

Online Studies Procedure

Hoover City Schools

November 2013

Online Studies

Advances in technology have created new options for students to complete high school courses through distance learning programs offered by online studies providers outside of our own district. Hoover City Schools is cautiously seeking opportunities to expand the use of these new options while simultaneously seeking to ensure that the online studies experience reflects an equivalent level of rigor, validity, and integrity as our typical face-to-face learning experiences. The following requirements are in place to balance those mutual goals when a student is participating in an online distance learning course managed by an organization beyond the direct jurisdiction of Hoover City Schools or the Alabama Department of Education's ACCESS Distance Learning Program:

1. Students must receive written approval from a high school guidance counselor prior to enrolling in an online studies course for high school credit. Students may request to take online courses from an external online studies provider as a first attempt, for credit recovery, or as a repeat attempt as necessary. Students must provide a written explanation as to the reason why they are requesting an online studies option, and the guidance counselor can exercise his or her professional judgment in determining whether the request is justified and whether the online studies option would be in the best interest of the student. The school principal will have the final word if the counselor's decision is appealed.
2. Parents of students under the age of 18 must endorse student requests for online studies and accept full responsibility for any financial obligation to the organization providing the distance learning program. Students 18 years of age or older may accept such responsibility for themselves.
3. Students must provide a written affirmation that they will complete all online work on their own without unauthorized assistance.
4. Organizations accepted as a legitimate and authorized entity for online studies by Hoover City Schools and approved for transfer credits must meet the following requirements:
 - If the online studies provider is a college or university, there must be an approved dual enrollment agreement between the college or university and the Hoover Board of Education. The terms of the dual enrollment agreement will stipulate the conditions for student qualification and the status of earned credits for both the college and high school transcripts.
 - If the online studies provider is a public or private secondary school, the following conditions must be met:
 - The online provider must provide written affirmation that they are fully accredited (not provisional or probationary) by a regional accrediting agency recognized by the Alabama

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Department of Education. These include the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Accreditation Commission, the Northwest Commission on Colleges and Universities, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

- The online provider must provide written evidence that the curricula offered by the school is fully aligned with the Alabama course of study standards for the specific course in which the student is enrolling.
- Any other situations must be approved in writing by the Assistant Superintendent of Instruction.