

**EXECUTIVE SUMMARY
WEST VIRGINIA BOARD OF EDUCATION**

**POLICY 2450
VIRTUAL DISTANCE LEARNING**

Background:

Policy 2450 was initially passed in 1989 to address traditional distance learning programs. Changes are being proposed to (1) incorporate virtual, online and other technology-delivered distance learning options; and (2) address SB584, West Virginia Virtual School legislation passed March 11, 2000, effective July 1, 2000.

Proposed Changes:

Changes and updates to Policy 2450 are based on:

1. the recommendations of the review committee;
2. documentation from the Southern Regional Education Board (SREB);
3. the guideline and procedures recommendations developed by the 52 West Virginia teachers who participated in the 1999 Curriculum Technology Resource Center (CTRC) *Going the Distance* seminar; and
4. the discussion session regarding virtual schooling held with the State Board of Education on June 8, 2000.

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

TITLE: Virtual Distance Learning Programs

Section 1. General

- 1.1 Scope-- Establishes requirements for distance, online, virtual and technology-delivered learning programs, including student needs, course content and materials, teacher/facilitator guidelines, 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, funding, and management at the state, county and school levels.
- 1.2 Authority--18-2-5; 18-2E-9
- 1.3 Filing Date--7/28/89
- 1.4 Effective Date--8/28/89

Section 2. Purpose

The purpose of this policy is to assure consistent high quality education for the pupils students of West Virginia while utilizing an alternative delivery mechanism for technology-delivered learning instruction in rural areas and/or for low-incidence and courses. In order for a student to receive credit for a technology-delivered course, he/she must be a student enrolled in a West Virginia public school.

Section 3. Course Delivery Approval

- 3.1 Distance, online or virtual learning courses offered for public school credit shall be approved by the West Virginia Department of Education. In order to deliver distance register the technology-delivered learning courses for credit, providers shall complete submit a "Distance Learning Provider Application Form" an online registration form to the West Virginia Department of Education for approval. In order for students to offer receive distance learning courses for credit, a county superintendent or designee shall verify that courses and providers are WVDE

approved, and submit a "Distance Learning Instruction Notification Form" to the West Virginia Department of Education.

- 3.2 Distance learning courses may be offered approved when curriculum content cannot 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, or any other validated student need to access technology-delivered courses.
- 3.3 Distance learning course content will be reviewed for correlateion with courses requiring the West Virginia Board of Education approved learning outcomes where such exist instructional goals and objectives (IGOs). Copies of the learning outcomes will be submitted by the West Virginia Department of Education to providers submitting a "Distance Learning Provider Application Form." IGOs and instructional policies may be found on the WVDE web page at <http://wvde.state.wv.us>.
- 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.~~ Providers will adhere to the state and federal privacy regulations regarding students.
- 3.5 In an alternative education setting, distance learning shall in no case be a student's only source of instruction. Provisions of State Board Policy 2418: Regulations for Alternative Education Programs for Disruptive Students shall be adhered to including, but not limited to, the provision of behavioral components in addition to academic coursework.

Section 4 Licensure and Training Management

- 4.1 Classroom Course facilitators located in West Virginia schools may be required to hold specific certification/qualifications based upon provider guidelines that may vary from course to course.
- 4.2 The distance learning classroom course facilitator shall receive inservice training or technology-delivered instructions pertaining to the course organization, classroom management, and technical aspects, monitoring of student testing, and securing other student services as needed.
- 4.3 The county superintendent shall designate a distance learning contact at the school level to ensure virtual learning information is provided to students and parents, any necessary affiliation agreements with the course provider are secured, the

course facilitator has been identified, and complete other duties as necessary to provide student access.

4.4 If a course is to be produced and delivered from within West Virginia, the *West Virginia Virtual Course Production* guidelines and procedures must be followed as outlined.

Section 5 Enrollment

~~5.1 Enrollment in distance learning courses 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 65 Course Materials

65.1 Students who take distance learning courses which are required for graduation shall utilize ~~have availability to textbooks selected~~ instructional materials from the West Virginia approved adoption list of textbooks. Exceptions shall be made based upon state textbook instructional materials adoption policy or through the waiver procedure.

65.2 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~~ various instructional practices.

Section 76 Evaluation of Pupil Progress

76.1 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.

6.2 Evaluations of the success of the virtual program must be documented to provide any continued funding requests.

Section 7 Technology Access

7.1 With the statewide technology installations in public schools, students should have access to virtual courses at school.

7.2 When available, student access may be authorized at other equipped locations such as public libraries, community learning centers and homes.

7.3 The school distance learning coordinator will be responsible for assisting students in finding solutions for access.

Section 8 Funding

8.1 Funding for distance learning courses and associated materials may be provided through the school system instructional budgets or grant awards.

8.2 Parents will be responsible for distance learning costs if the selected course is currently being offered at the school and there is no justifiable reason to duplicate the school course.

Section 9 Guidelines and Procedures

9.1 To accommodate rapidly changing options for virtual distance learning, guidelines and procedures will be developed to review operational issues in a timely manner and will include legislation components.

9.2 Whenever necessary to provide appropriate virtual distance learning, the wavier process will be utilized.

FISCAL NOTE WORKSHEET

(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO SB584 RESOLUTION NO _____

SUBJECT Virtual Distance Learning FUND _____

SOURCE OF REVENUE: GENERAL FUND SPECIAL OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

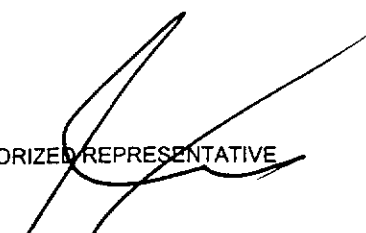
EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ - 0 -	\$ - 0 -	\$To be determined	\$ *	\$ *
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$ 89,000	\$ *	\$ *
2. ESTIMATED TOTAL REVENUES	\$ - 0 -	\$ - 0 -	\$ - 0 -	\$ *	\$ *

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

*The costs for virtual distance learning depend on a number of factors including the student need for specific courses, the options for local funding and the possibility of state course production.

DATE 7/5/80

AGENCY
West Virginia Department of Education

AUTHORIZED REPRESENTATIVE


POLICY 2450: VIRTUAL DISTANCE LEARNING

Comments/Suggestions

Please use this form to comment about proposed Policy 2450. Additional sheets may be attached if needed.

Individual/Organization: _____

Position: _____

Name of County, School, Business, etc: _____

Street Address: _____

City/State/Zip: _____

E-mail: _____

**Comments/Suggestions
Policy 2450**

Section 1--General

Section 2--Purpose

Section 3--Course Approval

Section 4--Management

Section 5--Course Materials

Section 6--Evaluation of Pupil Progress

Section 7--Technology Access

Section 8--Funding

Section 9--Guidelines and Procedures

Please return by August 25, 2000 to:

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