

VIRTUAL/ONLINE COURSE POLICY
DISTANCE LEARNING-VIRTUAL/ONLINE COURSES

Definition: A virtual or online course is defined as an internet or computer based course usually monitored and/or assisted by an employee of the District. All online education programs and courses will be consistent with District instructional goals and aligned with South Dakota's academic standards, curriculum frameworks and assessments, and approved by the South Dakota Department of Education. The administration is directed to periodically review virtual/online courses to ensure they meet curriculum standards.

Distance learning includes virtual or online courses. All virtual/online courses will be consistent with District instructional goals and aligned with South Dakota's academic standards, curriculum framework and assessments. Providers of virtual courses are approved through the South Dakota Center for Virtual Education. The South Dakota Center for Virtual Learning has a listing of current virtual course offerings. Learners who wish to take a virtual/online course must coordinate the enrollment with their district.

This policy does not apply to dual credit coursework or course offerings at Bobcat Plains Academy.

Student Learner Application for Online High School Courses Virtual/Online Courses

A learner enrolled in the District seeking permission to take a distance learning virtual or online course will do the following prior to enrolling in the course:

- Student will Complete prerequisites and meet with the high school counselor to confirm that assess the student learner's possesses the skills, knowledge, and motivation needed to be successful in an online distance learning environment and the academic impact of virtual learning on the learner, such as the learner's ability to adapt to online instruction and the availability of necessary resources and support.
- Provide proof of parental/guardian consent to enroll in a virtual learning course.
- Obtain the written approval of the building principal in advance of the course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.
- Final approval will be made by the Principal or his/her designee before enrolling in a virtual/online course.
- Coursework may be part of a full or part-time student schedule. Under special circumstances, it may be an overload course, based on student eligibility.

Credit for Virtual/Online Coursework

High school students may earn academic credits toward graduation requirements by completing online courses approved by the South Dakota State Board of Education. Students taking such courses must be enrolled in the District.

Typically, students enrolling in a .5 credit course will have one semester to complete the course. Students requiring additional time will need to meet with their teacher, high school counselor, and/or Principal to obtain permission for additional time to complete the course. Upon approval, there will be no penalty for completing a course after the semester time frame.

A learner who is enrolled in the District who participates in a virtual or online course may receive high school credit for work completed in the following circumstances. Any exceptions must be approved by the Superintendent or his/her designee.

1. The course is offered by an institution approved by the Superintendent or designee;
2. The provider and the course are approved by the South Dakota Department of Education;
3. The school has received an official record of the final grade;
4. The building principal approved the course in advance; and
5. The course meets one or more of the following requirements:

- a. The course is for a learner who requires a differentiated or accelerated learning environment, as determined by the principal with agreement from the learner's teachers and parents/guardians.
- b. The course is part of homebound instruction or an Individualized Education Plan.
- c. The learner has been long-term suspended or expelled from the regular school setting but educational services are to be continued.
- d. The course is for credit recovery for a learner who is not on pace to graduate with his/her cohorts.
- e. The course is not offered at the learner's high school, or the learner has an unavoidable scheduling conflict that makes the learner unable to take the course offered at the learner's high school.

Learners may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a learner's grade point average, class rank, and eligibility for athletic and extracurricular activities. Only approved courses will be recorded on learner transcripts.

Awarding Credit for Online Coursework

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be recorded on student transcripts.

Credit for online coursework that a student completes prior to enrollment in the Brookings School District will be transferred subject to the following conditions:

- Online credit granted by another accredited high school will be approved and added to the student's transcript.
- Online credit completed in a non-accredited school or home school setting will be subject to the credit transfer process outlined in School Board Policy JEAA.
- To the goal of creating equity in the highly competitive areas of grade point average (GPA) and class rank, Advance Placement classes taken through the South Dakota Virtual School (or any other online or electronic medium) will be transcribed on a 4.0 scale (not a 5.0 scale) unless the course is listed as a Brookings High School offering in the current year's registration booklet.

Costs for Virtual/Online Coursework

The Brookings School District may charge students learners for online coursework. The costs of the distance learning virtual or online courses will be the responsibility of the learner's parent/guardian. Any exceptions must be approved by the Superintendent or his/her designee. The District may pay the fee for long-term suspended or expelled learners who are permitted to take virtual or online courses in alternative settings.

Location

Students who are making adequate academic progress in online coursework are not required to take said courses on campus.

Online and Hybrid Courses offered by Brookings High School Teachers

Definition: An online course is defined as an internet or computer-based course usually monitored and/or assisted by an employee of the District. A hybrid course is defined as a course blended between face to face instruction and online instruction. Both online and hybrid education programs and courses will be consistent with District instructional goals and aligned with South Dakota's academic standards, curriculum frameworks and assessments, and approved by the South Dakota Department of Education. The administration is directed to periodically review online and hybrid courses to ensure they meet curriculum standards.

Registration

Student will complete prerequisites and meet with the high school counselor to confirm that the student possesses the skills, knowledge, and motivation needed to be successful in an online learning environment. Final approval will be made by the Principal or designee before enrolling in an online course.

Location

Students who are taking an online class are expected to go to a designated location in the high school or complete the coursework at home. Students who are found to not be in one of these locations will be assigned to a location. Students who choose to leave campus during their online class are required to secure parent permission.

Students in hybrid courses are expected to attend face to face class sessions as scheduled. Nonscheduled class time coursework may be completed in a designated location in the high school or completed at home.

Online Courses Determination

The South Dakota Virtual School may not be an option for students who qualify for an online course that is already offered virtually by Brookings High School staff.

Teaching Periods

Any online course taught by a Brookings staff member is equal to a traditional face to face course when calculating the teacher workday as defined in the Master Agreement.

Glass sizes will not exceed a typical face to face course offering.

Grades

Students who are taking online courses or hybrid courses will need to conference with his or her teacher if they have a low grade. Staff has the option of selecting the "low grade" threshold for individual courses.

Students who have a grade of F will be automatically assigned to a location in the school until the grade is passing. The teacher has the option of making a different recommendation on location assignment.

Unless extenuating circumstances exist...

- Online courses will only be available for Sophomores, Juniors and Seniors.
- A student who fails an online course will not be allowed to take an online course in the future.

1st Reading:	08/09/2010
2nd Reading:	09/13/2010
Reviewed:	07/15/2013
1st Reading:	05/12/2014
2nd/Final Reading:	07/14/2014
Notification:	07/15/2019
1st Reading:	09/09/2019
2nd Reading/Adoption:	10/15/2019
Notification:	10/15/2024
1st Reading:	11/12/2024