

660 STUDENT DISTANCE LEARNING

I. PURPOSE

The purpose of this policy is to define the process that allows students to complete a course or a program through distance learning.

II. GENERAL STATEMENT OF POLICY

Alexandria Public Schools recognizes student choice is a cornerstone of the Minnesota Distance Learning Option Act. The school district will make available information about distance learning to all interested students through the administration and counselors. The school administration will develop procedures for allowing students to participate in distance learning options.

III. PROCEDURE FOR DISTANCE LEARNING OPTIONS

- A. A student who enrolls in a distance learning program must notify the school district within 30 days before starting the distance course or program. A student 17 years old or younger who wishes to participate in a distance learning program shall have the written consent of a parent/guardian.
- B. The school district shall award appropriate academic credit to students who have completed the requirements of a distance learning program and secondary credits will be counted toward graduation. The school district shall apply the same graduation requirements to all students, including distance learning students.
- C. The school district shall use the same criteria for accepting distance credits or courses as it does for accepting other transfer credits from other schools and institutions.
- D. The school district may reduce teacher contact time and instructional membership of a distance learning student in proportion to the student's instructional membership in distance courses from an approved distance learning provider. During non-instructional time, the student may be assigned to a study hall, resource room or media center.
- E. The school district shall permit a student to enroll in distance learning courses equivalent to a single school year of classroom-based courses. The school district shall permit a student to enroll in, and grant credit for, courses beyond the maximum under a separate agreement that includes terms for payment of any tuition or course fees.

- F. A student who drops a distance class within the first two weeks of the class shall enroll in another distance or class-based course. The dropped course will not appear on the student's transcript. The student who wishes to drop a distance class after the first two weeks of the class shall be assigned an F for that course and that grade will appear on the student's transcript.
- G. The school district shall permit a student with a disability to enroll in distance learning courses or programs. The student's IEP team will determine the least restrictive environment for participation in distance learning. The student's IEP will reflect the appropriateness of this instructional delivery choice.
- H. The school district shall allow distance learning students the same access to computer hardware and educational software available in the school as all other students in the school district.
- I. The school district shall permit any distance learning student enrolled in the district to participate in the extra-curricular activities of the district on the same basis as other enrolled students.

IV. SCHOOL DISTRICT RESPONSIBILITIES

- A. The school district shall apply specific standards for accepting or rejecting a student's application. The standards will be established by the high school principal and will be a part of the review process.
- B. Within 10 school days of a student's acceptance into a distance learning program, the school district shall notify the student and the student's district of enrollment regarding the student's course or program and the hours of instruction that the student will attempt to complete the program.
- C. The school district shall inform all students accepted into the program that they are required to notify their district of enrollment at least 30 days before taking an online course or program in order to maintain their eligibility for the program.
- D. The school district shall assist a distance learning student whose family qualifies for education tax credits to acquire computer hardware and educational software for distance learning purposes.
- E. The school district shall provide a teacher with a Minnesota licensure in the appropriate grade level and subject area to assemble and deliver instruction to the students in distance learning programs.
- F. The school district shall not permit a teacher to provide distance learning instruction

to more than 40 students in any one distance learning course.

- G. To be in compliance with the requirements of the independent study program, all distance courses provided by the school district through the independent study program will require that 25% of a student's instructional time take place through face-to-face contact. All other distance learning courses are not required to have face-to-face contact, but may use face-to-face contact in conjunction with distance learning. Attendance shall be defined by regular participation in the distance learning environment and satisfactory progress in the distance learning course.
- H. The school site leadership team shall ensure that all distance learning courses and programs are rigorous, align with state academic standards and contribute to grade progression in a single subject. All distance learning courses and programs offered by the school district must go through the regular curriculum review and acceptance process of the school district (see Policy 603).
- I. The school district's Acceptable Use of Networked Information Resources policy will apply to students participating in distance learning courses. Also, the district will not collect any private student data without the consent of the student's parent/guardian for students involved in a distance learning course.

Cross References:

Policy 603 (Curriculum and Program Development or Reduction)

Policy 453/524 (Acceptable Use of Networked Information Resources)

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Alexandria Public School – No. 206

Alexandria, Minnesota