

PROCEDURE 624 – ONLINE LEARNING OPTIONS

I. Definitions

- A. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. "Enrolling district" means the school district or charter schools in which a student is enrolled for purposes of compulsory education.
- D. "Full-time online learning provider" means an enrolling school district authorized by the MDE to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. "MDE" means Minnesota Department of Education.
- F. "Online learning course syllabus" is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student -to- teacher communications, and the academic support available to the online learning student.
- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- H. "Online learning student" is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- I. "Online learning provider" is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- J. "Student" is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minnesota laws.
- K. "Supplemental online learning" means an online learning course taken in place of a course period at a local district school.

II. Procedures

- A. Dissemination and Receipt of Information
 - 1. The school district will make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
 - 2. The school district will receive and maintain information provided to it by online learning providers.
 - 3. All online learning providers must report or make available information on an individual student's progress and accumulated credit to the student, the student's

parent or guardian, and the enrolling district in a manner approved by the Commissioner.

4. The enrolling district must designate a contact person to help facilitate and monitor any school district's student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parent or guardian must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten (10) days if the enrolling district is not the online learning provider. The student and the student's parent or guardian must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent or guardian must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within fifteen (15) days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent or guardian, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
5. If the enrolling district does not agree that a course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent or guardian, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
6. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the

student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.

7. An online learning student may complete course work at a grade level that is different from the student's current grade level.
8. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contract Time

1. The school district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to school district students receiving online learning from school district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. If the school district provides online learning services to students not enrolled in the school district, the school district will provide the following written assurances to the Minnesota Department of Education (MDE):
 - a. All online learning courses meet state academic standards
 - b. The online learning curriculum, instruction, and assessment; expectations for actual teacher-contact time or other student-to-teacher communication; and academic support meet nationally recognized professional standards
 - c. The learning curriculum, instruction, and assessment; expectations for actual teacher-contact time or other student-to-teacher communication; and academic support are described in an online learning course syllabus that meets the requirements of MDE

Procedure 624 Adopted: 11/17/15

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123.B.42, Subd. 1 (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)