

REGULATION

Rochester Community Schools
Rochester, Michigan 48307

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DISTANCE EDUCATION

The goal of distance education is to provide students with quality educational experiences. Distance education experiences are available to students through video and web based media throughout the normal school day and outside of the normal school day when appropriate. Participation in video and web based learning opportunities is defined as follows:

VIDEO BASED: Video based learning opportunities are available for students in grades K-12. These opportunities may be presented as virtual field trips, interactive teleconferences, collaborative curriculum events, and interactive video based distance education classes. Activities which utilize video based media resources will be coordinated in cooperation with the classroom teacher, building principal/designee, building media specialist, and the Assistant Superintendent for Instruction/designee. A Video Based Distance Education Request Form must be submitted for approval.

WEB BASED: Web based learning opportunities are available for students in K-12. Web based opportunities may be presented as research, tutorials, enrichment, simulation, and web based online courses. Web based courses must be approved by the Board of Education. Students who are interested in taking a web based online course for credit toward graduation must receive approval before registering for the online course. The following guidelines must be adhered to for students to receive course participation approval and or course credit:

1. A Rochester Community Schools Online Course Contract must be completed. The student's parent, counselor, and on-site mentor must review and agree with the student's request to participate in the distance education learning experience. In addition, the building principal must authorize the student's participation request. Each student's educational plan will be reviewed to ensure that the student has completed the appropriate pre-requisites.
2. Online courses are one type of non-traditional credit as defined by the Rochester Community Schools graduation requirements, which are approved by the Rochester Community Schools Board of Education (see Policy 5460). Online courses must be offered through the

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Michigan Virtual High School program, a provider that is accredited by the North Central Association (NCA), or an equivalent regional accrediting agency as approved by the U.S. Department of Education.

3. It is strongly recommended that a student complete a distance education self-assessment prior to signing up for an online course. The purpose of this assessment is to determine whether it is in the best interest of the student to participate in an online course.
4. Students may sign up for a maximum of two online classes per semester.
5. Students participating in an approved online course will comply with the *District Technology Acceptable Use Agreement* and the *Code of Responsible Behavior and Student Conduct*. When the student is participating in a web based course during the normal school day, the *District Attendance Policy* will apply. Students who are found to be in violation of any of these policies will be subject to consequences prescribed by the policies.
6. The District will only reimburse students for online courses that are part of a traditional semester schedule and not available through the District. Online courses may not be used to substitute for Rochester Community Schools high school courses except on rare and unusual occasions as approved by the Assistant Superintendent/designee. A traditional semester schedule consists of six class periods. The District will pay the lesser of the actual course fee(s) or the current dual enrollment rate.
7. Students taking an online course during the normal school day will be provided access to appropriate computer resources and connectivity. If a student elects to take an online course outside of the normal school day, the District is not responsible for providing access to the computer resources or connectivity.
8. If a student elects to participate in an online course during the normal school day, the student must be enrolled in the online course within the first ten (10) days of the semester, the course will be listed on the

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student's schedule, and a certified teacher will be present during the class time.

9. If a student elects to enroll in an online dual enrollment course, all guidelines for dual enrollment must be followed.
10. Students will be required to complete courses within a semester timeframe as established by the district school calendar.
11. An appropriate on-site teacher mentor will be assigned to each student participating in an approved online course.
12. Only grades received via an official transcript from an approved online provider will be accepted. These grades will be reported on the student's high school transcript as credit (G) or no-credit (H). It is the student's responsibility to ensure that the official transcript has been sent by the course provider and received by the high school Records Secretary, unless the certified teacher/on-site mentor has direct access to the official grade for the online course. The school must receive the online provider's transcript within three weeks of the end of the semester. Credit will not be posted on a student's high school transcript until the official online transcript has been received.
13. A student who needs credit from an online course to be eligible for graduation will not be allowed to participate in graduation until the high school receives the official online transcript that indicates the student has earned the appropriate credit.
14. All distance learning guidelines established by the Michigan Department of Education *Pupil Accounting Manual* (see section 5, subsection 5-O) must be followed.
15. Any exception to the district guidelines must be approved by the Assistant Superintendent for Instruction/designee.

APPROVED: December 13, 2004