

# IHBHE-R

# Las Cruces Public Schools

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**Related Entries:** IHBHE; IHBHD, IGBHD-R, IHCD, IHCD-R, IKAB, IKAB-R, IKC, IKC-R, IKE, IKE-R, IKF, IKF-R

**Responsible Office:** Associate Superintendent for Instruction

## VIRTUAL/ONLINE LEARNING

### I. PURPOSE

To provide requirements and procedures for the enforcement of LCPS Policy IHBHE: Virtual/Online Learning.

### II. PROCESS

#### A. Instruction

1. Online courses shall be taught by a New Mexico highly qualified teacher (licensed and endorsed in the content area) who has received professional development on teaching in an online environment.
2. A minimum of one-half of the course content shall be provided online and more than one-half of the instruction facilitated by an online teacher.
3. The online teacher shall provide frequent feedback and will encourage and facilitate student-student interaction.
4. The online teacher shall administer formative and summative assessments as necessary per school district guidelines.
5. If a student participates in any online course from a virtual school other than LCPS, said school shall be required to have a memorandum of understanding (MOU) with LCPS on file in the Office of Instruction.
  - a. MOUs shall only be granted to virtual schools that are accredited either as a virtual school by the New Mexico Public Education Department or by an accreditor agency recognized by the United States Department of Education.
  - b. LCPS shall conduct a comprehensive review of all virtual courses submitted for offer by the virtual school or educational agency and shall establish an approved list of courses.

#### B. Content and curriculum shall:

1. Be rigorous and aligned with adopted New Mexico Content Standards.
2. Be aligned with LCPS pacing guides and scope and sequence.
3. Be developed and/or approved by the LCPS associate superintendent for Instruction or his/her designee.
4. Include LCPS approved end-of-course final exam, which shall be administered and proctored by LCPS staff.

#### C. Enrollment

1. Any fulltime LCPS student shall be eligible for online and distance courses.

2. The student's home school principal shall be responsible for decisions on placement, promotion and acceleration of students enrolled in online courses. The exception shall be those who have documented special education needs, whose decisions regarding placement, promotion and acceleration shall be made through the student's Individualized Education Plan (IEP) or 504 Plan. In all cases, the decision-making process shall include parents/guardians and staff. Students are also included, as appropriate. (Policy IKE)
3. Students requesting to enroll in an online course shall submit a request to their principal or designee prior to enrollment. The completed request form must be included in the student's Next Step plan prior to enrollment.
4. A student may be enrolled in no more than two online courses concurrently unless prior written approval has been granted by the student's home school principal and coordinator of virtual learning.

#### D. Attendance

1. Online students shall maintain an assignment schedule as set forth in each course syllabus. Students who fall more than 10 days behind on the syllabus calendar may be dropped from the course, with prior notification to parents. (see Item V. 3, LPCS Regulation JEA: Compulsory School Attendance)
2. Students enrolled in an online course may be required to attend tutoring or other intervention sessions to ensure they are better able to meet course requirements. (See Item V. B, LPCS Regulation JEA: Compulsory School Attendance JEA-R 5.B).

#### E. Grading

Online course teachers shall comply with LCPS Policy and Regulation IKAB: Grading and Reporting, which specify grading and reporting practices as follows:

1. Online teachers shall use LCPS applicable curriculum framework and pacing guides.
2. Student and parents shall be provided with a syllabus of content and student expectations.
3. Students and parents shall be notified about progress throughout the grading period. Formal notification shall be given once every nine weeks and a student's failure to progress shall be reported more frequently at the mid-point of each nine weeks.
4. Teachers shall maintain accurate and precise student academic records.
5. Student progress shall be evaluated and reported on multiple and varied assessment measures.
6. Once a student's grades are reported on the report card, said grades shall be considered final and official (See Item II. A. 7, LCPS Regulation IKAB: Grading and Reporting.)

7. Semester exams shall be comprehensive and representative of content covered during the semester's coursework.
8. Students enrolled in online courses shall be subject to applicable withdrawal dates (See Item II. E. 6 in LCPS Regulation IKAB: Grading and Reporting.)
9. LCPS Regulation IKC-R: Grade Point Average and Weighted Grade Point Average, shall apply to online courses.

F. Course Fees

Students may be responsible for payment for an online course if course requested is offered by the school district and no scheduling conflict exists. Students also must pay for all online courses taken during summer school.

G. Online or Virtual School Credit Transfers and Withdrawals

Online and virtual school credit transfers and student withdrawals shall be governed by LCPS Policy Regulation IKAB: Grading and Reporting. (See Items II. E 6 and 7, LCPS Regulation IKAB: Grading and Reporting.)

H. Online teachers shall:

1. Insure that all course links, assignments and assessments are accessible during the school semester during which the course is offered.
2. Provide student with contact information, detailed and specific instructions on how to get started in the course and a syllabus with assignments and due dates noted.
3. Maintain regular communication with students and site coordinators/learning coaches, including weekly announcements, updates and reminders.

I. School and Principal Responsibilities

1. The principal of each LCPS high school and middle school shall designate a counselor as the virtual learning site coordinator and shall provide computer accessibility for enrolled online students.
2. The online teacher shall be responsible for notifying the site coordinator of any student who needs direct support to be successful in his or her online courses. The site coordinator shall arrange for appropriate interventions as suggested by the online teacher.
3. Each school shall provide documentation regarding required student accommodations to the online teacher.

J. The School District Shall:

1. Inform parents/guardians of enrollment in any online course.
2. Insure proper student information system coding for online courses.

K. Student Responsibilities

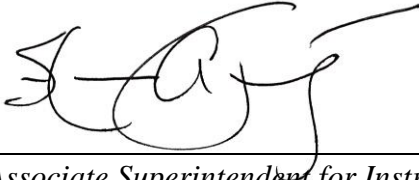
1. Adhere to the LCPS Acceptable Use of Technology agreement (See LCPS Policy and Regulation EJA: Acceptable Use of Technology Resources,

and LCPS Form EJA E-1: Non-Employee (including student) Acceptable Use of Technology permission form)

2. Adhere to the Distance Learning Student Course Contract
3. Participate in an online course orientation prior to taking an online or distance learning course.

L. Parent/Guardian Responsibilities

1. Paying applicable course fees, if any.
2. Providing appropriate technology for student participation in coursework scheduled outside of the school day or designated period, or providing transportation to access appropriate technology.



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*Associate Superintendent for Instruction*

June 27, 2013

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*Date Approved*

**History:** New Regulation, created 06.27.13

**Legal Reference:**