

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 7, 2017

To: Secondary Site Administrators and Online Teachers

Subject: DISTRICT EXPECTATIONS FOR ONLINE IMPLEMENTATION AND GUIDELINES FOR ESTABLISHING SITE MANAGED ONLINE COURSES

Department and/or Persons Concerned: All Secondary Administrators

(Due Date only if required) None

Reference: Course of Study

Action Requested: Review district expectations for online implementation and guidelines to understand the process for establishing site based online courses.

Attachments: 1) SDUSD Online Learning Certification Tool

Brief Explanation:

Online Learning provides students at the district school sites NCAA and “a-g” approved coursework to help them be successful. Through credit recovery options students can remediate previous D and F grades; through first time coursework students can accelerate, take additional courses that did not fit into their master schedule, or fill gaps in previous learning. The use of AP and advanced courses will enhance student’s college prospects.

The International Association for K-12 Online Learning (iNACOL) has established quality standards for online courses, teaching and programs. UC requires institutions to conduct self-assessment against the iNACOL Standards for Quality Online Courses. The Online Learning Department stipulates requirements for programmatic use of online courses. The following requirements describe expectations for online course site implementation at all district sites, and additional requirements for establishment of new district online sites.

GUIDELINES FOR ESTABLISHING SITE BASED ONLINE COURSES

Requirements for sites requesting online courses at their school:

1. Contact the Office of Secondary Schools to request online courses be placed on the schools “a-g” list per the timeline provided by the Online Learning Department.

2. Submit a request to the Instructional Curriculum Committee. The forms can be found online at <https://www.sandi.net/staff/secondary-schools-office/icc-forms>
 - o For courses that are currently site adopted at iHigh Virtual Academy, please use *Change Uniform Course File* for a new site adoption.
 - o New online courses will need to follow the two year pilot, for site adoption.

DISTRICT REQUIREMENTS FOR ONLINE COURSE IMPLEMENTATION AT ALL SITES

1. For an online course to be considered for “a-g” approval submission and ICC approval, it must fulfill all 15 of the UC-identified “power standards” and satisfy at least 27 of the remaining standards. (See Attachment 1 *SDUSD Online Learning Certification Tool*).
2. The online program is evaluated using a continuous improvement cycle for effectiveness and the findings used as a basis for improvement. Findings and data will be shared with the Online Learning Department.
3. Hold monthly online site team meetings to track progress toward site implementation goals.
4. Online teachers will achieve online certification from the central office within 1 year from the onset of teaching the online course. Teachers of online classes will achieve certification through training modules offered by the central office online staff.
5. Provide opportunities for the central office online staff to observe students engaged in active learning through online modalities.
6. Provide opportunities for the central office online staff observe the course instruction looking for activities that engage students in active learning.
7. Appropriate opportunities for instructor-student and student-student interaction to foster mastery and application of the material are provided.
8. Student is continuously aware of his/her progress in the class and the mastery of the content through weekly face-to-face check-ins.
9. Parents/guardians must grant permission for their child to participate in an online course. Signed forms must be kept onsite. Online Learning Department may perform audits on these forms.
10. Parents/Guardians and the student must sign an *Acceptable Use and Academic Honesty Form* prior to the start of the online class. Signed forms must be kept onsite. The Online Learning department may perform audits on these forms.
11. Students are required to complete an orientation for taking an online course before starting the coursework.
12. Teachers must choose to teach the online course, not be assigned. The online teacher class assignment is a volunteer assignment based upon collaborative conversation between administration and teacher.
13. Institute a process for identifying and selecting students who meet the criteria for the online class. Qualified students are expected to choose to take the online class.

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14. Allocate site funds for ongoing online learning training and professional development.
15. Ensure proper course codes are being utilized.
16. Failure to follow proper procedures may result in the loss of “a-g” status for the schools online courses.

For questions please contact Mia Funk, Director of Reconnection Office of Secondary Schools at (619) 725-7289 or email mfunk@sandi.net.

APPROVED:



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