



Ohio Administrative Code Rule 3301-35-16 Online learning.

Effective: [October 28, 2022](#)

(A) A local, city, exempted village or joint vocational school district may operate a school using an online learning model by notifying the department of education no later than the first day of July of the school year that the district intends to open an online learning school. In addition to providing notification to the department:

(1) The district OEDS administrator will enter a request in the OEDS application tool to create a new organization designated as a district online school, which will be assigned a new information retrieval number (IRN); and

(2) Section 3302.42 of the Revised Code states that districts shall assign all students engaged in online learning to the district online school. This assignment would not include students participating in blended learning.

(B) Section 3302.42 of the Revised Code states that a district that is to cease operating using an online learning model shall notify the department not later than July first of the school year for which the change is effective. A district may complete this by taking the following steps:

(1) Once the final school year of operation is completed, withdrawing all students from the online school and transferring them to the other buildings operated by the district based on the local rules used by the district to determine each student's building of attendance; and

(2) The district OEDS administrator submitting a request in the OEDS application tool to close the district online school.

(C) The district is expected to comply with the requirements of section 3302.42 of the Revised Code and provide, at no cost to students or families, access to the internet for instructional purposes, including:



(1) An internet connection device;

(2) Internet access;

(3) A filtering device or software to protect against internet access to obscene or harmful material;

The district may provide a filtering device or software through the designated information technology center.

(4) If a student indicates that the student has internet access at the student's residence, a district may provide the student the opportunity to waive the use of district-provided internet access and/or device for instructional use. This waiver may be rescinded at any time by the student. If a student is under the age of eighteen, parental or guardian consent should be obtained regarding the waiver or rescission of the waiver.

(D) Districts that operate an online learning school are expected to comply with section 3303.42 of the Revised Code. This includes:

(1) Providing a comprehensive orientation to each student and the student's parents or guardians prior to enrollment that includes, at minimum, information regarding the following:

(a) An overview of the master schedule;

(b) Course opportunities;

(c) Curriculum;

(d) How to obtain access to the internet and use an internet access device;

(e) Communication methods, specifically the communication to students and parents and/or guardians regarding achievement and progress, feedback on assignments, and courses and/or curriculum;

(f) Attendance expectations;



(g) Grading and reporting;

(h) Parent/teacher conferences;

(i) The learning management system used for online learning;

(j) Student discipline; and

(k) Acceleration, course mastery and enrichment.

(2) Tracking the time students participate in online and off-line learning activities, which equal at least nine hundred ten hours each school year;

(a) Section 3302.42 of the Revised Code states that online learning schools shall implement a learning management system that tracks the time students participate in online learning activities, and that all student learning activities completed while off-line be documented with participation records checked and approved by the teacher of record;

(b) Learning activities may be synchronous and/or asynchronous.

(E) Each district board of education that operates an online learning school is expected to comply with section 3302.42 of the Revised Code by adopting policies and procedures that address the following:

(1) Means of personalization of student-centered learning models to meet the needs of each student;

(2) The evaluation and review of the quality of online curriculum delivered to students;

(3) Assessment of each participating students progress through the curriculum;

(a) Students grade level or course advancement will be obtained through competency-based learning models;



(b) Students will be permitted to advance through each level of the curriculum based on demonstrated competency/mastery of the material rather than based on a specified number of instructional hours;

(c) Students will be provided with accelerated learning opportunities in the event that they complete a course or class curriculum requirements prior to the end of the course or semester;

If a student completes a course or curriculum prior to the end of the school year and/or completes nine hundred ten hours prior to the end of the school year, the student will be provided the opportunity to advance to the next course or be provided enrichment through the remainder of the school year.

(4) The assignment of a teacher of record to all courses who is responsible for planning curriculum, evaluating mastery of content, and tracking and approving all online and off-line student activities, except a teacher of record for a computer as instructor course is only responsible for checking and approving participation in online and off-line student activities.

(a) A teacher of record is to comply with requirements for credentialed staff under rule 3301-35-05 of the Administrative Code and licensure requirements under Chapter 3319. of the Revised Code. For a computer as instructor course, a teacher is not required to meet subject area-specific requirements for licensure under Chapter 3319. of the Revised Code.

(b) A classroom may not have more than one teacher of record for every one hundred twenty-five students;

(c) Teacher licensing provisions for online learning are expected to meet the same minimum requirements as for in-person learning;

(d) Teachers are expected to have appropriate training in the pedagogy of the effective delivery of online instruction;

(5) The method by which each participating student will have access to the digital learning tools necessary to access the online content;



(6) Adequate provisions for all areas required by division (B)(4) of section 3302.42 of the Revised Code, including but not limited to:

(a) The licensing of teachers, administrators, and other professional personnel and their assignment according to training and qualifications;

Credentialed and classified staff are subject to rule 3301-35-05 of the Administrative Code;

(b) Requirements for graduation;

The graduation requirements outlined in section 3313.603 of the Revised Code are applicable.

(c) Efficient and effective use of instructional materials including, but not limited to:

(i) The method by which students will have access to the digital learning tools necessary to access online content as discussed in paragraph (E)(5) of this rule;

(ii) Methods to align with technology in education standards approved by the state board of education pursuant to section 3301.079 of the Revised Code;

(iii) Standards for educational programs and support as set forth in rule 3301-35-06 of the Administrative Code, and data-driven improvement, as set forth in rule 3301-35-07 of the Administrative Code.

(d) The proper organization, administration, and supervision of each school, including regulations for preparing all necessary records and reports and the preparation of a statement of policies and objectives for each school;

The district is expected to establish policies addressing administration, supervision, record-keeping, and reports for online learning schools consistent with section 3301.0714 of the Revised Code and rules 3301-35-02 and 3301-35-07 of the Administrative Code, and consistent with any other applicable local, state and federal law and regulations.



(e) Buildings, grounds, and health and sanitary facilities and services;

The district is expected to include online learning schools in policies addressing buildings, grounds, health and sanitary facilities and services, including but not limited to those required by section 3301.56 of the Revised Code and consistent with applicable local, state and federal law and regulations.

(f) Admission of pupils, and such requirements for their promotion from grade to grade as will ensure that they are capable and prepared for the level of study to which they are certified;

Policies are expected to comply with section 3313.64 of the Revised Code and applicable local, state and federal law and regulations.

(F) Section 3302.42 of the Revised Code states that for funding purposes, the department will reduce the full-time time equivalence (FTE) proportionally for any student who participates in less than nine hundred ten hours per year. The department will implement a funding review process that includes:

(1) A review of all IRNs representing online learning schools;

(2) A review of all students enrolled in online learning schools; and

(3) Calculation of funding adjustments to reflect participation based on nine hundred ten hours and one FTE for the school year.