



Course: _____

Instructor: _____

State Requirement	
	Staff receive training regarding online pedagogy; training on e-Learning system as well as any other hardware/software (ensure that staff attend all training/orientation sessions)
	Teachers must be licensed/certified in their content area
	Goals and objectives for all online courses must correlate to local, state, national standards (no deviation from approved curriculum)
	Students and parents are provided access to the standards being taught within the course
	Syllabus including such information as outlines, timeline, materials list, communication expectations, grading policies and formats, etc. Location: _____
	Suggested timelines or target dates must be provided for completion of assignments Location(s): _____
	Provide proctored final assessment Type: _____
	Teachers will provide feedback to students regarding their progress to assist in improving before final course grades are given
	Ongoing feedback regarding student progress must be provided. Method: _____
	Students/families must be provided a response within a 24-hour turn around during school days
	Conference contacts must be made with students/parents each semester.
	Online communication opportunities will be provided enabling students to share with others; ie discussion boards, chats, virtual classrooms, emails, group online projects Type: _____
eAcademy Requirement	
	Grading response provided within 48 hours or reasonable amount of time; post announcement or email if grading will take longer; feedback is provided on all graded work
	Units are reviewed prior to assigning and content is kept current and relevant on an ongoing basis
	Students are contacted by email if inactive for one week; phone if no response within 48 hrs Parents are contacted by email if students fall behind or fail; phone if no response within 48 hrs CC eAcademy on all intervention emails
	Online course content and materials match classroom content or otherwise approved by BOE