

363.1 STUDENT DISTANCE LEARNING AND ON-LINE COURSE GUIDELINES

Role of Distance Learning for Williams Bay High School

The Board of Education recognizes the value of online learning and the opportunity to expand student learning opportunities through online courses. The district may offer any of its courses in a face-to-face or online format according to guidelines established by the District Administrator or designee.

The Board of Education also recognizes that at times some students will be better served if a course is taken in an online format rather than face-to-face. The principal or designee shall work with families to determine the most appropriate course format when face-to-face and online options exist. A family may request to take a district or non-district-provided online version of a face-to-face course currently offered in the middle or high school if the family makes this request by July 1 for the fall semester or by December 1 for the spring semester.

Distant Learning Coordinator

The Middle/High School Principal will supervise the Distance Learning Coordinator. Responsibilities of the coordinator are:

- Serve as overall administrator for all courses, staff development, and any other programming used by the school.
- Select and assist a facilitator for each course offered.
- Recruit students for satellite courses and coordinate the registration process.
- Monitor organizational, operational, and technical aspects of the satellite courses.
- Serve as the primary liaison between satellite course providers and the school.

Guidelines for Students

Only students who are enrolled at Williams Bay High School shall be allowed to enroll in Internet-based courses for credit. Students may only take one Internet-based course at a time except in special circumstances as determined by the principal.

Students who wish to enroll in Internet-based courses for high school credit only must have at least a 3.0 G.P.A. Students who wish to enroll in Advanced Placement (AP) internet-based courses must have at least a 3.25 G.P.A.

Students participating in internet-based courses are subject to the district's "Acceptable Use" policy.

Grades earned through internet-based courses will be determined by Williams Bay High School Grading Policy.

The Distance Learning Coordinator and Guidance Counselor will screen students requesting distance learning classes. These screening guidelines are provided, not to prevent students from participating in courses, but to help ensure a positive and beneficial experience for all course registrants. The following factors should be considered when screening students:

- Previous performance in content area classes.
- Successful completion of any required prerequisite courses.
- Recommendations of teachers and counselors.
- Level of maturity and motivation.
- Results of standardized tests, if applicable.

Fees for Distance Learning Courses

When the district offers a face-to-face version of a course and the parents opt for an online version of the course, the cost and material or other fees of the course shall be paid for by the family.

A family may request to change from face-to-face instruction to a district or non-district-provided online course during the first two weeks of the face-to-face course. If a change is approved by the school principal, the family must pay for the cost and fees of the course. The original face-to-face course will be dropped with a “W” (Withdraw) included on the student transcript as the grade.

If the district does not offer the course, the district will pay for the full cost of the course if the student passes the course with a C or better. Families will be required to pay the costs of the course before the District enrolling the student in the course. If the student completes the course with a C or better, the fee will be reimbursed.

The District Administrator or school principal may assign students to take an online course to recover a failed credit, to enhance a learning need, or to enrich learning. In these cases, the District Administrator or designee will inform the family of this assignment. Families will be required to pay the costs of the course before the District enrolling the student in the course. If the student completes the course with a C or better, the fee will be reimbursed.

If the district is unable to fit a required course into the student’s schedule making it necessary to take the course online, the district will pay for the full cost of the course.

The providers have deadlines for dropping courses before the District is charged. Students who decide to drop an online course will be responsible for any fees associated with dropping the course.

Selection of Distance Learning Course Offerings

The Distance Coordinator and Guidance Counselor will review satellite course offerings from various vendors before registration each year. The district contracts with proven and effective online course providers. Courses from these providers are available to students upon completion, review, and approval of the “Request for Online or Distance Learning Courses.” This form is available on the district website.

Instructors of Internet-based courses must be: (a) certified in Wisconsin, or (b) if the course originates out of state, the instructor must be certified in the state of origin to teach in the content area of the course offered, or (c) must be a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

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