

## **IMBA – DISTANCE EDUCATION**

The Board encourages students to take full advantage of distance education opportunities as a means of enhancing and supporting their education. Distance education means correspondence, video-based, internet/online-based, or other similar media that provides educational courses as a means to fulfill curriculum requirements. Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities and Policy IHBI, Alternative Learning Plans.

If the course is to be taken for credit, then Policy IMBC, High School Credit Options, will apply. Students must have distance education courses approved by the School Principal ahead of time in order to receive credit.

The written approval of the School Principal is required before a District student enrolls in an online or virtual course that is intended to become part of their educational program. Students applying for permission to take an online course must complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in a distance education learning environment.

Approved distance education courses must satisfy both state and local standards; be delivered by staff licensed in the state where the course originates; and contain provisions for feedback and monitoring of student progress. The district requires that a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities be submitted for review before the course is approved.

Students taking approved online courses must be enrolled in the District. The School Principal may grant approval for courses to be taken before, during, and after the school day and on or off the school site. Approval is subject to computer access, teacher availability, adequate supervision, and accredited distance education institutions. Students taking approved online courses are subject to Policy EGA Acceptable Computer, Network, E-Mail, and Internet Use on or off school grounds. Online courses may be taken in the summer under the same conditions as during the school year.

The School Principal will assign a certified teacher of record or guidance counselor to monitor student progress. Approved distance education courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of student record information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher and others.

Students earning credit for distance education courses shall participate in all assessments required by the statewide education improvement and assessment program. Credit courses will require students to meet similar academic standards as required by the District.

Credit for the course is not recognized until an official record of the final grade has been submitted to the School Principal or designee with feedback from the online teacher.

All distance education opportunities not initiated and offered by the District shall be the financial responsibility of the student or his/her parent/legal guardian.

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

Statutory/Regulatory/Policy/Handbook Cross References

ESD Policy EGA (Acceptable Computer, Network, E-Mail, and Internet Use)  
ESD Policy IHBH (Extended Learning Opportunities)  
ESD Policy IHBI (Alternative Learning Plans)  
ESD Policy IHCD/LEB (Advanced Course Work/Advanced Placement Courses)  
ESD Policy ILBA (Assessment of Educational Programs)  
ESD Policy ILBAA (High School Competency Assessments)  
ESD Policy IMBC (High School Credit Options)  
NH Code of Administrative Rules, Section Ed. 306.04(a)(12), Policy Development  
NH Code of Administrative Rules, Section Ed. 306.22, Distance Education  
NH Code of Administrative Rules, Section Ed. 306.27(q), High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program Handbook (Program of Studies)

APPROVED: November 3, 2011

PREVIOUS POLICY: October 24, 1985 – Alternate Educational Experiences