THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Online Learning Policy

Definition and Purpose:

The Board of Education believes that virtual/online courses are an effective and appropriate alternative for students to earn credit towards graduation. A virtual course is defined as a program of study provided by an accredited educational organization through the Internet or web-based methods. Online course providers can offer courses which

- Provide credit recovery
- Serve as an alternative means of course delivery to earn credits necessary for graduation
- Serve students unable to attend the regular school program (i.e. expelled, homebound)
- Allow for course acceleration or enrichment
- Allow students to access content in their native language to supplement instruction in English

Access to online programs:

Online courses will be part of the District's program delivery system to increase instructional accessibility and flexibility. Students and families will be expected to work closely with school personnel to identify if online learning is a viable option. Course enrollment is subject to final approval by the school principal.

The district will make a *limited number of seats* available to students in each budget year. Seats will be made available to students in the following order:

First Priority:
- the student is homebound
- the student is expelled
- the course is identified through the student's Section 504 plan or Individual Education Plan (IEP)
- the student is in a school approved academic course progression (i.e. Algebra 1-Geometry-Algebra 2) and the required course sequence is not available at the school site

These students may waive the option to utilize the seat and elect to continue their educational programming through other options.

Second Priority:
- Upperclassmen (grade 11 & 12 students) who need to recover one or more credits in order to maintain class standing or complete graduation requirements with their class.
- Any other students who have failed to earn a credit necessary for graduation or who need to recover a credit in order to maintain class standing

Third Priority:
On a *space available* basis, other students who wish to take an online course may be accommodated. Some reasons for selecting an online course may include:

- Inability to participate in a selected course due to scheduling conflicts
- With Counselors approval, course acceleration
- With Counselors or principal approval, course for enrichment not offered in Program of Studies
- Students in need of translation of course material into their native language

Criteria for credit recovery:

Students who fail a course *required for graduation* are to be identified as candidates for online credit recovery. A school counselor will make a recommendation if the student has the potential to benefit from online credit recovery. All candidates will participate in some type of orientation to online learning to determine if this is a viable option for credit recovery.

All students who wish to make up a credit must:
- Have been enrolled in a THS course but failed (earned an average of 64 or lower)
- Must participate in some type of orientation to online learning to determine if this format is a viable option
- Must take a diagnostic test to determine what standards in the course have and have not been mastered
- Must complete the units of study for the course that were not mastered
- Must satisfy the established criteria for passing the course (earn 65% or better on the online assessment)

Students may work in a supervised setting before, during, or after the school day to complete the prescribed course work in the online course. Students may also work at any time when an online seat is available using the online course work. Students must complete any assessments under the supervision of an online site instructor or tutor.

Completion of the credit program must be verified by an authorized school representative.

Selection of online course providers:

The superintendent shall be responsible for establishing a committee to evaluate online course providers consisting of
- school counselors
- administration
- teachers to review online learning providers and course offerings.

The District will assure that online providers offer appropriate and high quality courses.

Qualification of personnel involved in delivery of online courses:

- Any instructor of an online course should hold a valid teaching certificate.
- The District will identify a staff member (certified or non-certified) to serve as *supervisor* for each student.
- The district shall designate an *online learning coordinator* to administer and coordinate online programming.

The district agrees to provide personnel or roles designated by the online provider to adequately monitor and support the online learning experience.

Credits towards graduation:

- **See Policy 6095 – graduation Requirements**

Logistics:

The district will provide a technology interface (equipment and Internet access) for students who are participating in the on-site option for online learning. The district will not be responsible for providing equipment or Internet access for students who wish to access courses from other locations unless required to do so by a student's Individualized Education Plan (IEP).

The district will provide supervision for students during the time that students work on-site, including time needed for student assessments. Students are expected to adhere to the District code of conduct, including the Acceptable Use Policy.