

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	624	Page: 1 of 4
SERIES	600	Education Programs
SUBJECT	624	Distance Learning Enrollment Policy
Adopted		February 10, 2004
Revised		September 27, 2005, July 11, 2006, April 10, 2007, November 13, 2007, February 10, 2009

I. PURPOSE

The purpose of this policy is to recognize and govern on-line learning (OLL) options of students enrolled in the school district for purposes of compulsory attendance.

II. GENERAL STATEMENT OF POLICY

On-line learning is an alternative learning program offered to students in grades 6-12. It is a web-based learning resource designed to meet the educational needs of Spring Lake Park and other Minnesota students.

A Minnesota licensed teacher works together with students and their families to develop and individualize a learning plan and calendar. Learning goals are aligned with state and district requirements and curriculum outcomes. On-line courses offer the same rigorous academic standards that a student receives on campus.

- A. The school district shall not prohibit an enrolled student from applying to enroll in on-line learning.
- B. The school district shall grant academic credit for completing the requirements of an on-line learning course or program.
- C. The school district shall allow an on-line learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- D. The school district shall continue to provide non-academic services to on-line learning students.
- E. On-line learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.
- F. To the extent the school district provides curriculum to resident students that has both physical and electronic components, the school district must

make the electronic component accessible to a resident student in a home school at the request of the student or the student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

III. DEFINITIONS

- A. "Full-time on-line provider" means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- B. "On-line learning" is an interactive course or program that delivers instruction from a teacher to a student by computer, is combined with other traditional delivery methods that include frequent student assessment and may include actual teacher contact time, and meets or exceeds state academic standards.
- C. "On-line learning student" is a student enrolled in the school district for purposes of compulsory attendance and enrolled in an on-line learning course or program delivered by an authorized provider.
- D. "On-line learning provider" is another school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides on-line learning to students.
- E. "Supplemental on-line learning" means an on-line course taken in place of a course period during the regular school day at a local district school.

IV. PROCEDURES

- A. Dissemination and Receipt of Information
 - 1. The school district shall make available information about on-line learning to all interested people. The school district may utilize the list of approved on-line learning providers and on-line learning courses and programs developed, published, and maintained by the MDE.
 - 2. The school district will receive and maintain information provided to it by on-line learning providers.
- B. Students
 - 1. A student may apply for a full-time enrollment in an approved on-line learning program or for supplemental on-line learning. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age. The student

and parent must complete the OLL application, identify the reason for enrolling in on-line learning and sign the statement of assurance.

2. The student and the student's parents must submit an application to the on-line learning provider and identify the reason for enrolling in on-line learning. The on-line learning provider that accepts a student under this section must within ten days notify the student and the school district in writing if the school district is not the on-line learning provider. The student and family must notify the on-line learning provider of their intent to enroll in online learning within ten days of acceptance, at which time the student and parent must sign a statement of assurance that they have reviewed the on-line course or program and understand the expectations of on-line learning enrollment. The on-line learning provider must notify the school district of the student's enrollment in on-line learning in writing on a form provided by MDE.
3. Supplemental on-line learning notification of the school district upon student enrollment in the on-line learning program will include the courses or programs, credits to be awarded, the start date of on-line enrollment, and confirmation that the courses will meet the student's graduation plan. A student may enroll in supplemental on-line learning courses up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances and upon acceptance by the on-line learning provider.
4. An on-line learning student may enroll in supplemental on-line learning courses during a single school year to a maximum of 50 percent of the student's full schedule of courses per term. A student may exceed the supplemental on-line learning registration limit if the school district grants permission for supplemental on-line learning enrollment above the limit, or if an agreement is made between the school district and the on-line learning provider for instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in on-line learning, the student must qualify to exceed the supplemental on-line learning registration limit or apply for enrollment to an approved full-time on-line learning program following appropriate procedures in Paragraph IV.B.2. above. Full-time on-line learning students may enroll in classes at a local school per contract for instructional services between the on-line learning provider and the school district.
5. An on-line learning student may complete course work at a grade level that is different from the student's current grade level.

6. An on-line learning student may enroll in additional courses with the on-line learning provider under a separate agreement that includes terms for payment of any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The school district may reduce an on-line learning student's regular classroom instructional membership in proportion to the student's membership in on-line learning courses.
2. The school district may reduce the course schedule of an on-line learning student in proportion to the number of on-line learning courses the student takes from an on-line learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving on-line learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher with a Minnesota license.
4. An on-line learning provider must make available to the enrolling district the course syllabus, standard alignment, content outline, assessment requirements and contact information for the supplemental on-line courses taken by students in the enrolling district.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including on-line learning students.
2. The school district shall use the same criteria for accepting on-line learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. An on-line learning provider must make available to the school district the course syllabus, standard alignment, content outline, assessment requirements, and contact information for supplemental on-line courses taken by school district students.
4. The school district may challenge the validity of a course offered by an on-line learning provider. Such a challenge will be filed with the MDE.
5. The school district shall count secondary credits granted to an on-line learning student toward its graduation and credit requirements.

6. If a student completes an on-line learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

Legal References: Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)

Minn. Stat. § 124D.095 (On-Line Learning Option Act)

Cross References: Policy 509 (Enrollment of Nonresident Students)

Policy 605 (Alternative Programs)

Policy 608 (Instructional Services – Special Education)

Policy 613 (Graduation Requirements)

Policy 620 (Credit for Learning)