

## **IMBA**

Pittsfield School District

### **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 and Policy IHBI.

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

The written approval of administration 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/guidance counselor/director of college and career readiness 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 licenses 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 and must take the courses during the regular school day at the school site, unless administration has granted approval for remote access based on special circumstances. Online courses may be taken in the summer under the same conditions as during the school year.

The administration will assign a teacher to monitor student progress, grading of assignments, and testing.

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.

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The school district will provide safeguards for students participating in online instruction activities, and Policy EGA/IJNDB will apply.

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 or the final grade has been submitted to administration or designee with feedback from the online teacher.

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.

Reading: July 16, 2009  
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Amended: December 4, 2014  
Reviewed: October 18, 2018  
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