

# **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

## **Distance Learning**

**Series: I34**

**Reference: 126 CSR 48**

**Issued: 03.15.2007**

**Revised:**

**Revision Number:**

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**34.01**Policy Name. Distance Learning Policy for Kanawha County Schools.

**34.02**Definition. Distance learning: A method of instruction delivered by distance technology such as satellites, computers teleconferencing networks, television/radio broadcasts and other mechanisms. Online courses are a form of distance learning delivered through the Internet and web-based software.

**34.03**Rationale or Purpose. In an attempt to meet the ever changing and diverse needs of our student population, Kanawha County Schools creatively uses technology to expand the reach of educational programs. The Distance Learning Policy covers both state and county online courses as well as the distance learning courses offered by Kanawha County Schools. This policy addresses: the target population requirements; criteria for developing and/or teaching both types of courses; enrollment, management, and fees for students; and a guideline for the home school to fully utilize these courses.

**34.04**Scope. The Distance Learning Policy applies to grades preK-12 students in Kanawha County and may include students outside of Kanawha County with permission of the Superintendent or designee.

The developer and/or the instructor are approved by the West Virginia Department of Education as meeting all certification and approval regulations.

School administrators, counselors, and facilitators are included in this policy.

The instructor responsibilities include but are not limited to those in West Virginia State Board Policy 5310 and 2450.

**34.05**Roles/Responsibilities The following entities and individuals have the following roles and responsibilities:

**34.05.1** Kanawha County Schools:

**34.05.1.1** Provide distance learning opportunities for students

**34.05.1.2** Communicate offerings to staff, students, and parents

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**34.05.1.3** Provide certified personnel for course development, revision, and delivery

**34.05.2** School administrator

**34.05.2.1** Provide textbooks and other needed materials to distance learning students

**34.05.2.2** Approve student enrollment in distance learning courses

**34.05.3** School counselor

**34.05.3.1** Enroll students in online classes. Along with course application a signed Acceptable Use Policy is submitted and kept on file at the Distance Learning site.

**34.05.3.2** Communicate with distance learning staff as needed

**34.05.3.3** Record student grades on WVEIS.

**34.05.4** Facilitator

**34.05.4.1** Monitor students taking distance learning courses.

**34.05.5** Course developer

**34.05.5.1** Develop course(s) using the current platform.

**34.05.5.2** Design course(s) that meet the Content Standards and Objectives and 21<sup>st</sup> Century Skills required by the West Virginia Board of Education.

**34.05.5.3** Submit the course(s) to the West Virginia Virtual School for review and approval.

**34.05.6** Course instructor

**34.05.6.1** Teach distance learning course(s)

**34.05.6.2** Monitor student progress.

**34.05.6.3** Grade student work in a timely fashion.

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**34.05.6.4** Communicate with students, parents, facilitators, and school counselors as needed.

**34.05.6.5** Send grades to counselor at the end of each grading period.

**34.05.6.6** Respond to all student questions in a timely fashion.

**34.05.7** Student

**34.05.7.1** Have Internet access for online courses.

**34.05.7.2** Contact instructor as needed.

**34.05.7.3** Complete the course work and take all exams.

**34.05.7.4** Follow all Kanawha County Schools student behavior policies and procedures.

### **34.06** Course Regulations

**34.06.1** Registration up to two (2) weeks after the first day of semester during the fall and spring terms.

**34.06.2** Most Kanawha County Schools online courses are delivered over an 18 week period per 0.5 credit. In Summer School online courses are delivered in a 4 week period per 0.5 credit. Some courses may have an open enrollment

**34.06.3** Required Staff: instructor and developer

**34.06.4** Technical support provided by the Kanawha County Schools Department of Technology.

**34.06.5** Kanawha County Schools grading policies and procedures are followed.

**34.06.6** Some courses may require a deposit which will be refunded upon completion of course(s) and return of all texts and materials.

**34.06.7** Students who enroll in county developed online courses during the regular school year are not charged.

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**34.06.8** Distance learning courses offered as part of the summer school program and/or through the West Virginia Virtual School may require payment as determined by state and/or county.