

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #2

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1000 FEB -8 PM 3:04

OFFICE OF THE SECRETARY OF STATE
STATE OF WEST VIRGINIA
CHARLESTON, WV 25305

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

RULE TYPE: Legislative; CITE AUTHORITY 18-2-5

AMENDMENT TO AN EXISTING RULE: YES ___ NO x

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 48 (Policy 2450)

TITLE OF RULE BEING PROPOSED: Distance Learning Programs

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON March 10, 1989 AT 9:00 a.m.

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Jeanne Moellendick, Coordinator
West Virginia Department of Education
Technology-Based Education/Distance
Learning Capitol Complex, Bldg. #6
Room B-318, Charleston, WV 25305

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Barbara J. Estep

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

Executive Summary
Proposed Policy 2450, Distance Learning Programs
1988-89

PURPOSE

The purpose of this policy is to assure consistent high quality education for the pupils of West Virginia while utilizing an alternative delivery mechanism for instruction in rural areas and/or for low-incidence courses.

BACKGROUND

This policy has been on public comment since August. Written comments were generally from those unfamiliar with distance learning who were, therefore, unclear about some parts of the document. Recently initiated distance learning projects have brought about the need for a policy to guide distance learning. Verbal comments from distance learning participants were basically supportive of the need for this policy.

S. B. 14 provides for the further development of distance learning programs to be delivered on a state and regionally designed basis, thus permitting more participation in this mode of course delivery.

IMPACT

This policy establishes requirements for distance learning programs, including course content, facilitator training and licensure, instructor licensure, enrollment limits, and textbook utilization; and requires grading of pupil progress according to specific procedures adopted by county boards of education.

Improved educational opportunities for the pupils of our state, accompanied by regulations to ensure high quality instruction, will be the result of this policy.

TITLE 126
LEGISLATIVE RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 48 (2450)

FILED

1979 FEB -8, PM 3:55

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE: Distance Learning Programs

Section 1. General

- 1.1 Scope - Establishes requirements for distance learning programs, including course content, teacher/facilitator training and licensure, instructor licensure, enrollment limits, and textbook utilization; requires grading of pupil progress according to specific procedures adopted by county boards of education.
- 1.2 Authority - 18-2-5
- 1.3 Filing Date -
- 1.4 Effective Date -

Section 2. Purpose

The purpose of this policy is to assure consistent high quality education for the pupils of West Virginia while utilizing an alternative delivery mechanism for instruction in rural areas and/or for low-incidence courses.

Section 3. Course Delivery

- 3.1 Distance learning programs courses offered for ~~instructional--purposes--and--or~~ credit shall be approved by the West Virginia Department of Education. In order to deliver distance learning courses for credit, providers shall complete a "Distance Learning Provider Application Form" to the West Virginia Department of Education for approval. In order to offer distance learning courses for credit, a county superintendent or designee shall verify that course providers are WVDE approved and submit a "Distance Learning Instruction Application Notification Form" to the West Virginia Department of Education ~~for--approval~~.
- 3.2 Distance learning courses may be offered when curriculum content can not be delivered because there is a shortage of certified personnel, a need to provide low-incidence courses, or a need to offer a course while the teacher/facilitator renews course-related skills.

W. VA. Board of Education
Legislative Rule, 18-2
Series 48 (2450)

- 3.3 Distance learning course content should correlate with courses requiring the West Virginia Board of Education approved learning outcomes where such exist. Copies of the learning outcomes will be submitted by the West Virginia Department of Education to providers ~~completing~~ submitting a "Distance Learning Provider Application Form."
- 3.4 Each participating school shall follow a course outline and a live and interactive program schedule. This regulation will not exclude a school from taping and using sessions at a later date for review or make-up purposes.

Section 4 Licensure and Training

- ~~4.1 -- Distance-learning-instructors-without-current-West-Virginia certification-shall-apply-to-the-West-Virginia-Department of-Education-for-a-distance-learning-authorization.~~
- 4.21 Classroom facilitators may be required to hold specific certification based upon provider guidelines ~~and-current state-law.~~
- 4.32 -- The distance learning classroom facilitator shall receive inservice training pertaining to the course organization, classroom management and technical aspects.

Section 5 Enrollment

- 5.1 Enrollment in distance learning courses ~~should-not-exceed-ten (10)-pupils-(Recommended-enrollment)~~ shall not exceed twenty-five pupils per class in grades 7-12.
- 5.2 Enrollment in distance learning courses for Grades K-12 shall not exceed maximum pupil/teacher ratio established in West Virginia Code 18-5-18a except in extraordinary circumstances as noted below.
- 5.3 Exceptions for "extraordinary circumstances" to enrollment limitations beyond the pupil/teacher ratio then in effect for the grade level in which a distance learning course is to be delivered must be submitted in writing to the West Virginia Superintendent of Schools.

"Extraordinary circumstances" are hereby defined as situations which place unreasonable burdens or hardships on a county board of education. "Extraordinary circumstances" include, but are not limited to, situations where:

- A. Pupils have been assigned to a distance learning class and there is an unexpected increase in pupil population which causes class enrollment to exceed the recommended ratio.

B. Pupils would not have access to the course due to lack of certified personnel.

C. Other catastrophic events occur which are beyond the power of the local board to control such as fire, flood or other damage to existing classroom space or facilities.

Section 6 Course Materials

6.1 Distance learning courses which are required for graduation offered--for--credit shall utilize textbooks selected from the West Virginia approved list of textbooks. Exceptions shall be made based upon state textbook policy.

6.2 Supplementary materials, as stipulated by the distance learning provider, including specifically designed software and/or printed matter, shall be provided in the distance learning course curriculum to be used for review, drill, practice, and/or homework.

Section 7 Evaluation of Pupil Progress


7.1 The local education agency is responsible for establishing specific uniform procedures for evaluating pupil progress and administering a final grade based upon provider guidelines and county policy.

file in State Register

- 1) transmittal letter
(from B. Ester)
- 2) comment log w/containing
person's name
- 3) copy of proposed
policy

M E M O R A N D U M

TO: Persons Addressed
FROM: John Pisapia
State Superintendent of Schools
RE: Policy 2450 Distance Learning Programs
DATE: January 25, 1989

No Memo, but Exe.
Summary is OK


At the August 12, 1988 meeting, the West Virginia Board of Education placed the attached Policy 2450 Distance Learning Programs on public comment. The intent of this policy is to assure consistent high quality education for the pupils of West Virginia while utilizing an alternative delivery mechanism for instruction in rural areas and/or for low-incidence courses.

This is a new policy brought about by the implementation of distance learning for the schools of West Virginia.

Comments related to the policy should be forwarded no later than February 24, 1989 to:

Jeanne Moellendick, Coordinator
Technology-Based Education/Distance Learning
West Virginia Department of Education
Capitol Complex, Building 6, Room B-318
Charleston, WV 25305

Attachments

MJM/kad/1045v

COMMENT LOG
 PROPOSED PROCEDURES FOR POLICY 2450: DISTANCE LEARNING PROGRAMS

Directions: Please use this form in commenting on the proposed Distance Learning Programs Policy.

Individual/Organization _____

Address _____

SECTION	COMMENTS
Section 2: Purpose	
Section 3: 3.1 Course Delivery	
Section 3: 3.2 Course Delivery	
Section 3: 3.3 Course Delivery	
Section 3: 3.4 Course Delivery	

SECTION	COMMENTS
Section 4: 4.1 Licensure and Training	
Section 4: 4.2 Licensure and Training	
Section 4: 4.3 Licensure and Training	
Section 5: 5.1 Enrollment	
Section 5: 5.2 Enrollment	
Section 5: 5.3 Enrollment	

SECTION	COMMENTS
Section 5: 5.3 A Enrollment	
Section 5: 5.3 B Enrollment	
Section 5: 5.3 C Enrollment	
Section 6: 6.1 Course Materials	
Section 6: 6.2 Course Materials	
Section 7: 7.1 Evaluation of Pupil Progress	

Please submit comments by September 15, 1988 to:

Jeanne Moellendick, Coordinator
Technology-Based Education/Distance Learning
West Virginia Department of Education
Capitol Complex, Bldg. 6, Room B-318
Charleston, WV 25305

COMMENT LOG
PROPOSED PROCEDURES FOR DISTANCE LEARNING PROGRAMS

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Section 5: 5.3 C Enrollment	
Section 6: 6.1 Course Materials	
Section 6: 6.2 Course Materials	
Section 7: 7.1 Evaluation of Pupil Progress	

Please submit comments by February 27, 1989 to:

Jeanne Moellendick, Coordinator
Technology-Based Education/Distance Learning
West Virginia Department of Education
Capitol Complex, Bldg. 6, Room B-318
Charleston, WV 25305