

Regulation 5002-2
Internet-Based Instruction
(Revised 7/31/12, 1/28/13, 6/29/15)

In accordance with state statute 70 O.S. § 1-111, the District will identify and provide educationally appropriate online courses that expand instructional opportunities for students as well as offering credit recovery and dropout prevention options. Only courses approved by the District may be used to earn graduation credits. Students must be regularly enrolled at a high school in the District to participate in online courses for credit.

I. Enrollment Procedures

- A. A student wishing to enroll in an online course shall fill out a written request. Forms are available at each high school.
- B. Students shall be allowed to enroll in online instruction with approval of the principal or his/her designee. Criteria to be considered when approving appropriate online enrollment include: (a) age and/or grade classification, (b) student work habits, (c) administrative/counselor recommendations, (d) course sequence and offerings, (e) extenuating circumstances provided by the student, and (f) pertinent information provided to the principal from teaching staff.
- C. If a request for online coursework is not approved, the student will be notified in writing by the Director of Alternative Education. A copy of the notification will be kept on file for the State Department of Education.
- D. The Director of Alternative Education may withdraw a student from online coursework within the first fifteen days should it become evident the student is not able to work at the independent level required for course completion.
- E. Prior to the beginning of instruction, the student and parent/legal guardian must sign the acknowledgement form showing that they have received the Norman Net Student Handbook.
- F. Supplemental online courses may never be utilized to improve an existing, passing grade or to otherwise retake a passed course that exists on a student's transcript. Enrollment in this program is to be utilized for original course credit or credit recovery only.

II. Guidelines for Online Courses

- A. The District will provide funding for online courses based on a per pupil allocation of general fund dollars. Up to five hours of online course work may be taken without incurring tuition charges.
- B. For attendance purposes, enrollment in one online class is equal to one class period at school.
- C. Regardless of the type or number of online courses being taken, all students in the District shall participate in the Oklahoma School Testing Program in accordance with state law, State Board of Education regulations, and District policy.

III. Supplemental (Part-time) Online Students

Enrollment in supplemental courses shall be treated similarly to enrollment in traditional classes. Students will be expected to work in the computer lab setting in accordance with district attendance policies. Weekly reports will be provided to parents describing a student's attendance, participation, and progress. Examinations/tests will be completed in the lab setting. Grades earned in supplemental courses will be

included on the student's transcript. A student has fifteen calendar days to withdraw from an online course without penalty.

IV. Fulltime Online Students

Enrollment in appropriate online courses shall be determined through consultation with the Director of Alternative Education or his/her designee. Students will be enrolled in a full online course load. Weekly reports will be provided to parents describing a student's attendance, participation, and progress. Examinations/tests will be completed in the lab setting. Grades earned will be included on a student's high school transcript.

V. Right to Appeal

When online coursework is deemed to be not educationally appropriate for a particular student, a letter of denial is mailed to the family of the student to inform them of the district's decision to deny enrollment. Families hold the right to appeal denials but must submit a completed Online Course Appeal Form to the Assistant Superintendent of Student Services within 5 school days of the date shown on the letter of denial.

VI. Appeal Process

Once a completed Online Course Appeal Form is received by the Assistant Superintendent of Student Services an Appeals Committee comprised of district administrators is convened within 10 school days. The purpose of the Appellate Committee is to reexamine the initial decision to deny enrollment in the course and to review compelling evidence that supports the student's enrollment. A record of this consultation will be recorded and maintained as documentation of the appeals process along with any related records.

The final decision regarding whether to uphold the initial decision of denial or to allow the student to enroll in the course will be entered, in writing, by the Assistant Superintendent of Student Services and mailed to the family of the student no later than 5 school days after the Appeals Committee's decision. This letter of final determination must detail the date of the Appeals Committee's meeting, the names and positions of those who attended and the resulting final determination.

All related and supporting documents, including correspondence, are maintained by the Assistant Superintendent of Student Services and copies mailed to the State Department of Education to the attention of the State Director of Instructional Technology (Accreditation, 210:15-34-5).

[LETTERHEAD]

[DATE]

Dear Mr./Ms./Mrs. :

This letter is in response to your recent request that [**Student's Name**] be enrolled in [**Course Name**], an online course through Norman Public Schools.

After careful consideration it has been determined that the above online course is not educationally appropriate for your child. The decision to deny your request was reached by examining the method of instruction best suited for your child to receive instruction in this subject matter and to ensure their academic success.

If you have any questions regarding this decision or would like further information, please contact the counselor at your child's school.

Should you wish to appeal this decision, submit a completed Online Course Appeal Form to the Assistant Superintendent of Student Services within 5 school days of the date of this letter. The Online Course Appeal form may be picked up from your child's school or from the Administrative Services Center (ASC). Completed forms should be dropped off at the ASC at **131 S. Flood** between the hours of 7:45 am and 4:15 pm.

Sincerely,

Director of Alternative Education