

# TENNESSEE STATE BOARD OF EDUCATION

## Distance Learning and e-Learning

3.208

### State of Tennessee BOARD OF EDUCATION

#### Policy on Distance Learning and e-Learning

##### 1. General.

- 1.1. The following policy establishes requirements for distance learning and e-learning options for all grade levels, including student needs, course content, teacher/facilitator guidelines, virtual classes, funding, and management at the state, county, and school levels.
- 1.2. The purpose of this policy is to lend guidance to local school districts and assure consistent high quality education for the students of Tennessee while utilizing distance learning and e-learning. This policy is intended to meet the needs of, and is limited to, those students enrolled in Tennessee public schools.
- 1.3. This policy is promulgated under authority of the State Board of Education as authorized in T.C.A. §49-1-301.
- 1.4. This policy becomes effective upon final approval by the State Board of Education.
- 1.5. Districts are encouraged to utilize distance learning and e-learning for students for the following, but not limited to: students with health related issues, for original and accelerated course credit, credit recovery, to ameliorate issues of education equity, or for students that need a nontraditional instructional delivery method.
- 1.6. Students may be permitted to access distance learning and e-learning courses to accelerate, expand and enhance the curricular offerings available to them. These may include highly rigorous courses that are otherwise unavailable including, but not limited to courses that lead to college credit. Further, distance learning and e-learning shall be permissible tools to remediate students towards obtaining the skills and knowledge necessary to meet Tennessee graduation requirements.

##### 2. Course Approval.

- 2.1. Distance learning and e-learning courses may be used to complete courses approved in Policy 3.205, Approved High School Courses. Local education agencies using distance learning and e-learning courses in this way must ensure that the courses meet the applicable State Board approved curriculum standards.

# TENNESSEE STATE BOARD OF EDUCATION

## Distance Learning and e-Learning

3.208

- 2.2. LEAs wishing to offer distance learning and e-learning courses that are not on the list of approved high school courses shall submit those courses to the Department of Education for consideration pursuant to State Board Rule 0520-01-03-.05. This submission shall include, but not be limited to, course content, pedagogical strategies, interactivity, assignments, and assessments. All courses submitted for approval shall be evaluated based upon SREB/NACOL protocols.
- 2.3. Providers of distance learning and e-learning courses shall adhere to the state and federal privacy and safety regulations regarding students and teachers.
- 2.4. In accordance with local education agency policy, distance learning and e-learning may be a student's primary source of instruction. Students who have been expelled from school for long-term periods may, at the student's expense, enroll in distance education and e-learning and receive credit for completed courses.

### 3. Management.

- 3.1. Students may, at the local education agencies' discretion, take courses at the school, from home, or from any location deemed appropriate by local education agency policy.
- 3.2. Local education agencies shall provide for appropriate monitoring of those students taking courses offsite as determined by local education agency policy.
- 3.3. If the course is taken at the school, the student shall be monitored by either a licensed Tennessee teacher or a course facilitator. Course facilitators shall, at minimum, meet the same employment criteria as those who are educational assistants. Course facilitators shall be employees of the school district in which the school is located.
- 3.4. Course facilitators located in Tennessee schools shall be required to complete appropriate training based upon State approved provider guidelines that may vary from course to course.
- 3.5. Distance learning and e-learning course facilitators and teachers shall receive training or technology-delivered instructions pertaining to the course organization, classroom management, learning management system, technical aspects, monitoring of student testing, and securing other student services as needed. This training shall be provided as part of the agreement between the provider and the local education agency and shall be updated annually or more frequently if appropriate.

# TENNESSEE STATE BOARD OF EDUCATION

## Distance Learning and e-Learning

3.208

- 3.6 The director of schools shall designate a distance learning and e-learning contact at both the district level and school level to ensure that information is provided to students and parents, any necessary affiliation agreements with the course provider are secured, appropriate personnel have been identified and placed, and that other necessary duties are completed in order to provide student access.
- 3.7 Distance learning and e-learning courses shall be assigned the same state course numbers and be reflected on student transcripts in the same manner as traditional courses, provided that the courses utilize the same content standards.
- 3.8 An individual virtual school with a school number issued by the Tennessee Department of Education or a virtual school program administered by a public school with a school number issued by the Tennessee Department of Education may increase the enrollment in virtual classes by up to twenty-five percent (25%) over the numbers enumerated in T.C.A. § 49-1-104 if the school administering the instruction has a school effect score of three (3) or higher as reported by the Tennessee Department of Education in the prior year.

### 4. Evaluation of Progress.

- 4.1. The local education agency is responsible for establishing specific procedures for evaluating pupil progress and administering a final grade based upon provider guidelines and district policy. In any case, the final grading scale must be in accordance with the State Board of Education's Uniform Grading Policy.
- 4.2. Students who take courses with associated end-of-course examinations shall take these examinations in order to receive credit in the course. These examinations shall count the percentage of the final grade as outlined in State Board of Education Rules and Policies. Local education agencies shall develop policies to ensure that these examinations are taken in a timely and secure manner in accordance with test security standards.

### 5. Technology Access.

- 5.1. Students who are enrolled in distance learning and e-learning courses shall, at minimum, have access to appropriate technologies and resources at the school.
- 5.2. When available and appropriate, student access may be authorized at other equipped locations such as, but not limited to: public libraries, community learning centers and homes.

<b>TENNESSEE STATE BOARD OF EDUCATION</b>	
<b>Distance Learning and e-Learning</b>	<b>3.208</b>

- 5.3. The distance learning and e-learning coordinator will be responsible for assisting students in finding solutions for appropriate technology access.

**6. Funding.**

- 6.1. A student who participates in distance learning and e-learning courses shall, for funding and attendance purposes, be counted as present for the portion of the school day that would otherwise be occupied if the student were taking the course in a traditional manner. This applies whether the student is taking the course at a school or some other venue.
- 6.2. Funding for distance learning and e-learning courses and associated materials may be provided through the local education agencies' instructional budgets. Further, local education agencies are encouraged to use grant awards or other appropriate funding sources to meet the needs of students in the district.
- 6.3. The local education agency may not be responsible for costs if the selected course is currently being offered at the school and there is no justifiable reason to duplicate the school course.

**7. Guidelines and Procedures.**

- 7.1. The State Department of Education will develop and the State Board of Education will approve guidelines and procedures that make timely accommodations to the rapidly changing options for distance learning and e-learning. The State Department of Education will report annually to the State Board of Education on the status of distance learning and e-learning in the State of Tennessee.
- 7.2. Local education agencies are encouraged to develop policies, guidelines, and procedures related to distance learning and e-learning management, evaluation of progress, technology access, and funding.