regarding special learning accommodations or needs should be directed to the **High School Counselor or the Director of Student Learning** at (509) 682-4061.

ASSESSMENT PROCTORING Students will need to schedule time in advance with the online learning supervisor to have their assessments proctored at a mutually agreed upon site and time. In addition, the supervisor will arrange for proctoring of tests at a reasonable time and a reasonable place for the convenience of all students. School district personnel will proctor assessments for all LCSD Online Learning courses.

MEETINGS WITH THE INSTRUCTOR The supervisor may, from time to time, require face-to-face meetings with students. These meeting times may be required in order for the student to successfully complete the coursework. It is up to the student to meet the needs of these requests or make arrangements with the supervisor otherwise.

SCHOOL ATHLETICS The regulations governing minimum GPA as outlined in the Chelan High School Student/Parent Handbook apply to Online Learning courses. LCSD Online Learning students involved in athletics/activities must meet “continuous progress” throughout the term in order to be given a passing grade. Students requesting a grade check from the supervisor will be given a pass/fail grade until the end of the term. If there is a reason to believe that an interim grade would assist the student in becoming eligible, an appeal can be made by the building principal, athletic director, or the parent of the student to the supervisor for such grade. The student must still be meeting continuous progress for the grade to be valid. All requests to the supervisor must be made through a written letter.

PROCEDURES AND POLICIES AGREEMENT

I, _____, affirm that I have received, read, and agree to the Lake Chelan School District Online Learning Procedures and Policies. I agree to be bound by these procedures and policies while taking Online Learning courses.

STUDENT SIGNATURE

DATE

I, _____, affirm that I have received, read, and agree to the Lake Chelan School District Online Learning Procedures and Policies. I understand that my child will be bound by these procedures and policies while taking Online Learning courses.

PARENT/GUARDIAN SIGNATURE

DATE

WHEN COMPLETED, MAIL OR SUBMIT THE SIGNED FORM DIRECTLY TO:
Director of Student Learning, Online Learning Supervisor
PO Box 369
Chelan, WA 98816

CHELAN HIGH SCHOOL ONLINE LEARNING STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience Implementations Standards (WAC 392-121-182 (3)(e), and the Lake Chelan School District Online Learning Board Policy (BP 2250), prior to enrollment parent(s) or guardian shall be provided with, and sign, documentation attesting to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE). As the legislation states, virtual learning is an alternative learning experience.

Provided below is a summary and narrative description of the difference between Home-based Instruction and the ALE.

Home-Based Instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Students are not enrolled in public education.
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or otherwise supervise the student's education.

Alternative Learning Experience (BP 2250)

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education either part-time or full-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
 - Provided via a written student learning plan.
 - Approved by the district prior to starting the program. (Written proposal to be submitted by student or staff member to building Principal).
 - Intended to include direct personal contact with a supervising school staff member at least weekly to discuss and evaluate student progress until the completion of the course objectives. (Personal contact can include use of telephone, e-mail, instant messaging, interactive video communications or other means of digital communication).
 - Documented and kept in the student's cumulative file (available for audit).
 - Intended to satisfy the state board of education requirements for courses of study or equivalencies; and if the program offers credit or a high school diploma, the alternative learning program must meet minimum high school graduation requirements.

Part-time Enrollment of Home-Based Instruction Students

Home-based instruction students may enroll in public school programs, including virtual learning and other ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written student learning plan, but not be required to participate in state assessments or meet graduation requirements.

Lake Chelan School District #129

Online Learning

STUDENT CODE OF ETHICS FORM

The Lake Chelan School District has high expectations for all students, including those involved with semi-independent distance learning opportunities. Academic integrity in all forms is the expectation for all WIA students.

Academic Dishonesty and Fraud

All forms of academic dishonesty or fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, or misrepresentation of research data. Students certify that all work (whether an examination, research paper, project, form of creative expression, or any other academic undertaking) submitted for evaluation, presentation or publication meets these standards. Additionally, students are expected to respect the rights of others, by their property, privacy, opinion, or expression.

Examples of Academic Dishonesty

Cheating is intentionally attempting to use unauthorized materials, information, or study aids in any academic exercises.

Examples of cheating include the following:

1. Copying from another student's work.
2. Allowing another student to copy from work.
3. Using unauthorized resources during a quiz, test, or other assessment.
4. Collaborating during any academic exercise with any other person by receiving or giving information without permission or authority.

Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Examples of fabrication include the following:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or course information for research of another academic exercise.
4. Submitting as one's own any academic exercise prepared totally or in part by another.
5. Completing an academic exercise for someone else or permitting someone else to complete an academic exercise.

Plagiarism is intentionally or knowingly representing the words, data, or ideas of another as one's own in any academic exercise without acknowledging the source of the words, data, or ideas. Examples of instances when such acknowledgments are required include the following:

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's ideas, opinion, or theory even if it is completely paraphrased in one's words.
3. Whenever one borrows facts, statistics, or other illustrative materials (unless the information is "common knowledge").

Penalties

Academic dishonesty in any form will not be tolerated. Any student found to be willfully participating in any form of academic dishonesty will receive a failing grade ("F") for the online course and will be subject to the disciplinary procedures of his or her home high school. Additionally, the student will be barred from taking future online courses at Chelan High School.

Student Responsibility

Each online student commits to the following:

- Honesty and integrity in the completion of all class and program assignments.
- Good faith compliance with all class and program requirements.
- Support and respect for the norms, values, and the people that make up the online learning community.

I hereby acknowledge that I have read this form and agree that I will abide by all the rules and regulations set forth therein.

PRINTED NAME _____ HIGH SCHOOL _____

SIGNATURE: _____ DATE: _____