

Distance Learning

Date Issued: 6/1/98

5877

Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	PSN Range:	401-499
Type Student:	General (31), Gifted (33)	Level:	K-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11) District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a program of academic instruction for two or more districts using interactive technologies. BOCES is responsible for design and operation of the interactive system, for management of instruction, for reporting student achievement to participating districts, and for evaluation of the service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
-----------------------------	--

<p>SERVICE PLAN REQUIRED</p>	<p>A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.</p>
<p>ADDITIONAL SERVICE PLAN ELEMENTS</p>	<p>An explanation of how BOCES staff manage the instruction provided, including how staff are selected and supervised.</p> <p>Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit.</p>
<p>ADDITIONAL SERVICE PLAN ELEMENTS</p>	<p>Evidence that the service meets the following criteria contained in Education Law §1950(4)(bb).</p> <ul style="list-style-type: none"> • the proposed service will provide additional opportunities for pupils, including those with handicapping conditions • the proposed service will provide cost savings to participating districts, exclusive of additional aid; • the proposed service will insure a greater or more appropriate use of facilities by BOCES. <p>An itemization of equipment to be used in the service, indicating location of the respective equipment items, and a diagram illustrating interconnection of the equipment.</p>
<p>CONTRACTS FOR STAFF</p>	<p>Expenditures for staff secured pursuant to written agreements with public postsecondary institutions will be eligible for BOCES aid if the following conditions are met.</p> <ul style="list-style-type: none"> • BOCES can demonstrate that qualified employees are not available; • BOCES can demonstrate that BOCES staff will be responsible for supervision of instruction; • Contract staff do not assume BOCES responsibility for operation and management of the program; • The contract provides for payment of a flat amount based on the elements of service purchased; and • Contract staff are selected on the basis of instructional skill.
<p>SPECIFIC REQUIREMENTS</p>	<p>Staff members providing instruction must hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct</p>

	supervision of a certified teacher. Service delivery standards and service delivery agreements must be prepared as outlined in the attached document.
AID ISSUES	School district expenditures for renovation or operation and maintenance of "tele-classrooms" are not eligible for BOCES aid. Student materials are not eligible for BOCES aid.

Service Delivery Standards

For Distance Learning Services

Service delivery standards document the basis for the distribution of components in a shared service provided by electronic means, such as distance learning. These components, including hardware, software, telecommunications, and personnel must be distributed according to objective characteristics of school districts including, but not restricted to, numbers of pupils, numbers of staff, or number of buildings.

Service delivery standards must be incorporated into a written document which includes the following three elements. The document must be reviewed on the same three-year cycle as the BOCES' program descriptions.

1. Statement of BOCES Governance

- a. Development, management and control of the service, including determining the nature of the service, the means of service delivery, hours of system operation, development and implementation of security standards and control of individual district use of system hardware or software;
- b. Selection, ownership and control of district-based hardware and software;
- c. Selection and supervision of all personnel involved in provision of the service;
- d. Maintenance of system integrity to insure that no action of an individual school district will degrade the system's operation.

2. Statement of District Responsibilities

- a. defining local service needs;
- b. establishing of planning team(s);

- c. affecting, through participation in distance learning advisory groups, needs assessment, development of service options, delivery modes and pricing; and,

3. Service Delivery Options

The standards will contain a description of each service delivery option which includes:

- a. A description of standardized district-based hardware and software that is used for the service delivery options; and
- b. A description and diagram of the telecommunications network to be used.

BOCES – District Service Agreement

A BOCES – District service agreement must be executed with each participating district and be maintained on file in the BOCES. The agreement must incorporate the service delivery standards and must also include a statement indicating understanding of and agreement with the distance learning service delivery standards.

Agreements must be signed by the superintendent of each participating school district.