

ONLINE INSTRUCTION

Edmond Public Schools recognizes the distinct advantages online, virtual instruction can offer students and is committed to embracing this growing trend with careful planning and fidelity to learning. Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Edmond Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide remote learning through virtual instruction or a distance-learning program on dates to be determined by the Superintendent, or designee. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all student have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Secondary students who are enrolled in virtual or distance learning may participate in on-site extracurricular activities, performing arts or athletic classes and competitions governed by the OSSAA.

Individual student data will be considered educational records and will not be released to unauthorized individuals or entities without the parental consent in accordance with the Family Educational Rights and Privacy Act (FERPA). All online instruction shall be conducted in accordance with applicable laws and regulations that have been established by federal and state statutes and agencies, including regulations established by Edmond Public Schools.

A. Definitions

- 1. Synchronous instruction** occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Virtual or distance learning that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.
- 2. Asynchronous instruction** is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

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3. **Supplemental online course** is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.
4. **Educationally appropriate** means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the school district level.
5. **Internet-based instruction or Virtual Learning** uses the Internet as the primary medium of instruction, with a computer serving as the primary tool of instruction. Internet-based instruction or virtual learning may be synchronous or asynchronous.

B. Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Internet-based and virtual learning instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to provide a variety of learning options.
2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in Edmond Public Schools will be granted access to supplemental online courses.
4. Requests for enrollment in supplemental online courses shall be as follows:

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- a. Interested students shall be required to meet with the counselor and provide the information needed to request enrollment in a supplemental online course(s).
 - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
 - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the Online Review Committee. The decision of the Online Review Committee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technologies at the State Department of Education.
5. Edmond Public Schools will provide funding for online courses in an amount not to exceed the previous year's general fund per pupil expenditure. Students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student.
 6. If enrollment in the supplemental online course is allowed, the EPS District Online Facilitator shall assist students enrolling in on-line courses and to serve as a liaison to the online teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fourteen (14) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the EPS District Online Facilitator from the parent or student prior to the expiration of the fourteen (14) day period.
 7. Failure to complete the online course(s) or withdrawal after the 14-day initial grace period will result in required reimbursement of the District by the student's family.
 8. Students earning credit by means of online instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
 9. Courses offered for credit by means of online instruction shall be aligned with the state academic standards.

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10. Student progress shall be monitored on a weekly basis by the supplemental online course provider and the EPS District Online Facilitator. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/ participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the internet, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
15. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

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16. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

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