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## **After Hours Usage of the ITV System**

The schools of the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM Interactive Television understand the importance of education as being a lifelong learning experience for people of all ages. College level courses, adult education classes, staff in-service, and meetings over the ITV system are available after the normal school day is over and during the summer months as needed. In order to assure that there are no scheduling conflicts, the following procedure has been established: The person requesting the activity contacts the building facilitator to clear the availability of the studio sites requested. The facilitator will determine whether or not the activity can be scheduled and in turn communicate with the sites and people affected by the event.

## **August Workshop**

Prior to the start of each school year, all staff directly associated with ITV, meet at a common location. This workshop brings together all teachers, principals, secretaries or ITV aides, and the director to discuss the handbook, establish procedures, and to meet one another. It is important that ALL schools are represented at this workshop as well as the instructional staff. The workshop is mandatory for the teaching staff and every effort should be made to attend. Teachers will be given a brief period of time to visit with the principals and secretaries of the schools that they will be working with. After lunch, specific teacher/staff training will be done in the ITV classroom for those new to the system.

## **Announcements and Classroom Interruptions**

Schools are asked to limit the broadcasting of their school announcements into the ITV room during ITV classes. Also, students are not to be called out of the classroom for any reason other than an emergency. Only students who are enrolled in the ITV class are allowed in the ITV classroom unless arrangements have been made through the building principal and cleared with the teacher.

## **Attendance**

Attendance is to be taken by each ITV teacher every day. If a student was absent or tardy, he/she should display on the overhead camera a note or excuse signed by the principal or secretary. Failure to produce such a note or excuse warrants an unexcused absence/tardy and the principal should be notified. It may be helpful for teachers to include the number of absences/tardies on the 9 weeks grading form. The teacher from the sending school may have a more strict attendance policy than that of the receiving school and students need to be aware of the limits.

## **Calendar and Starting Times for Class**

The GREAT NORTHWEST DISTANT LEARNING CONSORTIUM have adopted a common calendar and starting times for ITV classes. The intent is to provide as much educational programming time with as few interruptions as possible. The calendar and a copy of the current schedule can be found in the appendix. All classes will run as follows:

Early Bird – 7:50-8:40 am 1<sup>st</sup> Period – 8:40-9:30 am 2<sup>nd</sup> Period – 9:30-10:20 am 3<sup>rd</sup> Period – 10:20-11:10 am 4<sup>th</sup> Period – 11:10-12:00 am 5<sup>th</sup> Period – 12:30-1:20 am 6<sup>th</sup> Period – 1:20-2:10 pm 7<sup>th</sup> Period – 2:10-3:00 pm Late Owl – 3:00-3:50 pm.

An alternative afternoon schedule which mirrors Williston State College's schedule is recommended for those students interested in dual credit classes. The alternative afternoon schedule is 12:00-1:00PM, 1:00-2:00PM, 2:00-3:00PM, and 3:00-4:00.

All schools should synchronize their clocks.

The common calendar is voted on by the GNWLC Board of Directors (comprised of Superintendents from each of the participating schools). Member schools are asked to abide by the calendar as closely as possible to ensure that DPI requirements are met.

### **Cheating**

Although a remarkably high percentage of ITV students are honest, there are a few students who will attempt to cheat during test taking. All notebooks, books, and materials must be put away during testing time. If at any time a student is observed to have these items accessible during a test, it is sufficient evidence of cheating. If a student is believed to be cheating during an ITV class:

The ITV teacher will contact the remote site principal and request a telephone conference with the student, teacher, and principal. The student will be confronted with the evidence of cheating. If in the opinion of both the teacher and the principal that the student was indeed cheating, the student will receive a grade of zero for the worksheet or test given.

- SEE ALSO - (Testing)

### **Classroom Monitors (During Testing)**

Each school is to readily provide a monitor at the request of a teacher for monitoring tests. When teachers send out the test to the schools, they should place a note with the tests letting the school know the time and day of the test and to schedule a monitor. If there will be a cancellation or delay in the giving of the test, teachers should notify the monitors in advance so that the monitors can adjust their schedule accordingly.

### **Class Rosters**

Each school is required to provide a copy of their class rosters of ITV students to the sending site teacher. This should be done during the August ITV staff workshop. The roster should include the name of the student and their grade level. If rosters are not available by the August meeting, they should be faxed or sent to the teacher as soon as they become available and prior to the first day of class.

### **Class Size and Enrollment Limitations**

1. Class size at a remote site can not exceed 10 students. (College classes are an exception) Allowing more than 10 students requires an aide in the classroom to zoom in the camera at students who speak and to help the teacher manage the class. The number of home site students will vary based on the overall class size and the request of the principal and teacher at the home site. (No more than 12 are recommended)
2. Remote sites may have more than 8 students (but not more than 10 without an aide) only if the total number of students at remote sites does not exceed 24 students.
3. The recommended maximum total number of students at remote and home sites is 28 unless approved by director, principal and teacher.

4. Each of the sites may select up to 8 students prior to the April 15th “lock in” deadline for scheduling. After the deadline, students will be allowed to add only if approved by the director. The director will allow additions based on the maximum size limitations outlined above.

5. April 15th is the deadline for student enrollment signups by building principals.

After that date, each school is financially responsible for the number of students that they have reported to the GNWLC director.

### **College Courses for High School Students**

Williston State College provides college level courses for GNWLC students. The procedure for enrolling students is as follows: Step 1 – Principal requests (by the lock in date) to the GNWLC director a WSC course for the following school year. Step 2 - The GNWLC director works with WSC officials in making the course available to the school(s) requesting. Step 3 – WSC sends to the school Principal a packet of information that contains further information and registration and enrollment forms. Step 4 – Information in packets are completed and enrollment/registration process begins. Step 5 – Students attend ITV classes as requested by WSC instructor. Please note that WSC schedules may vary from the GNWLC schedule. The students and the ITV classroom are to be available during days that may normally be considered “off days”. (such as parent teacher conferences, spring break, teachers convention, pep rallies, etc)

Because these are college classes, students will be considered absent if they are not in attendance unless arrangements have been worked out with the WSC instructor.

College instructors are not responsible for sending out mid-term grades to schools.

Problems that schools or students may have with these courses should be directed first to the college instructor, and then to the GNWLC director.

### **Discipline Procedure**

A Student Discipline Policy has been established by the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM. (See appendix A) The sending teacher is responsible for the discipline of all remote sites as well as their own site. Despite the fact that a supervisory television monitor is placed in the administrative office, the teacher must be responsible for the discipline of the class. The Student Discipline Policy must be signed by both the student and a parent. Policies not returned signed by both will result in the student being removed from the class. A copy of the policy is to be kept on file with the principal and sent to the ITV teacher upon request. Communication with the building principal is important if a problem should arise. See also...First Day of Class.

### **Evaluation**

The GREAT NORTHWEST DISTANT LEARNING CONSORTIUM is committed to evaluation of the ITV curriculum and its staff. Principals from the sending sites are responsible for the formal evaluation of their instructors. Principals are encouraged to communicate with each other any deficiencies or expertise that would help in making the ITV instructor and/or class more effective.

### **Field Trips**

Any gathering of GREAT NORTHWEST DISTANT LEARNING CONSORTIUM ITV students at a location other than their home site constitutes a field trip. This includes gatherings scheduled before, after, or during school hours.

Procedure: The teacher must receive approval from the principal of each site before scheduling or talking with the students about the field trip. Teachers should prepare an outline of what the field trip consists of to help principals determine whether or not their school will participate in the trip.

Transportation arrangements must be approved by the building principal from each of the sites affected.

Approval and transportation arrangements must be made at least one full week before the activity.

Limitation: All classes shall be limited to a maximum of one field trip per semester. No out of state field trips are allowed during the school year.

Any activities scheduled while school is not in session become the sole responsibility of the instructor and not the Great Northwest Distant Learning Consortium.

### **First Day of Class**

An administrator or designee from each of the remote sites shall be responsible for the introduction of the ITV system to the students and the expectations that are required of them.

The GREAT NORTHWEST DISTANT LEARNING CONSORTIUM ITV Discipline Policy (see appendix) is to be distributed and read to each class in each of the sending and remote sites by the administrator or designee. The students are to return the discipline policy sheet (with their parent's signature) to the administrator within the first week of school. Teachers may request a copy of the signed discipline sheets for their own use.

### **Grading and Midterm Reports**

Any grades or midterm reports that are needed by the receiving site(s) should be sent to the principal upon request. Each of the school districts involved have slightly different procedures for grading. For this reason, communication between the sending teacher and the remote building principal is necessary. Grades sent to schools by teachers will be sent in PERCENTAGE FORM.

A form has been provided (see appendix B) and must be used at the end of each 9 weeks grading period to report final grades. This copy is sent to the building principal of the receiving school. This form is the official grade form. Computerized forms are acceptable as long as the same information is given. If any computerized form is used, please attach a copy of the official grade form along with your signature to it. It is the responsibility of the receiving school to adjust and convert the grades sent to them to match their grading scale. (The teacher is only responsible for sending the school the PERCENTAGE GRADE.

College instructors do not send out midterm reports or end of 9 weeks reports to schools. (Except in the case of dual credit classes)

### **Material Transfer and Fax No-No's**

Any tests, worksheets, or other correspondence that need to be sent to remote sites should be done before class starts. (Preferably at least one day before class starts) When sending mail to remote sites, please address it to the principal or school secretary and note "ITV material" on the envelope. E-mail should be the primary means for sending/receiving correspondence. It is recommended that a fax machine and telephone be located in all remote teaching labs. The fax machine should not be used in situations where a number of pages need to be sent as it is not cost effective. Also, last minute faxing should be done only in emergency situations where materials have been misplaced. Please give the receiving school adequate time to make copies of this material.

### **Offensive Material and Language**

It is understood by all members of the Great Northwest Distant Learning Consortium that the standards of an individual school may be different than those of another. For this reason, a sincere effort must be put forth by each school and teacher, to use a conservative approach for delivery of instruction and classroom acceptance. Everyone needs to realize that what is seen and said on the system is audible and viewable by students of all ages as well as parents and visitors.

### **Monitoring of the classroom**

While it is the responsibility of the teacher to monitor the behavior of the students in an ITV classroom, it is also within the scope of the building principal and secretary to observe student behavior and classroom control. Care must be taken to avoid interrupting a lecture or class activity by this type of monitoring. If there are concerns in the classroom, whether it is by the students or by the teacher, a private telephone call between the teacher and the in-house monitor is the recommended method for resolving these types of problems.

### **Parent Teacher Conferences**

Parents need to be kept informed about their child's progress regardless of the instructional delivery system used. Parent/teacher conferences will be conducted primarily through the video conferencing system.

### **Registration of Students**

Registration for ITV classes begins in February and March by the director and each of the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM building principals. The final registration totals will be compiled and verified with the individual districts no later than April 15. Each school district will be financially accountable for each student registered on April 15. Consideration may be granted by the director for special situations that affect registration numbers after April 15. (Example: registered student moves out of district) Additions to student registration will be approved by the director provided that enrollment figures have not been exceeded.

Williston High School will host a link for the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM at .....

### **School Activities**

ITV teachers should be kept informed of any special school activities that apply specifically to their class. On days where activities (homecoming, tournaments, lyceums, etc.) cut into class time, the classes should be taped by the remote sites so as not to fall behind. The taping is the responsibility of the students who are missing the class.

Schools are encouraged to schedule as few activities as possible during school time so as to minimize lost educational time. If your school publishes a monthly or weekly calendar of events, please fax or send a copy to your ITV teachers as well. (In many cases, schools publish their calendar of events on their web site.)

### **Semester and Final Tests**

Many schools have an exemption policy for taking semester and final tests. Students at remote sites must go by the policy of the sending teacher's school regarding test exemptions. Arrangements for the test taking can be worked out between the teacher and the students of the schools involved. In the event that a school did not follow the GNWLC common calendar, it is the responsibility of that school and the students to be available for testing even if their school is not in session.

### **Site Facilitator**

Each of the schools in the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM will be asked to designate a site Facilitator at the Board of Directors Annual Meeting in July. This is the person who will be contacted by the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM ITV director throughout the year as needed. Distributing materials, helping test equipment, opening the doors to the school and ITV room for an adult class in the evening, and general ITV communications with the Director are part of each Site Facilitators duties.

### **Site Visitations/Meeting with Students**

Arrangements are to be made by all sending teachers to meet face to face with their students at least once per year. (Early in the semester is most valuable) All visitations/field trips must be cleared with the sending site principal and communicated to the remote sites in advance.

### **Specific Duties – Board of Directors**

1. Make all arrangements for the fall pre-school workshop with Principals, Teachers, & Secretaries.
2. Make all arrangements for each of the Board of Directors meetings throughout the year. This includes working with the Chair to develop an agenda and distributing pertinent information prior to and at the time of the meeting.
3. Develop pamphlets, booklets, newsletters, and other written materials relative to the Great Northwest Distant Learning Consortium ITV system and to distribute these materials to appropriate sources.
5. Serve as the central information source for questions related to distance learning and ITV.
6. Develop and oversee the budget of the consortium. Work with the LEA in the approving of payments and the monitoring of receipts.
7. Recommend the purchase of new equipment and materials on an as needed basis so as to improve the quality of instruction and/or the cost effectiveness of the consortium.
8. Work with the appropriate parties to schedule all ITV activities & events, including 9 -12 scheduling, IVN events, Adult Ed., and Community events.
9. Be involved with the securing of grant funds and e-rate activities.
10. Provide help to individual schools regarding their internet connection via GNWLC

### **Specific Duties - Principal or Site Facilitator/Secretary**

1. Distribute and read to all students the Student Discipline Form on the first day of school. Require that they be signed by students and parents. File the forms in your office.
2. Attend Scheduling Meetings and return your requests for classes to the director. This activity starts in February and ends April 15.
3. Communicate with other administrators and the director regarding evaluation of staff and the ITV system.
4. Work with Williston State College and their Instructors concerning college level courses.
5. Periodically monitor the behavior of your students and the sending teacher from the remote monitor as well as occasional visits to the ITV classroom. Establish a good working relationship with the teacher.
6. Communicate with the director any equipment problems or other items that could be improved upon in the ITV classroom.

7. Attend the Fall ITV Workshop and the scheduling meetings. These workshops will help in keeping the system healthy by allowing everyone involved to air their views and to get to know the people on the system.
8. Work with the Director and other building Principals in finding quality teachers within the consortium to teach courses requested by students.
9. Make sure that tests, worksheets, and class related materials are copied and in the hands of the students at the start of the class period.
10. Be available or assign someone to monitor tests at the request of the sending teacher.

### **Specific Duties - Superintendent or Board Representative**

1. Attend the Board of Directors meetings - (Normally 2 or 3 times per year)
2. Provide the Director with suggestions and input relative to Interactive Television and the GREAT WESTERN System.
3. See to it that all financial obligations to the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM LEA are met, as well as the local payment of line charges to the telephone companies.
4. Serve as the spokesperson for your school district in the event that problems occur relative to their involvement with the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM ITV System.
5. Work with your building Principal to help carry out the policies, procedures, and guidelines set forth by the Board of Directors.

### **Staff Reimbursement/Per Student Costs**

ITV instructors who assume the added responsibility and work load associated with ITV classes need to be compensated. The GNWDL board recommends the following payment schedule: For each year long class taught, the instructors will be compensated \$250.00 per remote site student per year to a maximum of \$1500.00. Instructors' compensation for a one semester class would be ½ of the above.

The sending sites will charge the receiving sites \$300.00 per student per year. In the event that a sending site does not have local students participating in class, the charges to the receiving site will be negotiated between participating school administrators to recover costs.

### **Teacher Absence**

There will be times when an ITV instructor will be absent due to illness, leave, or other reasons. The hiring of a substitute teacher is up to the discretion of the sending site principal.

Unless the substitute teacher has had ITV training, it may be advantageous for the principal to notify the other schools & the GNWLC director that there will be no teacher for that day and that the remote site students will be unsupervised. Due to liability and cost of the classroom equipment, students should not to be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

### **Teacher In-service**

All teachers who are new to teaching Interactive Television are required to attend an ITV training workshop to become familiar with the system and teaching methodology. These workshops will be available in the afternoon following the August ITV workshop. Any instructor, administrator, or

board member of a GREAT NORTHWEST DISTANT LEARNING CONSORTIUM school may attend.

### **Technical Downtime**

In the event that a receiving site is not functioning correctly, (1) the sending teacher should first call the receiving site. (2) If the problem is beyond local adjustments, the sending instructor should than notified the help line at 701-777-6486.

After notification by the sending teacher, the receiving school(s) will be responsible for student supervision until the problem has been corrected. If receiving sites are able to hear and see the instructor, the class should be able to continue as normal.

If at all possible, teachers should have standby activities, available at each remote site (video tape, worksheets, etc.) so that students can remain on task as much as possible in this type of situation.

### **Testing**

To ensure that cheating does not take place at remote sites, instructors are to request that an adult monitor be in the room to distribute, monitor, and collect, all tests. Do NOT allow a test to be distributed to the students until the monitor is present. The collection of papers and tests should be done in camera view in the presence of the teacher. By following this procedure, students at all sites are assured that no one has the opportunity to cheat.

In the case of a drop quiz or unannounced test, the instructor will request that all papers be turned in to a mailing envelope that is in camera view of the instructor at all times. When the last student has completed the quiz, that student is responsible for sealing the envelope and returning it to the office for mailing.

SEE ALSO - Classroom Monitors -

### **Textbooks and Classroom Materials**

A Course Description Web Page by each teacher is placed on the GNWLC web site at ..... This page contains a list of each of the GREAT NORTHWEST DISTANT LEARNING CONSORTIUM course offerings and their description and materials needed for the next school year. It is the responsibility of the sending site instructor to provide the director with an updated list of their requirements for the course each year prior to school letting out. The web master will place it on the GNWLC Web Site as soon as it is received. This list shall be used for ordering materials and registration purposes.

Each receiving site will be responsible for purchasing (or borrowing/selling from another school) their own books and materials for the upcoming year. (See also, REGISTRATION OF STUDENTS) If a school has books and materials that they wish to sell, please notify the director so that the information can get posted on the GNWLC Web Site.

### **VCR Usage**

Schools and teachers are to use good judgment and common sense when playing videotapes over the ITV system. Copyright violations, suggestive content, and the relevance to the curriculum are all areas that need to be taken into consideration before showing the videotape over the system. Teachers are not to show movies for entertainment purposes. At least one bank of lights should remain on during a tape being shown so that students can be properly supervised.

**Web Site** Great Northwest Distant Learning Consortium maintains a web site on the internet for usage by its members. The location can be found at .....



The Great Western Network schools are proud and excited to offer our students a means of furthering their education.

Two-way Interactive Television is a means for school districts to provide low-incidence courses that may not normally be available to students because of low enrollment or lack of qualified personnel.

Because of the uniqueness of this technology, certain standards are expected of students enrolling in these courses. This policy is intended to make both students and parents aware of the standards expected of students enrolling in such courses. As a student taking ITV courses, I am aware that:

- 1) Certain standards are expected of me as a student and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
- 2) Inappropriate language or gestures will not be tolerated.
- 3) Because of the technology, anything I do in the classroom can be taped.
- 4) Classroom procedures must be followed:
  - A) Students must sit within camera view at all times.
  - B) Students must not mishandle the classroom equipment.
  - C) Students must follow all other rules as specified by the teacher.

The following procedures will be followed for students who cannot follow the above listed rules:

**First Offense:** The student will be given a verbal warning and told that his/her parents will be notified by letter of the infraction. The classroom teacher will send a letter to the parents. A copy of the letter will be sent to the student's principal.

**Second Offense:** The student will be removed from the class and a telephone conference with the parents, administrator, teacher, and student will be held before the student is allowed to return to class.

**Third Offense:** The student will be removed from the class and receive a failing grade for the semester.

\* A building administrator and/or the ITV Director are also authorized to discipline ITV students as described above.

**I have read and understand the policy above and agree to everything stated.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## APPENDIX C

The Great Northwest Distant Learning Consortium's schedules for 2004-2005:

Aug 23	First Day of school
Sept 6	Labor Day
Oct 20	End of 1 <sup>st</sup> 9 weeks
Oct 21-22	Teachers' Convention
Nov 4	Parent/Teacher conferences 4:00PM-8:30PM
Nov 5	Parent/Teacher conferences 8:00AM-10:00AM
Nov 11	Veterans' Day
Nov 12	No School
Nov 25-26	Thanksgiving Break
Dec 22	Last day of class prior to Christmas break
Jan 3	School resumes
Jan 14	End of 2 <sup>nd</sup> 9 weeks
Jan 26	Williston Teacher Learning Center in-service days
Feb 21	Presidents Day (no school)
March 16	End of 3 <sup>rd</sup> 9 weeks
March 17-18	Spring Break
March 25	Good Friday
March 28	Easter Monday
May 19	Last day school year

This proposal assumes a second evening parent/teachers' conference to be set by individual school districts.

Early Bird:	7:50-8:40AM	Period 4:	11:10-12:00	Late Owl:	3:00-3:50
Period 1:	8:40-9:30AM	Period 5:	12:30-1:20	Alternative PM:	12:00 – 1:00
Period 2:	9:30-10:20AM	Period 6:	1:20-2:10		1:00-2:00, 2:00-3:00, 3:00-4:00
Period 3:	10:20-11:10AM	Period 7:	2:10-3:00		