3102 R&P Online Instruction

Online learning courses can be delivered through the following methods: (1) a district-delivered online instruction, and (2) district-approved online courses provided through external sources. All courses provided through online learning must occur in a district-approved format.

A. District-Delivered Online Instruction

District-delivered online instruction are those courses approved to be delivered by Wake County Public School System teachers in their official capacity as a teacher for the district and for students currently enrolled in the Wake County Public School System.

Any courses provided by the district via an online format will follow all existing expectations appropriate for the content and grade level in accordance with district or state policies and guidelines.

B. External Course Providers for Online Instruction

A student requesting to be enrolled in a district-approved online high school credit course with an external provider must meet with his/her school counselor to discuss online learning opportunities and determine eligibility. Once eligibility is determined, the student, along with his/her parent/guardian, must submit a signed Online Course Enrollment Form to his/her school counselor for principal approval.

1. Criteria for Course Selection

  a. The course must be one that is offered by a district-approved program and listed in the High School Program Planning Guide, but not offered at the student's WCPSS assigned school.

  b. Selection of online courses must follow recommended and required prerequisites as listed in the High School Program Planning Guide.

  c. The course must be part of the student's comprehensive course of study.

  d. It is expected that the approved course would be taken during the school day and on the campus of the enrolling school as part of the student's regular course schedule. Limited exceptions may be approved at the discretion of the principal and based on extenuating circumstances.

  e. Any course selection that requires an End-of-Course test, North Carolina Final Exam, or a CTE Post-Assessment is approved at the principal's discretion.

2. **Student Requirements**

   Students approved to enroll in an online course should:

   - Possess strong reading and comprehension skills.

   - Feel confident in their ability to express thoughts and ideas in writing.

   - Be proficient at monitoring their own progress, keeping up with assignments, and meeting deadlines.

   - Be able to work at a rigorous daily pace set by the instructor.

   - Meet deadlines and manage course assignments.

   - Be self-motivated and an independent learner.

   - Be computer literate and have access to a computer and internet.

   - Have passed all previous NCVPS or other online courses taken.

3. **Online Learning Advisor Responsibilities**

   a. Consult with the student's counselor to ensure appropriate course selection.

   b. Facilitate the online course registration process.

   c. Determine if the student has IEP/504 modifications and shares that information with the course instructor.

   d. Ensure that online course enrollments are aligned with the guidelines set forth in Policy 3102 and corresponding R&P.

   e. Provide login and password information to students.

   f. Share any pre-instruction information with students that may be available before classes begin.

   g. Assume the responsibility of testing administration for EOCs and CTE Post-assessments and AP Tests.

   h. Ensure that students have been entered into PowerSchool at the beginning of the course in which they have been enrolled so that all standardized final assessment(s) can be administered as required for state and federal accountability.

   i. Retrieve progress reports on a weekly basis to ensure that the student has logged in and is completing assignments.

   j. Address any concerns of the online teacher with the student and parent.

    k. Meet with students who may be struggling and assist them with support to help ensure their success.

4. **Grading:**

    a. Academic grading scale and calculation for online courses are consistent with WCPSS practices.

    b. Final grades will be received by the Online Learning Advisor. When calculating the final grade for courses with an EOC, ~~NCFE,~~ or CTE Post-Assessment, the exam score counts as 20% of the final grade.

    c. The Online Learning Advisor will retrieve student grades in a timely manner, calculate the final grade, submit to the school data manager to be entered into PowerSchool, and provide a copy to the student's counselor.

    d. Grades are posted to student transcripts as soon as possible, but at a maximum of 5 days from receipt of final grade.

5. **Textbooks**

The vast majority of NCVPS courses provide online textbooks. However, there are some online courses that may require traditional textbooks. When possible, the school will provide district-adopted textbooks for students. The list of courses that require textbooks not available online can be found on the NCVPS website as well as suggestions for where to buy them. Schools may limit students to courses that utilize district-adopted textbooks. Due to budgetary restraints schools may request that parents purchase any required textbooks that are not available online or readily available in their building.

6. **Considerations for Summer Study**

    a. First time credit may be approved on a limited basis during the summer, and only after consultation with the school counselor and approval of the principal. These opportunities should support the specific graduation plan for the student.

    b. Although it is not explicitly prohibited, if a student does not need two courses to graduate or to get back on grade-level cohort, summer courses should be limited to one course.

    c. Rising 9th grade students wishing to take online courses must secure high school permission through the completion of the Online Course Enrollment Form, to be signed by the high school principal. These students will take the EOC, ~~NCFE,~~ or CTE Post-Assessments at their high school. These requests will only be approved by principals on a limited basis according to individual student circumstances.

7. Credit Recovery

    a. GradPoint should be used as the primary option for credit recovery.

    b. NCVPS or other district-approved online providers should be used for credit recovery only in extenuating circumstances and with district approval.

    c. The district will annually provide schools with a list of courses approved for credit recovery.

Adopted: June 20, 2018

Revised:

Wake County Board of Education