Implementing a New Online Program: 
Planning for Quality

**CONTENT**
- **Vision/Purpose**
  - Student Need
- **Credit Recovery / RTI**
  - Expanded Curriculum Options
- **Content Acquisition**
  - With Instructional Services
  - Content Only
- **Alignment of Online Course Curriculum**
  - Common Core Aligned
  - Content Aligned to Brick & Mortar Content

**TEACHING/LEARNING**
- **Student Screening Process**
  - Transcript / Grade Evaluation / Attendance / Discipline
  - Student's ability to adapt to online environment
- **Teacher of Record**
  - District Teacher in Core Content Area Assigned
  - District Teacher / CA BOCES Teacher Assigned
- **Student Support**
  - TOR Available to Provide Regular and Substantive Interaction
  - Lab Facilitator to Keep Student on Pace

**TECHNOLOGY**
- **Computer/Technology Provided**
  - Computer Lab
  - Laptop
- **Necessary Software Provided**
  - Content Provide online
  - Addl. Software Purchased (if applicable)
- **Technology Preparation**
  - Online Orientation Provided
  - Technology Coord. Available for Support

**OPERATIONS**
- **Student Work Time**
  - Class period provided during the school day
  - Scheduled time during the week
- **Attendance Policy**
  - Attendance taken daily
  - Student checks in with TOR regularly
- **Grading**
  - Online Computer Based Scoring Provided
  - CA BOCES Provides Quarterly Grades
Sample Program Implementation Process

**Admission Overview**
1. Student is suitable for the program
2. Student is willing to participate
3. Student has time in schedule to take on an online class

**Screening Process**
1. Student grade classification
2. Attendance / Discipline
3. Content Teacher and Guidance Counselor input
4. Administrative discretion

**Operations**
1. Teachers will review and align online curricula
2. Students will be provided an orientation
3. Students will receive scheduled time to work during the school week

**Instruction**
1. Instruction delivered through computer-based software managed by CA BOCES and Lab Facilitator
2. Involved staff and students will receive training on the instructional software
3. The student may complete his/her coursework during or outside school hours

**Content and Curriculum**
1. Curriculum will be based and aligned with NYS Learning Standards and Common Core
2. Courses will be delivered through instructional technology and under the direction of the Lab Facilitator and Certified Teacher

**Grades and Credit**
1. If Instructional Services are provided with online course, all quizzes and tests will be generated online. Student-generated notes are allowed and encouraged
2. For Credit Accrual courses the online grade will be provided by CA BOCES and the final transcript grade will be determined by the district
## Roles and Responsibilities

### Student Support

**Principal**
- Oversees Online Learning Program
- Works with the district to ensure that teachers and students are successful
- Interacts with students and teachers and building district administrators to provide support
- Knowledgeable about the online program and anticipates budgetary issues for implementation or expansion of the program
- Oversees the design, implementation and screening process
- Approves online grades and final transcript grade

**Guidance Counselor**
- Completes necessary paperwork for student enrollment with CA BOCES
- Shares responsibility for screening and scheduling
- Assesses data to ensure appropriate student placement
- Verifies that student’s record has been updated
- Works with CA BOCES and TOR to help keep student on pace

**Lab Facilitator/Site Coordinator**
- Maintains accurate student records, including attendance
- Monitors student progress
- Provides progress reports to Guidance Counselor and TOR
- Works closely with classroom and/or subject area teachers
- Maintains an environment conducive to student learning and achievement
- Creates and provides end of year report to administrators

**Teacher of Record**
- Aligns online curriculum
- Meets with students on a regular and substantive basis
- Signs any appropriate forms
- Recommends students to the Program