

CHAPTER 15. CURRICULUM AND INSTRUCTION

SUBCHAPTER 34. SUPPLEMENTAL ONLINE COURSE PROCEDURES

210:15-34-1. General provisions

(a) Purpose. The purpose of this program is to make supplemental learning opportunities available to local school district students using online technology in a nontraditional classroom setting, (i.e., inside or outside of public school site locations). The supplemental online course enrollment options are for public school students enrolled in their district of residence. This rule establishes policies and procedures for the Oklahoma State Department of Education to implement supplemental online courses to serve school-age students enrolled in public schools as directed by 2011 Senate Bill 280, which amends Oklahoma Statute Title 70, Section 1-111.

(b) General Information. The Oklahoma Supplemental Online Course Program (hereafter referred to as OSOCP), establishes a framework for districts to offer supplementary online courses to any Pre-Kindergarten through Twelfth Grade (PK-12) student residing in Oklahoma, subject to appropriations, eligibility and availability. All OSOCP teachers shall be: 1) certified in Oklahoma or another state to teach in the content area of the course offered, or; 2) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course. All courses offered through OSOCP shall be aligned with *Oklahoma's Priority Academic Student Skills (PASS)* curriculum standards and/or *Common Core State Standards (CCSS)*.

(c) Definitions. Supplemental online course defined:

(1)An online learning program or other learning opportunity that offers courses to students who are otherwise enrolled in physical school site locations; credit for successful completion of the learning opportunities is awarded by the school in which each student is enrolled.

210: 15-34-2. Access

Beginning with the 2011-2012 school year, each Oklahoma public school district shall provide eligible students residing in Oklahoma the opportunity to participate in supplemental online courses that comply with the standard curriculum of the public school. Oklahoma public school students in Grades PK-12 may take supplemental online courses from any online course provider that meets the criteria established by the Oklahoma State Board of Education. A school district shall not limit a student's access to OSOCP state-funded supplemental online courses by either policy or application of internal or customary procedures. However, students accessing supplemental online courses from a remote location will be responsible for providing their own equipment and Internet access.

210: 15-34-3. Funding

State funds generated through the Oklahoma State Aid Formula may be used by districts to purchase one or more courses per student from any online course provider that meets the criteria established by the State Board of Education. A school district shall provide funding for online courses in an amount not to exceed the per pupil allocation provided to the district for the student. Public school students will be allowed to take up to five hours of instruction per day online at no cost to the student. Students wishing to take more online course instruction may do so, but the cost of such additional courses cannot exceed the per pupil allocation for the student. No district will be financially responsible to pay an online course provider for online course instruction expenses incurred by a student that exceeds the per pupil allocation for the student. The funding restrictions in no way will effect, prohibit or prevent any student from enrolling in additional online courses at the expense of the student or student's parent or guardian. Districts will also bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider.

210: 15-34-4. School Day

Students may take OSOCP courses from a location inside or outside of the school site location. Students may take OSOCP courses inside or outside of the regular school day. OSOCP courses can be taken outside of the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete at least 1,080 hours per year of academic instruction, which is the equivalent of the mandatory six hour school day for 180 days of instruction. For purposes of supplemental online courses, one credit may be granted for required or elective courses consisting of a minimum of 120 instructional hours or in which students demonstrate mastery of Oklahoma's PASS and/or CCSS in one-credit courses without specified instructional time.

210: 15-34-5. Student Eligibility, Admissions & Enrollment

Online supplemental courses that are educationally appropriate may be offered to all qualifying Oklahoma school students who meet the following criteria:

(a) **Eligibility.** Districts shall offer individual academically approved online supplemental courses to students in Grades PK-12 who are enrolled full-time in a local school district of the student's residence. Students enrolled in supplemental online courses through the local public school district must meet all enrollment and eligibility criteria set by the district, the Oklahoma State Board of Education Rules, and Oklahoma State Statutes. Districts may use their existing residency determination policy utilized for registration/enrollment so long as the policy complies with all current rules and statutes regarding residency and enrollment. Only students who are enrolled in the public school in the district of residence for the current school year are eligible to enroll in supplemental online courses through OSOCP.

(b) **Admissions.** Each accredited public school district shall apply their locally adopted admissions process for regular enrollment to satisfy enrollment requirements for online students. The admission process for students taking one or more supplemental online courses through a public school district shall be the same for students enrolled in traditional coursework.

(c) **Enrollment in Supplemental Online Courses.** Each local school board shall adopt a policy that prohibits the district from denying a student the opportunity to enroll in educationally appropriate courses, whether traditional or online. The local school district policy shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with the statute and all applicable Administrative Rules. Students may have input as to the selection of supplemental online course providers. No enrollment in a supplemental online course will be allowed until the parent or legal guardian has signed the Oklahoma State Department of Education Student Assessment Results Release Form. If a school district denies a student's enrollment in a supplemental online course based upon a determination that the course is not educationally appropriate, the local school board enrollment policy must contain a process for the parents or legal guardians of the student to appeal that determination.

(d) **Course Codes and Course credit transferability.** Courses authorized through the OSOCP shall employ the appropriate course codes, names and numbers as established by the Oklahoma State Department of Education. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through OSOCP.

(e) **Reporting Course completion or change in enrollment status.** Supplemental online course providers shall officially notify school districts and parents in writing of the completion of each course the student takes within ten days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with local school grading policies. Local districts shall use the district's established grading scale to convert the percentage to a letter grade or other notation consistent with local school grading policies for transcript purposes. Providers must also report any change in a student's status (moving, dropping a course, etc.) within ten days of such change.

210: 15-34-6. Grading Scales

School district policies governing grading scales and credits earned shall be applied to OSOCP courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the OSOCP shall be treated the same as any other course offered by the district.

210: 15-34-7. Student information system

Each district shall use the Oklahoma State Department of Education’s electronic student information system to document enrollment in a supplemental online course. The online provider for the course shall be coded to the individual student’s enrollment record.

210: 15-34-8. Course withdrawal grace period

Each local school board shall adopt policies for a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment. A student who withdraws during the fifteen (15) day grace period may withdraw from the supplemental online course without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete 1,080 hours of academic instruction per calendar year to meet Oklahoma’s six hour per day, 180 days per year academic instruction requirements. No school district shall be required to pay an online course provider for any student enrollment of less than fifteen calendar days.

210: 15-34-9. Course completion

Supplemental Online courses are an optional avenue for instruction. All existing requirements related to student progression, including retention, promotion, and grade assignment are the same for the school district’s online students as they are for students enrolled in traditional courses. Each local school board shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student’s Individualized Education Program (IEP).

210: 15-34-10. Attendance

Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance/participation in a supplemental online course shall be determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons, etc. 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 districts reports that reflect daily attendance/participation. Such attendance/participation reports shall be provided to parents and districts on a regular weekly basis. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format.

210: 15-34-11. Extracurricular and co-curricular activities

Students who are enrolled in one or more supplemental online courses may participate in extracurricular activities sponsored by the district in which they are enrolled. The local school district must develop policies and procedures for students who are enrolled in supplemental online courses to participate in extracurricular and co-curricular activities which do not impair or hinder participation.

210: 15-34-12. Student assessments

Students enrolled in online courses must participate in required state-level academic assessments in the same manner as other regularly enrolled students within the state. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form

available on the SDE web site at <www.sde.state.ok.us>. Each local school board shall adopt a policy that requires and ensures each student enrolled in one or more online courses will participate in state assessments administered pursuant to state statute and that the results of the assessments are released to the school district and the online course provider(s).

210: 15-34-13. Communication: Progress Reports

Local school district shall adopt policies and procedures to establish and appoint an academic liaison for each student enrolled in supplemental online courses. Only certified staff members of the school district may serve as an academic liaison. The district policy must address class size limits so that appropriate class loads are maintained. In addition, compensation models shall be addressed for academic liaisons that go beyond the class size/student load limits. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly and weekly progress reports shall be transmitted to the designated academic liaison via electronic format. Such reports shall be reviewed regularly by the student's academic liaison at least twice per month.

210: 15-34-14. Online Course Providers

Each supplemental online course provider seeking to serve Oklahoma public school districts must demonstrate compliance with State Board of Education guidelines by completing the Oklahoma State Department of Education School District Virtual Instruction Program Application for Provider Approval. This application is available on the OSDE web site, <www.sde.state.ok.us>. Applications for vendor approval shall be submitted to the local school district prior to the start of services or the signing of a contract for services. The local school district is responsible for ensuring that selected vendors meet State Board of Education guidelines for online vendors.

210: 15-34-15. Funding and Payment

An optional price schedule for supplemental online courses for each online vendor shall be approved by the State Board of Education. The local school district shall only be required to pay the approved price; however, a district may choose to negotiate a lower price or choose to pay a higher price. The local school district shall use standard payment procedures that comply with the uniform Oklahoma Cost Accounting System for reporting of supplemental online course expenses and state rules and regulations for payments on accounts. Payment for supplemental online courses for the student is the responsibility of the local public school district. District may use state aid funds generated by the student's grade and other applicable pupil category weights to pay for supplemental online courses. Eligible students being served through supplemental online courses are funded through the Oklahoma State Aid Funding Formula (OSAFF). Students taking supplemental online courses through their district of residence shall be reported in the same manner as regularly enrolled students in the district. State aid funds for students taking supplemental online courses shall be deposited in the school district's general fund. Payment to the provider will be based upon continued course enrollment and subsequent course completion. Final payment to the provider shall be made in accordance with the district's procurement policies.

210: 15-34-16. Special Education

Local school districts and their approved supplemental online course providers shall provide services/accommodations set forth in a student's Individualized Education Program (IEP) to enable a student to take supplemental online courses offered through the OSOCP. Provisions in the IEP for related services shall be the responsibility of the local school district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Districts must provide the selected vendor with a copy of the current IEP for students enrolled in the public school district and participating in the OSOCP. Enrollment in supplemental online course does not abdicate, modify or alter the school district's legal responsibility for special education students under IDEA.