



CROWLEY ISD ADMINISTRATIVE REGULATION

Board Policy: EHDE (Legal)

Date Effective: January 29, 2009

Revision Date: August 1, 2012

RE: Online Instruction

I. General Information:

Online instruction is provided to students through two methods: Texas Virtual School Network (TxVSN) and district online course software program. The TxVSN and district online courses provide an opportunity for students who want/need to:

- Fulfill the 4x4 requirements
- Recover credits for graduation
- Accelerate their graduation
- Access expanded course offerings

Online instruction or distance learning targets students who have shown self-discipline, responsibility, and need the flexibility of taking courses, on their time, wherever access is available to the internet and a computer. Curriculum and instruction will be delivered online.

All students enrolling in online instruction through TxVSN are subject to the policies and procedures established through the Texas Education Agency (EXHIBIT D). Students not enrolled in CISD who are eligible to take TxVSN courses must work with Region X for advisement and registration assistance. Credit for online courses through TxVSN and the district online courses will be granted through the student's respective high school in accordance with district policies.

II. Student Eligibility:

A. Student eligibility for courses delivered via the TxVSN is detailed in Texas Education Code Chapter 30A.

1. A CISD student is eligible to enroll **in a course** only if the student:

- is younger than 21 years of age on September 1 of the school year
- has not graduated from high school
- is otherwise eligible to enroll in public school in Texas

2. A student may enroll in courses **full-time** only if the student:

- was enrolled in public school in the state of Texas the preceding year, or
- is a dependent of a member of the United States military and was previously enrolled in a high school in the state of Texas and does not reside in the state as a result of military deployment or transfer.

B. A student may enroll in district online course only if the requested course has been purchased for their respective campus.

III. Registration

- A. Approval from the campus online course designee is required to take a TxVSN course. Course request forms may be obtained in the counseling department (EXHIBIT A). Proof of payment must be presented to the school counseling office within 15 days of request for registration. Non-CISD students will be referred to Region X for advisement services and course registration.
- B. Approval of the student's counselor is required to take district online course. Course request forms may be obtained in the counseling department (EXHIBIT A). Proof of payment must be presented to the school counseling office within 15 days of request for registration.

IV. Course Cost:

Please refer to information below concerning the cost of courses. Not all online courses have associated costs. All payments for online courses must be in the form of a cashier's check or money order made out to Crowley ISD - Online Instruction. **No personal checks or cash will be accepted.**

- A. The cost of courses available via the TxVSN will vary by provider, the length of the course, and sometimes by the number of students enrolled in a particular course. A semester course cost per student must not exceed \$400 and in most cases will be less. The TxVSN may only accept payment from districts and open enrollment charter schools; it cannot accept direct payments from parents, students or individuals. Some courses require a textbook or other supplemental material which will be an additional expense to the student.
- B. The cost of courses available via district online courses taken outside the school day will correspond to the Credit Retrieval Fee Schedule.

V. Student Grades:

- A. The TxVSN is a supplemental program and does not provide student grades, credits or grant diplomas. The online instructor is responsible for reporting student grades to the designated person in the receiving district and the student. All grades, including final grades, reflect the student's performance based upon the grading criteria developed by the instructor and approved by the Provider district. The provider will submit grades to the receiving district (CISD); however the final determination as to whether a student should receive a passing or failing grade or how that grade might be weighted is solely the responsibility of the receiving district (CISD).

Students moving into the District with equivalent Pre-Advanced Placement, Advanced Placement, gifted, dual credit, and advanced academic courses shall receive advanced grade points as indicated on the transcript and course descriptions. However, only courses equivalent to those weighted for District honor graduates may receive weights. (Board Policy EIC LOCAL)

Additional information related to the Texas Virtual School Network (TxVSN) including course requests is available at www.txvsn.org.

- B. Grades for district online courses will be obtained through the final completion grade posted for each course.

Attachments:

EXHIBIT A: Online Course Request Form

EXHIBIT B: Acceptable Use Policy

EXHIBIT C: Enrollment Process Map for Online Course

EXHIBIT D: Texas Virtual School Network Policy and Procedures Manual



Online Course Request Form

| | |
|-------------------------------|---------------------------------------------------------------------------------------|
| Student's Name | |
| Student ID | |
| Home Campus | |
| Name of Course | |
| Provider of Course | <input type="checkbox"/> TxVSN district _____ <input type="checkbox"/> CISD Online |
| Cost of Course | \$ _____ |
| Name of Student's Counselor | |
| Campus online course designee | |

Designee Signature

Date of Approval

Method of Payment

Money Order Number of Money Order _____

Cashier's Check Number of Cashier's Check _____

Payment Receipt Number

Date of Payment



Acceptable Use Policy Online Courses

The following guidelines have been developed for students enrolling in an online course. Adherence to these procedures will be expected and consequence enforced.

- Students have the responsibility to meet with the site coordinator based on the schedule set by the site coordinator.
- The online course should be used only for authorized purposes.
- Students are expected to access the online course within 48 hours after receiving permission to enroll. If the course is not available, students must determine when they can access the course and then access the course on the first available day. It is not the responsibility of the counselor to communicate deadlines of the course to students. Students must be self-disciplined in accessing course content and following deadlines.
- Responsible, ethical behavior must be followed. Internet resources should be used in a scholarly manner.
- Students are expected to use the Internet and associated technology appropriately. Actions that constitute inappropriate use, which will result in cancellation of online course privileges, include, but are not limited to:
 - using login or password or another individual without permission.
 - using files or data of another individual without permission.
 - attempting to break into system operations of the network or servers.
 - engaging in an activity that exposes the systems and residing information to any level of harm or danger.
 - making illegal copies of software.
 - using communication tools in the online classroom for partisan political purposes, harassment, or commercial venture.
 - engaging in any activity that does not comply with the Crowley ISD Student Code of Conduct.
- Students are expected to follow academic integrity. Academic dishonesty includes, but is not limited to:
 - plagiarism
 - fabrication of information or citations
 - submitting work of another person
 - submitting work previously used without informing the instructor
 - tampering with computer files and/or academic work of other students

- Students have the responsibility to maintain communication with the course instructor on a regular basis. Course instructors will outline the communication requirement.
- Students are expected to follow the academic calendar of the online course.
- Credit for an online course will be given based on Crowley ISD district policies.
- Students must follow the grading policies of the provider of the online course.
- The course provider will submit grades to the receiving district. CISD staff will not issue grades.
- Students are required to contact the site coordinator if they are not going to continue the course.
- Students are required to submit a final grade report to the site coordinator upon course completion.
- All district policies related to academic integrity and student behavior will apply to online courses.

By signing this form, I am indicating that I agree with the terms of this document.

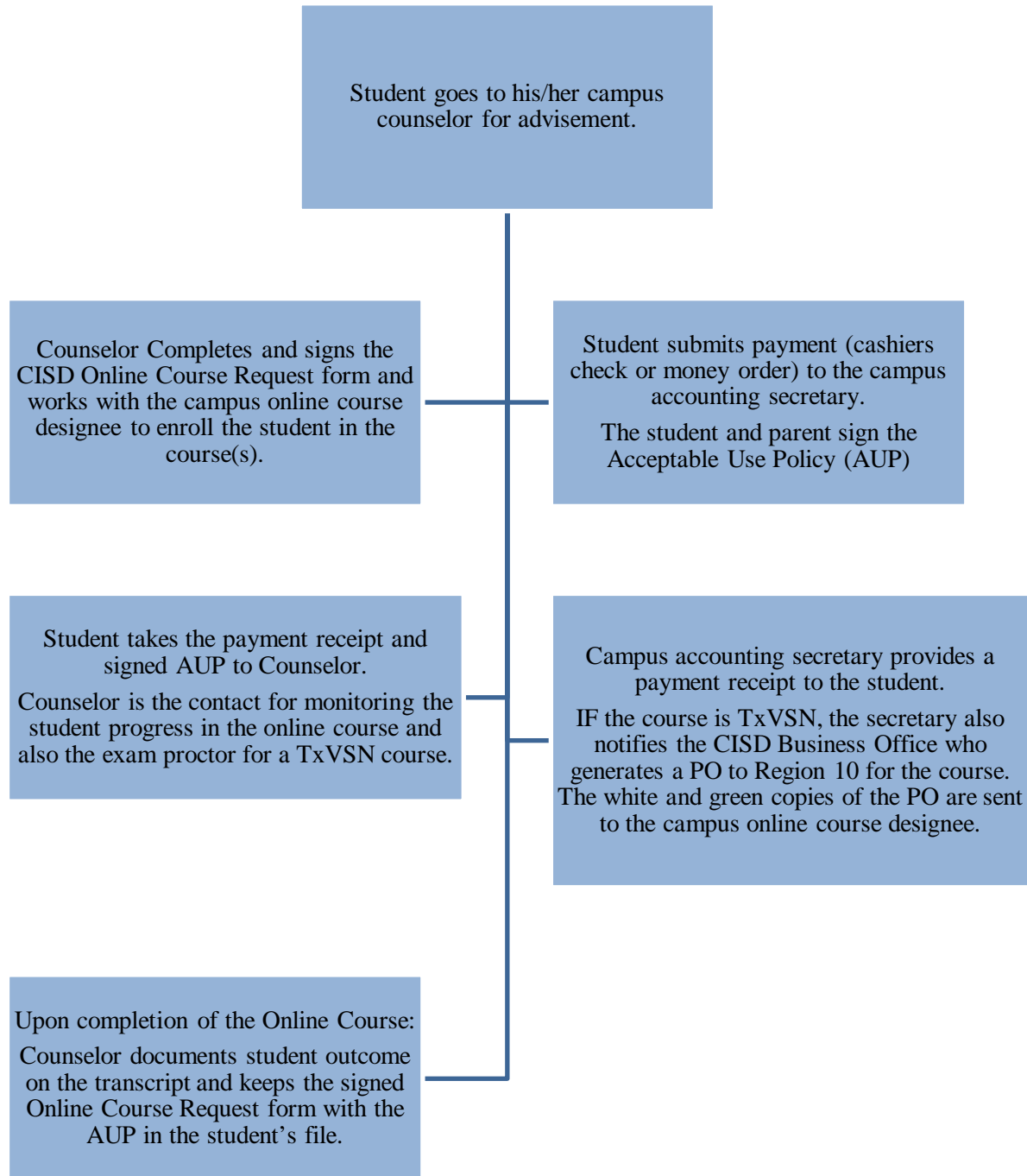
Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Enrolling in an Online Course



I. TEXAS VIRTUAL SCHOOL NETWORK POLICY AND PROCEDURES - GENERAL

Introduction

The Texas Virtual School Network (TxVSN) was established by the 80th Texas Legislature in [Senate Bill 1788](#) and codified in [TEC Chapter 30A](#) to establish and administer a state virtual school network to provide education to students through electronic means. The Instructional Materials and Educational Technology Division at the TEA is designated as the administering authority for the TxVSN. Partnerships were established to facilitate implementation and operations of this supplemental online educational service. The overarching goal of the TxVSN is to provide Texas students with high quality digital curricula, aligned with state achievement standards, and utilizing the Internet for delivery. It is important to understand the guidelines and standards outlined in this manual. Providers and receivers of services are expected to follow these policies.

The TxVSN role is to provide the seamless interface between organizations who provide (Provider districts) the digital curricula and qualified instructors and the organizations which receive (Receiver districts and open enrollment charter schools) services. TxVSN courses meet all state requirements of those taught in a traditional classroom; however, they are delivered in a digital format. There is the same emphasis on interactions between teacher and student, and between student and student as in any face-to-face class. Additionally, there is interaction between student and technology and student and content.

TxVSN courses are reviewed for alignment to state standards and are taught by Texas certified teachers who have also successfully completed the required TxVSN approved online instructor preparation course from identified providers. Multimedia and supplemental resources are used to enhance student learning. The receiving school district or open enrollment charter grants the credit for TxVSN courses.

TxVSN courses include the following features:

- A Texas certified teacher who has successfully completed a TxVSN approved professional development program is responsible for all aspects of course instruction
- The course is placed in the student's regular schedule with approval of the school in which the student is enrolled
- An on-site coordinator is assigned by the receiving district to act as a liaison between the student/teacher and provider/receiver organizations.
- A Course Management System or learning management software package is used for asynchronous courses delivery and/or for supporting the synchronous classes.

In some instances, TxVSN courses may be offered for dual-credit according to Texas guidelines. Dual-credit courses are only available to high school students at participating schools.

Academic Calendar

For all TxVSN courses, the governing calendar will be the Provider district's calendar. When there is a conflict the Receiver district or open enrollment charter school agree to accept the Provider district's calendar.

Class Size

The class size for TxVSN courses will be determined by the Provider district through an agreement with TxVSN Central Operations. Certain courses may have a lower or higher number

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due to the nature of the curriculum being taught (i.e., AP and dual credit courses), the grade level of students, or to meet enrollment demands. The cap may be increased if the Provider district agrees to accept additional students. In general, the number in a single course section will be in the range of 25-30 students.

TXVSN Agreements

In order to participate in the TxVSN a Provider LEA or Receiver district or open enrollment charter must have a current agreement with Central Operations on file. The agreements describe the roles and responsibilities of the Provide/Receiver organizations and must be signed by an authorized representative of each organization. In some cases a provider may have its own agreement that a receiving district or open enrollment charter will sign.

Electronic or Online Course

An electronic or online course is a course in which: instruction and content are delivered primarily over the Internet; a student and teacher are in different locations for a majority of the student's instructional period; most instructional activities take place in an online environment; the online instructional activities are integral to the academic program; extensive communication between a student and a teacher and among students is emphasized; and a student is not required to be located on the physical premises of a school district or open-enrollment charter school.

Course Review

Courses provided through TxVSN must go through an approval process as required by legislation and education code. Approved courses must be in alignment with state curriculum standards, and meet the North American Counsel for Online Learning (NACOL) *Standards of Quality for Online Courses*. All TxVSN courses will:

- Meet or exceed the criteria established by the State of Texas and its regulatory agencies
- Meet or exceed the NACOL *National Standards of Quality for Online Courses*
- Undergo a review independent of TxVSN Central Operations, through TxVSN Course Review, to assure conformance to the aforementioned standards and quality. Course review results will be provided to the Texas Education Agency.

Detailed information on the course review application process may reviewed at www.txvsn.org.

After a course review is conducted, complete course review results will be provided to the potential provider district in the form of a Course Review Report. The Course Review Report will include an overall course rating and review data. The potential provider district may appeal Course Review results by providing a detailed written description of the review concern.

Course Cost

The cost of courses available via Texas Virtual School Network will vary by provider, the length of the course, and sometimes by the number of students enrolled in a particular course. A semester course cost per student must not exceed \$400 and in most cases will be less. The TxVSN Central Operations may only accept payment from districts and open enrollment charter schools, it cannot accept direct payments from parents, students, or individuals. Receiver districts and open enrollment charter schools may use local or allowable state and federal funds to purchase courses for eligible students.

Instructional Materials

Whenever necessary Provider districts will supply required online textbooks and materials as part of the course cost. In cases where an online textbook is not an option, the Receiver school district or open enrollment charter will determine if the school and/or parent will be responsible

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for acquiring the required text(s) or supplemental materials. English Literature and Advanced Placement courses are examples where the receiver school might be required to arrange for textbooks or supplemental materials such as novels.

Student Eligibility

Student Eligibility for course delivered via the TxVSN is detailed in Texas Education Code Chapter 30A. A student is eligible to enroll in a course provided by the TxVSN only if the student:

- is younger than 21 years of age on September 1 of the school year,
- has not graduated from high school, and
- is otherwise eligible to enroll in a public school in Texas.

A student may enroll in courses full-time only if the student:

- was enrolled in a public school in the state of Texas the preceding year, or
- is a dependent of a member of the United States military and was previously enrolled in a high school in the state of Texas and does not reside in the state as a result of military deployment or transfer.

If an eligible student participates in the TxVSN, meets the legal requirements for enrollment in a Texas school district, and meets the normal attendance accounting rules, the student is eligible to generate ADA and thus FSP funding as an enrolled student in that district. If the student does not meet the normal attendance accounting rules, the student is not eligible to generate ADA and thus FSP funding. If an eligible student who resides in this state but who is not enrolled in a school district or open-enrollment charter school in this state as a full-time student participates in the TxVSN, the student is not eligible to generate ADA or FSP funding.

A TxVSN provider school district or school may offer electronic courses provided through the network to:

- students who reside in this state and
- students who reside outside this state and who meet the eligibility requirements under the TEC, §30A.002(b).

A student who is enrolled in a school district or open-enrollment charter school in this state as a full-time student may take one or more electronic courses through the state virtual school network.

A student who resides in this state but who is not enrolled in a school district or open-enrollment charter school in this state as a full-time student may enroll in electronic TxVSN courses. A student to whom this subsection applies:

- may not in any semester enroll in more than two electronic courses,
- is not considered to be a public school student,
- must obtain access to a course provided through the network through the school district or open-enrollment charter school attendance zone in which the student resides,
- is not entitled to enroll in a course offered by a school district or open-enrollment charter school other than an electronic course provided through the network, and
- is not entitled to any right, privilege, activities, or services available to a student enrolled in a public school, other than the right to receive the appropriate unit of credit for completing an electronic course.

Students with Special Learning Needs

Online technologies can make coursework available to students who would not otherwise be able to participate. If a student with special learning needs is considering taking an online

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course, the feasibility and logistics involved should be discussed with local planning teams such as the ARD or Section 504 committees prior to course selection and registration.

Students needing accommodations, modifications, and/or other adaptations should work with their local site coordinator to make certain individual needs are met by the online course selected from the TxVSN catalog. The student's district or open enrollment charter school is responsible for communicating documented modifications and accommodations to Provider district prior to the start date of the course. The Provider district's online instructor will then make appropriate modifications, accommodations, and/or adaptations; or, in the event that the unique nature of an online learning management or course management system makes a modification or accommodation not applicable or not technologically possible, the Provider district may offer an alternative modification for the student.

The TxVSN is committed to making reasonable accommodations in policies, practices, or procedures necessary to ensure that no student with a disability is excluded, denied services, segregated, or otherwise treated differently from other individuals in the TxVSN community. However, the Receiver district or open enrollment charter school retains responsibility for providing all eligible services such special education, bilingual, ESL, migrant, hospital/homebound, migrant, and Section 504.

Institutional Effectiveness

TxVSN will be required to provide the Texas Education Agency with reports documenting the effectiveness in areas of student achievement and use of funds. Therefore, the TxVSN will require Provider/Receiver organizations to submit data measuring various aspects of effectiveness. Data may include but is not limited to:

- Registration data
- Number of students
- Success/Fail rates
- Cost per student
- Student/Teacher ratio

Student Grades

The TxVSN is a supplemental program and does not provide student grades, credits, or grant diplomas. The Provider district online instructor is responsible for reporting student grades to the designated person in the receiving district or open enrollment charter school and the student. All grades, including final grades, reflect the student's performance based upon the grading criteria developed by the instructor and approved by the Provider district. The provider will submit grades to the receiving district or open enrollment charter school; however, the final determination as to whether a student should receive a passing or failing grade or how that grade might be weighed is solely the responsibility of the receiving district or open enrollment charter school.

Privacy Agreement – FERPA

Under the provisions of the Family Educational Rights and Privacy Act (20 U.S.C § 1232g; 34 CFR Part 99) ("FERPA") TxVSN will require any employee, agent, or subcontractor to keep and maintain the confidentiality of all student information that is subject to FERPA regulations. All information, records, and data by employees, agents or subcontractors shall not be released to any third party except in compliance with the regulations and requirements of FERPA and any other state or federal laws applying to the privacy of student records.

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Student Discipline

In the event that the TxVSN or the Provider district becomes aware of a case of student violation of acceptable use policies, plagiarism or other actions on the part of the student requiring disciplinary action the TxVSN and/or the Provider district will notify the designated contact at the receiver school. The Receiver school will agree and support the Provider districts policies and procedures and be responsible for administering appropriate disciplinary action.

The TxVSN Director or designee reserves the right to deny disruptive students access from future TxVSN courses or to remove them from existing courses. Students may appeal TxVSN disciplinary action by writing to the TxVSN Director or designee and providing any documentation relating to the action resulting in removal. See the www.txvsn.org website for the appropriate contact information.

Resolution of Concerns

A receiving district or open enrollment charter school is an essential partner in the success of students taking an online course through the selection of a site coordinator to mentor and monitor student progress. Misunderstandings may occur due to lack of understanding of policies and procedures, Acceptable Use, and course expectations. As a result, Provider district documentation should be reviewed by the receiving site coordinator and student prior to the course start date. It is recommended that the parent or guardian be made aware of the same information.

In the event of receiver district concern the process described in the Provider district's documentation should be followed as outlined. It is anticipated that all concerns relating to complaints and or policy/procedures from student or course instructor that cannot be resolved by the instructor-student communication should be initially reported to the receiving site coordinator or provider contact. The Site Coordinator will communicate with course instructor or provider contact based on his/her judgment. A Site Coordinator may determine that principal or administrative involvement is necessary to resolve the situation.

If for some reason either party is experiencing difficulty communicating with the other, the TxVSN Help Desk will assist with communication. If the decision is made to withdraw a student, the TxVSN Help Desk should be notified by the Provider district as well as the receiving district Site Coordinator.

II. TEXAS VIRTUAL SCHOOL NETWORK POLICY AND PROCEDURES - PROVIDER

Introduction

The Provider district is defined under the terms of the legislation and education code as academically acceptable school districts, a recognized or higher open-enrollment charter school, public or private institutions of higher education, and education service centers. The TxVSN has adopted both general and specific policies and procedures that articulate the Provider district's responsibilities.

TxVSN Agreement

In order to participate in TxVSN programs, Provider districts must sign a TxVSN Provider Agreement. The agreement defines the role and responsibilities of the provider and must be renewed annually.

TxVSN Approved Courses

The Provider district is responsible for supplying academic curricula that is aligned to and meets Texas Essential Knowledge and Skills (TEKS) and Texas Assessment of Knowledge and Skills (TAKS) standards. The Provider district's courses must also be approved by the state's designated reviewer for course alignment and quality as stated in the legislation and education code. Courses that do not meet standard will not be provided through TxVSN.

The Provider district is responsible for providing all digital instructional materials such as course disks or CD-ROMs if required.

- All instructional materials and software remain the property of the Provider district unless specifically stated otherwise
- Duplication of Provider district's software or instructional materials may be authorized under the Provider district's license agreement, otherwise duplications are strictly forbidden.

A course may only be referred to as TxVSN approved when it is currently offered in the TxVSN catalog.

Instructors

An instructor teaching an authorized TxVSN course must be certified by the state of Texas for the subject area and grade level taught and the instructor must have a completed TxVSN-approved online instructor professional development program. Instructors will be employees or contractors of the Provider district organization and are not employees of the TxVSN. Provider districts must conduct and retain on file a valid criminal history background for instructors presenting courses through TxVSN.

Instructors will provide progress reports as applicable to the receiving district or open-enrollment charter school.

Course Catalog

The TxVSN Course Catalog will display approved courses and associated costs, sections and seats available, descriptions, and other relevant data related to each provider's offerings. Components of the course catalog will be populated by TxVSN Course Review and additional information will be populated by the designated provider contact. Receiving district Site Coordinators and other interested stakeholders will use the data in the TxVSN catalog to make an informed choice on the course best meeting students' needs; as a result, the course information each provider submits should be an accurate and current course articulation.

Computer Equipment or Internet Service

TEC Chapter 30A does not require a Provider district to provide a student with home computer equipment or Internet access for a course provided through the TxVSN; nor does it prohibit a Provider district from providing such resources to a student enrolled in its courses. All technology course requirements should be accurately described in the course catalog so the receiving district or open enrollment charter school may verify that its student has access to the appropriate hardware, software, and internet service.

III. TEXAS VIRTUAL SCHOOL NETWORK POLICY AND PROCEDURES - RECEIVER

Introduction

The Receiver is defined as a school district or other user of TxVSN delivered content. TxVSN has adopted both general and specific policies and procedures that articulate the Receiver's responsibilities.

Receiver Agreement

In order to participate in TxVSN programs, Receivers must sign a TxVSN Agreement. The agreement defines the role and responsibilities of the Receiver and must be renewed annually.

Receiver Purchasing Approver

Each district or open enrollment school needs to set up an account with the TxVSN to purchase courses. The process to setup an account is described in Attachment B.

Student Qualifications

The Receiver is responsible for validating that the student has met all the academic requirements for the course in which the student is registered prior to registration into a TxVSN course. The receiving district or open enrollment charter school retains responsibility for providing all eligible services such as special education, bilingual, ESL, migrant, hospital/homebound, migrant, and Section 504 for its students.

Academic Calendar

TxVSN will establish dates for opening and closing the academic calendar on an annual basis. The governing calendar will be the Provider district's academic calendar. Where there is a conflict, the Receiver district or open enrollment charter school will adopt the Provider district calendar.

Site Coordinator

Each Receiver district or open enrollment charter school enrolling students in TxVSN courses must provide an individual employed by the school/organization to serve in the capacity of Site Coordinator. The responsibility of the Site Coordinator is to advise the student on appropriate courses for registration, monitor the student progress, proctor or arrange proctors for exams, and serve as a liaison between the student/instructor, Receiver/Provider school or organization, and between the Receiver organization and TxVSN.

While it is desirable that the Site Coordinator be a professional counselor, it is not required nor is the Site Coordinator required to be a subject matter expert. Local administrators may determine who is best qualified to fulfill the role of Site Coordinator. The Site Coordinator is the designated point of contact for the course instructor, student, and TxVSN. The Site Coordinator is responsible for making regular contacts with the student and be aware of student progress in completing the TxVSN course. A Site Coordinator handbook is available at www.txvsn.org.

Computer Equipment or Internet Service

TEC Chapter 30A does not require a receiving district or an open-enrollment charter to provide a student with home computer equipment or Internet access for a course provided through the TxVSN; nor does it prohibit a district or open-enrollment charter school from providing such resources. All technology course requirements are described in the course catalog, so prior to enrolling a student in a TxVSN course a district or an open-enrollment charter should verify that a student has access to the appropriate hardware, software, and internet service.

Instructional Materials

Whenever necessary Provider districts will supply required online textbooks and materials as part of the course cost. In cases where an online textbook is not an option, the Receiver school district or open enrollment charter will determine if the school and/or parent will be responsible for acquiring the required text(s) or supplemental materials. English Literature and Advanced Placement courses are examples where the receiver school might be required to arrange for textbooks or supplemental materials such as novels.

Laboratory

In some science courses Texas may require student laboratory experiments be conducted in school laboratory instead of online. Under those conditions, the Receiver school must agree to provide students access to an appropriate laboratory and provide the necessary supervision for student projects.

Acceptable Use Policies

The Receiver district or open enrollment charter school must have an acceptable use policy governing the student behavior in a distance learning environment. The policy should include be is not limited to: the use of profanity or threatening language, copyright violations and plagiarism, revealing personal information (either their own or someone else's), disrupting the use of the network, importation of sexually explicit, drug-related or other offensive materials into the course environment, and protection of passwords.

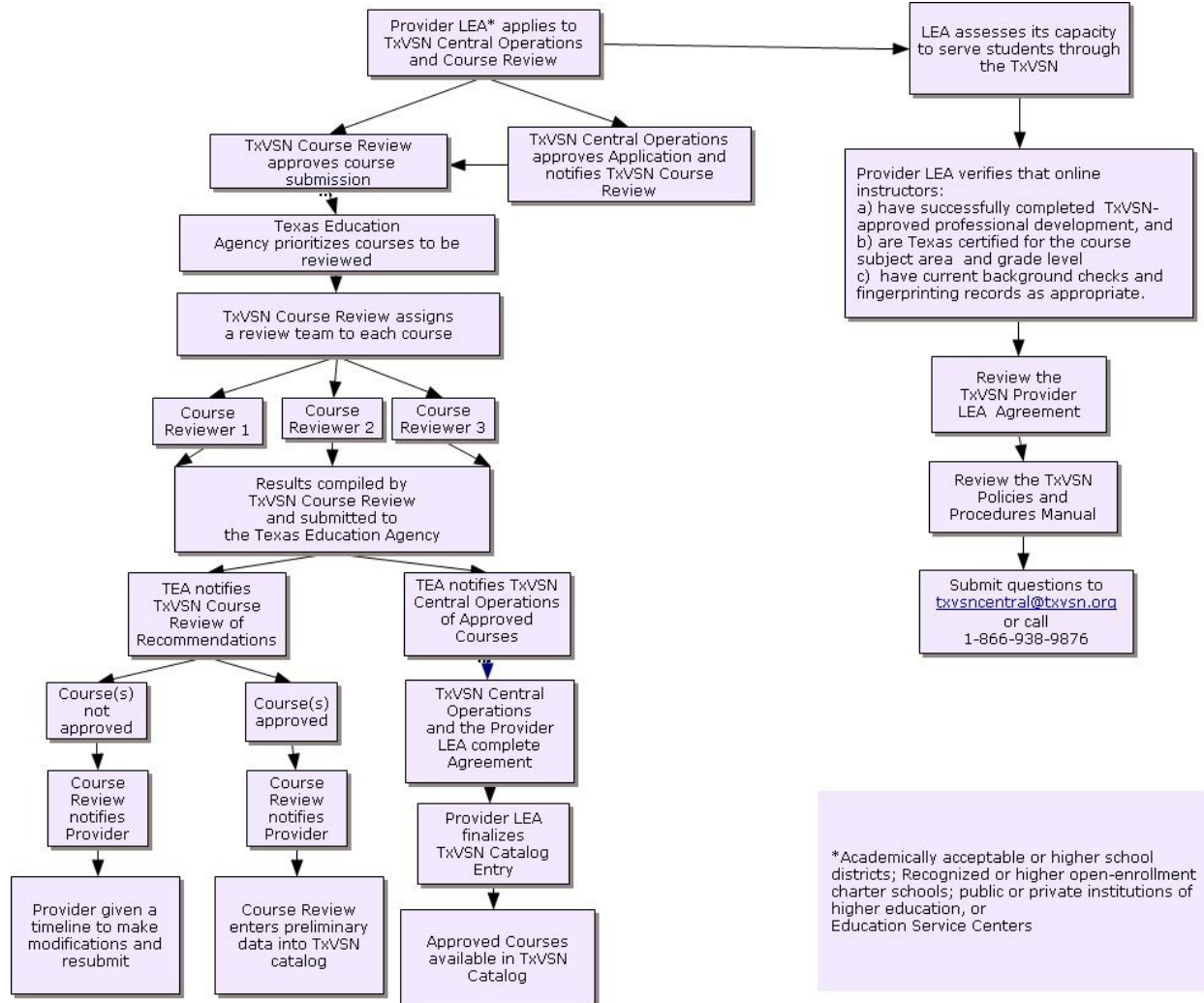
State Assessment

Chapter 39 applies to an electronic course offered through the state virtual school network in the same manner that that chapter applies to any other course offered by a school district or open-enrollment charter school. Each student enrolled under this chapter in an electronic course offered through the state virtual school network must take any assessment instrument under Section 39.023 that is administered to students who are provided instruction in the course material in the traditional classroom setting.

Student Needs Survey

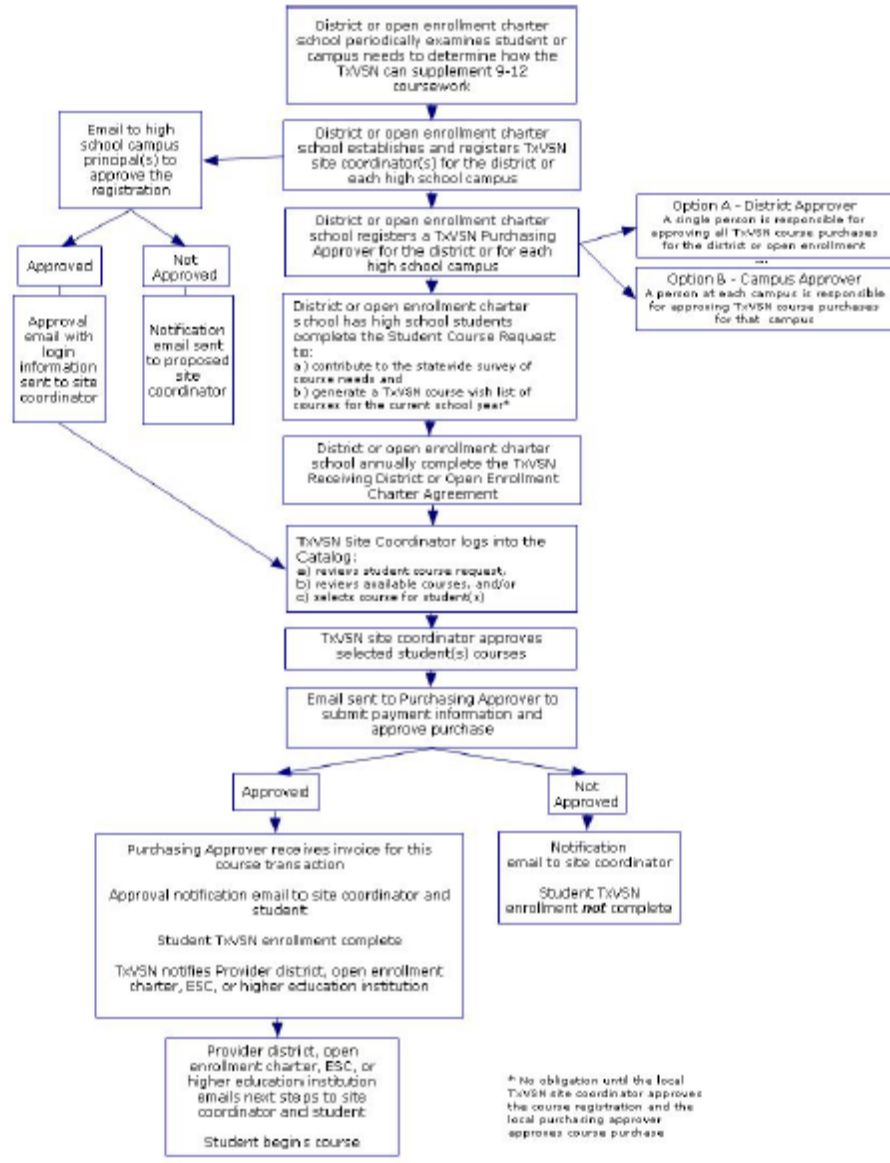
Students from Texas districts and open-enrollment charter schools are invited and encouraged to review a Texas PEIMS course listing and complete an online survey of course needs. This data will be shared with the Texas Education Agency and the TxVSN planning team.

Texas Virtual School Network Provider Process Attachment A



*Academically acceptable or higher school districts; Recognized or higher open-enrollment charter schools; public or private institutions of higher education, or Education Service Centers

Texas Virtual School Network Receiving Courses Attachment B



* No obligation until the local TxVSN site coordinator approves the course registration and the local purchasing approver approves course purchase

**Texas Virtual School Network
Glossary
Attachment C**

Credit Recovery – a student passing and receiving credit for a course that the student previously attempted but was unsuccessful in earning academic questions toward graduation.

Dual Credit - a course that is taken by a high school student that counts toward both high school credit and college credit.

Electronic Course – see online course

NACOL – North American Council of Online Learning is a K-12 non-profit organization representing the interests of administrators, practitioners, and students involved in online learning.

Online Course – a course in which: instruction and content are delivered primarily over the Internet; a student and teacher are in different locations for a majority of the student's instructional period; most instructional activities take place in an online environment; the online instructional activities are integral to the academic program; extensive communication between a student and a teacher and among students is emphasized; and a student is not required to be located on the physical premises of a school district or open-enrollment charter school.

Provider District – an academically acceptable or higher Texas school districts; recognized or higher open-enrollment charter schools; Education Service Centers; or public or private institutions of higher education providing courses through the TxVSN

Receiving District – a Texas public school district or open enrollment charter school utilizing the TxVSN for its students.

TxVSN Central Operations- A Request for Proposal process identified TxVSN partners to work under the direction of the Texas Education Agency. TxVSN Central Operations coordinates the course registration and student enrollments; ensure the eligibility of virtual school providers; provide a list of approved electronic courses; and coordinate reporting requirements. Region 10 Education Service Center, in collaboration with Harris County Department of Education, serves as TxVSN Central Operations.

TxVSN Course Review – A Request for Proposal process identified TxVSN partners to work under the direction of the Texas Education Agency. TxVSN Course Review conducts reviews of electronic courses to be offered through the network to ensure that all courses meet or exceed the Texas Essential Knowledge and Skills, as well as, the rigorous online course standards developed by the Southern Regional Education Board and endorsed and adopted by the North Atlantic Council for Online Learning. Region 4 Education Service Center serves as the TxVSN Course Review entity.

**Texas Virtual School Network Contacts and Resources
Attachment D**

Contacts

Texas Virtual School Network Central Operations

Phone: 1-866-93TxVSN (1-866-938-9876)

E-mail: TxVSNCentral@tsxvn.org

Texas Virtual School Network Course Review

E-mail: coursereview@esc4.net

TxVSN at Texas Education Agency

E-mail: TXVSN@tea.state.tx.us

Resources

[TEC Chapter 30 A](#) - State Virtual School Network General Provisions

[Senate Bill 1788](#) - Legislation relating to the creation and operation of a Texas state virtual school network

[TEC Chapter 39](#) – Public School Accountability

[Texas Virtual School Network Website](#)

[NACOL National Standards for Quality Online Teaching](#)

[NACOL National Standards of Quality for Online Courses](#)

[Keeping Pace with K-12 Online Learning](#)