

ONLINE SCHOOLS

If an online school is offered as 100% of a student's curriculum, it must meet ALL of the following.

NOTE: Companies that offer online courses may sell the service privately to home schooling families with no restrictions.

Accreditation Requirements of Regular Education Program	Evidence required to Meet
<p>School calendar must identify specific days for student instruction, staff development and in-service time, and time for parent-teacher conferences. 281—Iowa Administrative Code (IAC) 12.1(7)</p>	<p>School calendar; interviews of staff and students</p>
<p>“Day of school” is a day during which the district is in session and students are “under the guidance and instruction of the instructional professional staff.” 281—IAC 12.1(8)</p>	<p>School calendar; interviews of staff and students</p>
<p>Minimum school day is 5.5 hours of instructional time, grades 1-12. 281—IAC 12.1(9)</p>	<p>School board policy and daily schedule; interviews of staff and students</p>
<p>“Day of attendance” is “a day during which students were present and under the guidance and instruction of the instructional professional staff.” 281—IAC 12.1(10)</p>	<p>District’s attendance records</p>
<p>A subject is regarded as having been offered and taught only when it is available during the school day and only when students are instructed in the subject during the “day of school” and “day of attendance.” 281—IAC 12.5(16)</p>	<p>Course enrollment and master schedule; interviews with students and staff</p>
<p>“Educational program” must be adopted by board and is “the entire offering of the school, including out-of-class activities and the sequence of curriculum areas and activities.” 281—IAC 12.2</p>	<p>School board must be aware of the curriculum, and approve the same as demonstrated by board policy</p>
<p>Student records, both cumulative and permanent, must be maintained by the board in accordance with the requirements of 281—IAC 12.3(4).</p>	<p>Presence of such files for all students</p>
<p>Board policies regarding students must include the following: attendance, use of tobacco, use/possession of alcohol or controlled substances, harassment, disruptive behavior, weapons, physical restraint, suspension/expulsion, out-of-school behavior, participation in extracurricular activities, academic progress, and citizenship. 281—IAC 12.3(6)</p>	<p>Board policies must reflect that the board understands that its policies apply to all students, and must reflect how the policies apply to all students. I.e., the policies must reference students who take curricula via online courses.</p>
<p>Board must have specific staffing policies; the policy for secondary schools is at 281—12.4(6).</p>	<p>Existence of board policy</p>

<p>“Teacher” is defined “as a member of the instructional professional staff who holds a license/certificate endorsed for the type of position in which employed. A teacher diagnoses, prescribes, evaluates, and directs student learnings in terms of the school’s objectives, either singly or in concert with other professional staff members; shares responsibility with the total professional staff for developing educational procedures and student activities to be used in achieving the school’s objectives; supervises educational aides who assist in serving students for whom the teacher is responsible; and evaluates or assesses student progress during and following instruction in terms of the objectives sought, and uses this information to develop further educational procedures.”</p> <p>281—IAC 12.4(8)</p>	<p>Iowa Board of Educational Examiners records must show that all instructors are licensed in Iowa appropriate to grade level and subject area taught</p>
<p>Board shall require its superintendent to “maintain a file for all regularly employed members of the instructional professional staff,” including official transcripts, copy of license(s), proof of development; file to be updated annually.</p> <p>281—IAC 12.4(11)</p>	<p>All instructors associated with online curricula must have a file</p>
<p>Teachers are subject to the pre-service physical examination requirement in 281—12.4(14).</p>	<p>On-site verification</p>
<p>“In grades 9 through 12 ...[t]he following shall be offered and taught as the minimum program: English-language arts, six units; social studies, five units; mathematics, six units as specified in 12.5(5)“c”; science, five units; health, one unit; physical education, one unit; fine arts, three units; foreign language, four units; and vocational education, 12 units as specified in 12.5(5)“i”.”</p> <p>281—IAC 12.5(5)</p>	<p>All students must have access to all programming offered by the high school.</p>
<p>The district shall incorporate gifted and talented programming into its CSIP, shall identify all such students and provide for their needs in a qualitatively differentiated program.</p> <p>281—IAC 12.5(12)</p>	<p>CSIP (Comprehensive School Improvement Plan) must show that all eligible students are properly identified and offered the district’s G/T programming.</p>
<p>The district shall include in its CSIP provisions for meeting the needs of at-risk students.</p> <p>281—IAC 12.5(13)</p>	<p>See above.</p>
<p>Teachers must be included in the district’s plan for professional staff development as incorporated in its CSIP.</p> <p>281—IAC 12.7</p>	<p>There must be a plan for professional growth that actively includes the online teachers in the attendance center plan also.</p>

Each school district and accredited nonpublic school in Iowa is required to meet annual reporting requirements (APR). Meeting this requirement includes submitting data/information to the Department and distributing all required reporting data/information to the local community. 281—IAC 12.8(3)	Annual Progress Report (APR) communicated/disseminated to the school district's or accredited nonpublic school's local community.
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Non-Accreditation Requirements of Regular Education Program	Evidence Required to Meet
The provisions for education of the homeless apply to any program operated by a district. 281—IAC chapter 33.	Evidence that access is not denied to a student who is homeless.
The provisions of programs for students with limited proficiency in the English language fully apply for any child enrolled as a regular student in the district. 281—IAC chapter 60.	Evidence that access is not denied to an ELL student, and that such student receives appropriate services.
All provisions of NCLB fully apply for any child enrolled as a regular student in the district. P.L. 107-110.	The teachers must be “Highly Qualified” and the students must be assessed with all other high school students in the district.
A district “shall operate or provide for” the operation of lunch programs at all attendance centers in the district; such programs shall be provided to students who attend public school at least 4 hours/day and wish to participate in the program. Iowa Code § 283A.2	There must be evidence that all students are given an opportunity to have lunch at an existing attendance center.
Board must have a policy regarding how attendance will be monitored, defining truancy in the context of the virtual school program, and rules for punishing a truant student. Iowa Code § 299.9	Board policy; interviews of staff and students
Board must have policies defining adequate school staffing and assignment of school personnel. Iowa Code § 280.14	Board policy
Teachers – if new to the district – are subject to the mentoring and induction provisions of Iowa Code chapter 284	Any teacher of the online curriculum who is a new hire with the district must take part in mentoring and induction program.
Board must have a policy regarding how it will report to law enforcement students who violate its policies against possession of weapons, tobacco, drugs, and/or alcohol at school. Iowa Code § 280.24	Board policy
These students are subject to FERPA; therefore, District must send the annual notice of “directory information” to each family. 20 U.S.C. § 1232g	Evidence that notification was sent to all such families.

Secondary students must have all Senior Year Plus programming available to them to same extent such programming is available to all secondary students in the District. Iowa Code chapter 261E	Evidence that the notification went to all students.
Secondary students must be given the opportunity at least 2x/year to register to vote. Iowa Code § 280.9A; 48A.23	Evidence that notification went to all students.
All provisions of IDEA fully apply to students who are students with a disability. 20 U.S.C. § 1400 et seq.	All students with disabilities must be identified and given access to the program.
Telecommunications may be employed as a means to deliver any course, including a course required for accreditation by the department, <u>provided it is not the exclusive means of instructional delivery.</u> 281—15.4(256)	This does not mean that there may be one section of physics (e.g.) offered traditionally and one section offered exclusively online. The section offered online must have components of all courses offered taught “on the ground.”

If a few (<100%) online courses are offered as part of a student's curriculum; the courses must meet ALL of the following. This is consistent with, and modeled after, Iowa Learning On-line (ILO):

	REQUIREMENTS	
Location of Students	Students are in a classroom, generally with peers	
Employer of Teacher	There is no requirement that the ILO teachers be district employees because ILO is not a total secondary program.	
Nature of Instruction	Instruction is contemporaneously interactive with peers and with at least one teacher	
Role of Teacher	Teacher is at origination site leading instruction each time the class meets; sometimes a teacher is also at the remote site	
Cost	No cost to student. No cost to schools that are registered with the program.	