APPLICATION AND APPROVAL PROCEDURES FOR DISTRICT ONLINE COURSES

The administration shall maintain a current list of District online courses that have been approved under the criteria outlined in Board of Education policy. District online courses may or may not meet the academic eligibility requirements established by the National Collegiate Athletic Association (NCAA), and it is the student's responsibility to verify a course's NCAA status if that is a concern for the student.

1. Students apply for approval to take District online courses on a voluntary basis. An adult student or the parent or guardian of a minor student in grades 7-12 may apply to take a District online course by:

   a. submitting a written request for course approval as an individualized program or curriculum modification pursuant to Board of Education policy and any administratively-established procedures that apply to such requests; and/or

   b. if applicable, presenting the request to the student's individualized education program (IEP) team so that it can be considered in connection with the student's IEP.

   Students need not seek a program or curriculum modification to register for online courses offered as summer school courses, but if registrations exceed capacity or budget limitations, then extended school year, at-risk, credit-deficient, and credit-recovery situations shall be granted first preference.

2. A student may not take a District online course that is comparable to a course that the student has already taken and for which the student has already received academic credit for the purpose of either (a) replacing the grade that the student previously received; or (b) obtaining additional academic credit.

3. The administrative approval or denial of any request for a program or curriculum modification to take a District online course shall take into account the District's assessment of at least the following factors:

   a. The reason(s) for the student's interest in the course(s), including any exceptional interests, needs, or requirements that the student may have;

   b. The likelihood that the student will succeed in the online learning environment relative to other options, which may include the District's assessment of factors such as the student's academic record, the student's behavioral records, the student's prior experiences in different educational settings, etc.;

   c. The student's eligibility for the specific course(s) and their academic readiness to be successful in the specific course(s) (e.g., the student has met applicable prerequisites);

   d. Whether taking the course(s) would be likely to interfere with the student's progress toward timely graduation from high school;

e. If the student applies to take District online courses under a proposed schedule that would (a) jeopardize the student's full-time status; or (b) result in the student receiving more credits in any semester or term than could otherwise be earned by taking a full daily schedule of classes, then the school must hold a meeting with the student and the student's parent or guardian, and the administration to build a schedule that meets the student's Academic and Career Plan.

4. If a student receives approval to take a District online course as an individualized program or curriculum modification, the student's schedule shall generally include a designated class period (or other block of substantially equivalent time) during the normal school day during which the District will provide the student with access to the technology resources that are necessary for the student to access their online course.

5. The administration's denial of any request to take a District online course as a program or curriculum modification is appealable to the Board of Education as provided by state law and Board of Education policy.

6. In unusual circumstances where the District approves an online course with the expectation that the student will not be able to sufficiently access their instruction while they are present at school, the District will, upon request, provide the student with the technology resources needed to access the course from another agreed-upon location (e.g., the student's home). All Internet-based connectivity for a course that involves District-provided equipment must be appropriately filtered, is subject to the District's rules for acceptable use of technology and may be subject to other reasonable requirements and restrictions.

Adopted: 07/27/2020
Revised:
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