

## OSOCP FAQs

### **Are districts limited to use of state-approved vendors and/or or state-certified courses?**

No. Districts are not required to use any specific course providers, and it is at the district's discretion to determine which online courses are most appropriate for the students they serve. However, if a student wants to take a course that is not offered by the school's chosen provider, the school will need to contract with another provider for that one course.

### **Who pays the tuition and fees?**

Students are allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost, with the payment coming from the district. Students wishing to take additional online courses may do so, but the cost to the district for such additional courses cannot exceed the pro-rated portion of the general fund per pupil expenditure for the student. The school is not responsible for providing Internet or computers for courses taken off site.

### **Where and when can supplemental courses be taken?**

Students may take courses from a location inside or outside of the school site location, and may take supplemental online courses outside the normal school hours of operation.

### **Who teaches the supplemental courses?**

If the course is specified as "instructor-embedded," the online vendor provides the instructor. The instructor does not have to be certified in Oklahoma, but must be certified to teach the content in another state(s) or must be a college-level faculty member with expertise in the content. If the course is specified as "content only," then the district is responsible for providing a certified staff member to serve as a liaison to the online provider(s).

### **How are students who are taking supplemental courses reported to the State?**

The online provider for the course shall be coded to the individual student's enrollment record. The following codes are specific to students taking supplemental courses:

- Section Info
  - Medium of Instruction: 0608 (Virtual/On-line Distance Learning)
  - Location of Instruction: 2192 (Home) OR 0340 (In school)
- Staff: Enter a staff record for each instructor teaching a supplemental course to one or more students.
  - Name: Supply the instructor's first, last and middle name.
  - State/Province ID:
    - If the instructor is Oklahoma certified, enter the certification number assigned by the SDE.
    - If the instructor is certified by another state, enter the state's two letter abbreviation and the instructor's teacher certification number assigned by the state. (Example: TX12345)
    - If the instructor is a faculty member at an accredited institution of higher education, enter the IPEDS ID for the school. The ID can be found on the NCES website, then School Search. (Example: 102724)

### **How is student attendance tracked for supplemental online courses?**

Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons, etc. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly.

### **How are supplemental online courses coded?**

Supplemental online courses shall employ the appropriate course codes, names, and numbers as established by the Oklahoma State Department of Education. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through OSOCP.

### **What is the policy for participation in extracurricular activities by students taking supplemental online courses?**

Students who are enrolled in one or more supplemental online courses may participate in extracurricular activities sponsored by the district in which they are enrolled in accordance with state law and regulations governing participation as set forth in 70 O.S. § 1-111(C)(8).



## 70-1-111

C. Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses which shall include, but not be limited to, provisions addressing the following:

1. Criteria for student admissions eligibility;
2. A student admission process administered through the district of residence, which provides the ability for the student to enroll in individual courses;
3. A process by which students are not denied the opportunity to enroll in educationally appropriate courses by school districts. For the purposes of this section, "educationally appropriate" means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district;
4. Creation of a system which provides ongoing enrollment access for students throughout the school year;
5. A grace period of fifteen (15) calendar days from the first day of an online course for student withdrawal from an online course without academic penalty;
6. Mastery of competencies for course completion rather than Carnegie units;
7. Student participation in extracurricular activities in accordance with school district eligibility rules and policies and any rules and policies of a private organization or association which provides the coordination, supervision, and regulation of the interscholastic activities and contests of schools;
8. Parent authorization for release of state test results to online course providers, on a form developed by the State Department of Education; and
9. A review process to identify and certify online course providers and a uniform payment processing system.

D. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board. Such policies shall include criteria for approval of the course, the appropriateness of the course for a particular student, authorization for full-time students to enroll in online courses, and establishing fees or charges. No district shall be liable for payment of any fees or charges for any online course for a student who has not complied with the district's policies and procedures. School districts shall not deny students the opportunity to enroll in educationally appropriate courses and shall provide an admissions process which includes input from the student, the parent or guardian of the student, and school faculty.

E. Districts shall require students enrolled in online courses to participate in the Oklahoma School Testing Program Act. Students participating in online courses from a remote site will be responsible for providing their own equipment and Internet access, unless the district chooses to provide the equipment. Credit may not be granted for such courses except upon approval of the State Board of Education and the district board of education.



**TITLE 210. OKLAHOMA STATE DEPARTMENT OF EDUCATION  
CHAPTER 15. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 34. SUPPLEMENTAL ONLINE COURSE PROCEDURES**

**210:15-34-1. General provisions**

**(a) Purpose.** The purpose of this program is to make supplemental learning opportunities available to local school district students using online technology in a nontraditional classroom setting, (i.e., inside or outside of public school site locations). The supplemental online course enrollment options are for public school students enrolled in the district. This rule establishes policies and procedures as directed by 2011 Senate Bill 280, which amends Oklahoma Statute Title 70, Section 1-111.

**(b) General Information.** The Oklahoma Supplemental Online Course Program (hereafter referred to as OSOCP), establishes a framework for districts to offer supplementary online courses to any public student residing in Oklahoma. All OSOCP teachers shall be: 1) appropriately certified in accordance with Oklahoma Administrative Rule 210:35-21-2 to teach in the content area of the course offered, or 2) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course. All courses offered through OSOCP shall be aligned with Oklahoma's Priority Academic Student Skills (PASS) standards. Local districts have control regarding the method by which they deliver online courses to enrolled students.

**(c) Definitions.**

**(1) Supplemental online course.** An online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required for student attendance and participation by the district.

**(2) Educationally appropriate.** For the purposes of supplemental online courses, "educationally appropriate" means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at local district level.

**210:15-34-2. Access**

Only public school students enrolled in the district will be granted access to supplemental online courses. Each Oklahoma public school district shall provide enrolled students the opportunity to participate in supplemental online courses that comply with the standard curriculum of the public school. Once a student has made a request to enroll in supplemental online course(s), the district will be obligated to take necessary steps to determine the educational appropriateness of the request and to make online course(s) available to the student. Oklahoma public school students may take supplemental online courses from any online course provider selected and approved by the district that meets the criteria established by the Oklahoma State Board of Education. The school district shall not limit a student's access to supplemental online courses by either policy or application of internal or customary procedures. However, students taking supplemental online courses from a remote location will be responsible for providing their own equipment and Internet access.

**210:15-34-3. Funding**

The yearly revenue received in the General Fund from all sources of revenue for districts may be used by districts to purchase one or more courses per student from any online course provided that meets the criteria established by the Oklahoma state Board of Education. A school district shall provide funding for online courses in an amount not to exceed the previous year's general fund per pupil expenditure. Public school students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student. Districts shall not be required to dedicate more than the pro-rated portion of the previous year's per pupil expenditure towards payment for online courses so that the appropriate portion of funding is allocated to correspond with the number of online course hours the student has enrolled in. Students wishing to take more online course instruction may do so, but the cost to the district for such additional courses cannot exceed the pro-rated portion of the general fund per pupil expenditure for the student. No district will be financially responsible to pay an online course provider for online course

instruction expenses incurred by a student that exceeds the pro-rated portion of the general fund per pupil expenditure for the student. The funding restrictions in no way will effect, prohibit or prevent any student from enrolling in additional online courses at the expense of the student or student's parent or guardian. Districts will also bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider.

#### **210:15-34-4. School day**

Students may take OSOCP courses from a location inside or outside of the school site location, and may take supplemental online courses outside the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete the equivalent number of hours of instruction as regularly enrolled students in the district and must satisfy the same attendance requirements of the district. For purposes of supplemental online courses, one credit may be granted for required or elective courses consisting of a minimum of 120 instructional hours or in which students demonstrate mastery of Oklahoma's *PASS* and/or *CCSS* in one-credit courses without specified instructional time. The local district shall establish local policy regarding attendance standards for supplemental online students in accordance with these rules.

#### **210:15-34-5. Student eligibility, admissions & enrollment**

Online supplemental courses that are educationally appropriate shall be offered to all qualifying Oklahoma school students who meet the following criteria:

**(1) Eligibility.** Districts shall offer individual academically approved and educationally appropriate online supplemental courses to students who are enrolled in the local school district. Students enrolled in supplemental online courses through the local public school district must meet all enrollment and eligibility criteria set by the district, the Oklahoma State Board of Education Rules, and Oklahoma State Statutes. Districts may use their existing residency determination policy utilized for registration/enrollment so long as the policy complies with all current rules and statutes regarding residency, transfers, and enrollment. Only students who are enrolled in the public school for the current school year are eligible to enroll in supplemental online courses through OSOCP.

**(2) Admissions.** Each accredited public school district shall apply their locally adopted admissions process for regular enrollment to satisfy enrollment requirements for online students. The admission process for students taking one or more supplemental online courses through a public school district shall be the same for students enrolled in traditional coursework.

**(3) Enrollment in supplemental online courses.** Each local school board shall adopt a policy for enrollment in supplemental online courses. However, the local policy cannot prohibit or deny a student the opportunity to enroll in supplemental online courses that are educationally appropriate for the student. The local school district policy shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with the state statute and all applicable Administrative Code Rules. Students may have input as to the selection of supplemental online course providers but the final determination and selection of the provider(s) is left to the discretion of the local district. No enrollment in a supplemental online course will be allowed until the parent or legal guardian has signed the Oklahoma State Department of Education Student Assessment Results Release Form or FERPA waiver. If a school district denies a student's enrollment in a supplemental online course based upon a determination that the course is not educationally appropriate, the local school board enrollment policy must contain a process for the parents or guardians of the student to appeal that determination. Districts will notify the State Department of Education immediately of any denial of a student's enrollment in online supplemental course(s), the reasons given for the denial, and any correspondence or information the district received in support of the student taking the online course(s). Notice shall be directed to the Director of Instructional Technology at the State Department of Education.

**(4) Course codes and course credit transferability.** For the purpose of data collection, supplemental online courses shall employ the appropriate course codes, names, and numbers as established by the Oklahoma State Department of Education. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through OSOCP.

**(5) Reporting course completion or change in enrollment status.** Supplemental online course providers shall officially notify school districts and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage

or in a manner consistent with local school grading policies. Local districts shall use the district's established grading scale to convert the percentage to a letter grade or other notation consistent with local school grading policies for transcript purposes. Providers must also report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.

**210:15-34-6. Grading scales**

School district policies governing grading scales and credits earned shall be applied to OSOCP courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the OSOCP shall be treated the same as any other course offered by the district.

**210:15-34-7. Student information system**

Each district shall use the Oklahoma State Department of Education's electronic student information system to document enrollment in a supplemental online courses. The online provider for the course shall be coded to the individual student's enrollment record.

**210:15-34-8. Course withdrawal grace period**

Each local school board shall adopt policies for a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment as required by 70 O.S. § 1-111(C) (6). A student who withdraws during the fifteen (15) day grace period may withdraw from the supplemental online course without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete the equivalent number of classroom hours of educational instruction that is required of students in the district in accordance with state law and local district policy. No school district shall be required to pay an online course provider for any student enrollment of less than (15) fifteen calendar days.

**210:15-34-9. Course completion**

Supplemental Online courses are an optional avenue for instruction. All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the school district's online students as they are for students enrolled in traditional courses. Each local school board shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student's Individualized Education Program (IEP) or 504 Plan.

**210:15-34-10. Attendance**

Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons, etc. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and districts reports that reflect daily attendance/participation. Such attendance/participation reports shall be provided to parents and districts on a regular weekly basis via electronic format unless required more frequently by the local district. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format unless required more frequently by the local district.

**210:15-34-11. Extracurricular and co-curricular activities**

Students who are enrolled in one or more supplemental online courses may participate in extracurricular activities sponsored by the district in which they are enrolled in accordance with state law and regulations governing participation as set forth in 70 O.S. § 1-111(C)(8).

**210:15-34-12. Student assessments**

Students enrolled in online courses must participate in required state-level academic assessments in the same manner as other regularly enrolled students within the state. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form or FERPA waiver. available on the Oklahoma State Department of Education (OSDE) Web site at <[www.sde.state.ok.us](http://www.sde.state.ok.us)>. Each local school board shall adopt a policy that requires and ensures each student

enrolled in one or more online courses will participate in state assessments administered pursuant to state statute and that the results of the assessments are released to the school district and the online course provider(s).

**210:15-34-13. Communication: Progress reports**

Local school districts shall establish a method for districts to accept transmissions of progress reports and grades for students enrolled in supplemental online courses. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly unless more frequent reporting is required by the local district. Progress reports shall be transmitted to the designated district representative and parent(s)/guardian(s) via electronic format. Such reports shall be reviewed regularly by the district at least twice per month unless more frequent review is required by the local district.

**210:15-34-14. Online course providers**

Each supplemental online course provider seeking to serve Oklahoma public school districts must demonstrate compliance with Oklahoma State Board of Education guidelines by completing the Oklahoma State Department of Education School District Virtual Instruction Vendor Form. This form is available on the OSDE web site, <[www.sde.state.ok.us](http://www.sde.state.ok.us)>. Vendor forms shall be submitted to the OSDE with a list of all course offerings that meet Oklahoma educational standards and shall include a price list of the cost of each course offered by that Vendor for the current fiscal year. The Vendor Form will be posted on the OSDE Web site and must be updated annually by the Vendor by July 1st of each fiscal year. The course offerings and price schedules listed by each Vendor should be honored by the Vendor for a full fiscal year. No vendor shall be allowed to charge a price to the districts for an online course that is higher than the price listed in the OSDE Vendor Form on file with the OSDE unless the district enters into a contract for additional services. A district may choose to negotiate a lower price with the vendor or choose to pay a higher price. Districts may provide vendor feedback to the Oklahoma State Department of Education through its website. The Department will maintain all vendor and course feedback comments received from districts on its website for two (2) years from the date of receipt.

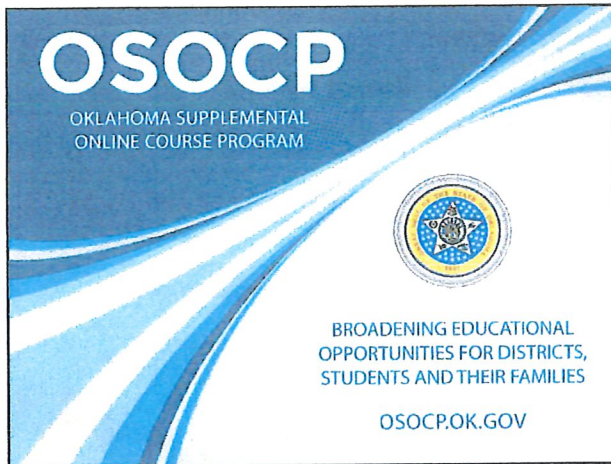
**210:15-34-15. Payment**

A price schedule for each supplemental online course for each online vendor shall be listed and maintained by the State Board of Education for the current academic year. The local school district shall only be required to pay the price listed by the vendor for that academic year. A district may choose to negotiate a lower price with the vendor. The local school district shall use standard payment procedures that comply with the uniform Oklahoma Cost Accounting System (OCAS) for reporting of supplemental online course expenses. Selection and payment for supplemental online courses for the student is the responsibility of the local public school district. Payment to the provider will be based upon continued course enrollment and subsequent course completion. Final payment to the provider shall be made in accordance with the district's procurement policies or as otherwise negotiated by the district with the vendor by contract. All vendor contracts must comply with all State Department of Education rules and regulations.

**210:15-34-16. Special education**

Local school districts shall provide supplementary aids and services, program modifications, supports for personnel and accommodations set forth in a student's IEP or Section 504 Plan to enable a student to take supplemental online courses as defined in section 210-15-34-(c)(1)(2) of these rules that have been determined to be educationally appropriate for the student. Provisions in the IEP for related services shall be the responsibility of the local school district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Enrollment in supplemental online course does not abdicate, modify or alter the school district's legal responsibility under IDEA.





**OSOCP**  
OKLAHOMA SUPPLEMENTAL  
ONLINE COURSE PROGRAM

### Historical Context

In 2011 Legislation was passed (70-1-111 ) requiring the implementation of supplemental online courses in Oklahoma's public schools. Among other things, the statute indicates that:

- Students cannot be denied the opportunity to enroll in educationally appropriate courses
- Ongoing enrollment throughout the school year must be provided
- Each district board of education shall adopt policies and procedures that conform to rules for online courses adopted by the State Board of Education.

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ONLINE COURSE PROGRAM

### Historical Context

As required by the statute, the State Department of Education promulgated Administrative Rules (Title 10, Chapter 15, Subchapter 34).

These Rules introduced the term *Oklahoma Supplemental Online Course Program* (OSOCP), which is defined as the legislatively mandated program allowing students enrolled in a public school to supplement their education by enrolling part time in online courses.

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ONLINE COURSE PROGRAM


### SDE Rules Guiding OSOCP

- Schools pay for the courses from the General Fund
- Students may take up to 5 credits in an academic year
- Students may enroll in additional credits at their own expense
- Students may take OSOCP courses from a location inside or outside of the school site, and may take courses outside the normal hours of operation.
- Students may have input into the selection of an online provider, but the final determination and selection of the provider(s) is left to the discretion of the local district.

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## SDE Rules Guiding OSOCP

- Districts must notify the State Department of Education of any denial of a student's enrollment in an online supplemental course(s).
- All public school districts in Oklahoma shall recognize school credit issued for courses authorized through OSOCP.
- Students enrolled in supplemental courses may participate in extracurricular activities
- Enrollment in a supplemental course does not abdicate, modify, or alter the school district's legal responsibility.




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## Role of SVCSB

In 2015 Legislation was passed (70-3-145 ) requiring the Statewide Virtual Charter School Board:

1. Make publicly available a list of supplemental online courses that are:
  - Reviewed
  - Certified
 to ensure the courses are high quality options aligned to state standards.
2. Negotiate contracts with online course providers to ensure a state rate.



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## Course Reviews


Per legislative mandate, reviews are prioritized for Advanced Placement, high school STEM and world language courses.

AP courses authorized by the College Board are automatically certified.

All other courses are reviewed by Oklahoma educators who are either:

- Certified to teach the content area in K-12, or
- Teach the content at a college or university

*(To become a Course Reviewer or to make a nomination, contact [info@osoct.ok.gov](mailto:info@osoct.ok.gov))*



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## Course Reviews

Each course is evaluated using two rubrics.

The Academic Standards Alignment (ASA) rubric contains the state adopted content standards. Reviewers assign a score between 0-3 to measure the presence of each standard.

The National Quality Standards (NQS) rubric is an instrument adopted by the International Association for K-12 Online Learning. It measures the quality of online courses in five domains with a 0-4 scale.

The ratings on these two rubrics results in a Content Standards Alignment score and a Course Quality score.



## Oklahoma Online Course Catalog

The OCCC is a live, mobile-friendly, and interactive catalog that contains a list of courses by the three state-approved online vendors. *(Additional vendors will be added Spring 2018.)*

Filters enable searching by grade level, subject area, NCAA-eligible, and more.

Course Quality and Content Standards Alignment ratings

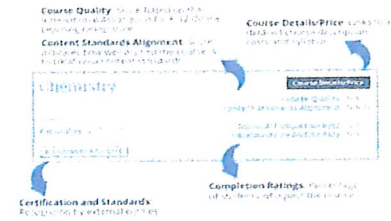
National and Oklahoma Completion rates



## Oklahoma Online Course Catalog

### Online Course Catalog

Easy to Navigate | Query by Ratings | State Approved Providers



## OSOCP Advantages

Provides opportunities for credit recovery \*and\* credit advancement

Districts can broaden their curriculum to offer additional AP courses, advanced STEM, and a wide variety of electives

All grade levels. All disciplines.

Offers solution to scheduling conflicts

Flexible schedule with courses available 24/7



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