

Distance Learning Policy

The administration of Faith School District recognizes the significance of organizing the distance education initiatives of the institution so that a well-coordinated program will be delivered. Coordination of distance education initiatives is required to provide the resources and assistance for faculty, to provide support services for distance education students, to maximize the use of school resources with a minimum of duplication, and to ensure consistent and fair policies and procedures related to faculty and students. Organized and well-coordinated programs facilitate and strengthen the school's image as an innovative and technologically sound institution.

Rapid advancements in technology will undoubtedly create new methods for providing and delivering distance education. Therefore, policies and procedures that impact distance education will continuously change and these guidelines reflect the latest developments at the time of printing. As changes occur that are internally developed, required by the South Dakota Department of Education, this document will be revised to incorporate those changes.

Academic:

1. Academic calendar:

Starting dates for DDN classes as well as other holidays, in-service days, or non-class days will be based upon Faith School District 46-2's calendar.

2. Late Starts:

If the Faith School District 46-2 starts late, it would attempt to teach any DDN classes that are scheduled with any adjustments that may be necessary.

3. School cancellation:

When the Faith School is cancelled or closed due to inclement weather or unforeseen circumstances, DDN classes are cancelled. The teacher will determine necessary class adjustments for that particular day.

4. Course quality:

We adhere to the state standards and aligned course guidelines.

5. Course and program evaluation:

This program will follow the established course assessments for Faith School District 46-2.

6. Credits earned:

Students will receive one (1/2) credit per semester at Faith High School.

7. Grading:

Students will be graded according to the Faith School District 46-2 established four-point grade system.

8. Admission:

Enrollment will be determined by the space available and by meeting the minimum requirements (grade level; prerequisites) for the course.

9. Curriculum review:

All courses offered will follow the established curriculum review procedure.

10. Approval process:

The requesting district will assure that students have the class pre-requisite requirements and the ability necessary to be successful in the program.

11. Class sizes/sites:

There will be a limit set for the number of remote sites for any generated DDN course. The number of students will be determined by the DDN facility, with the maximum being 25 students.

Fiscal, Geographic, and Governance:

1. Tuition rates for courses received:

Tuition rates for DDN and Internet courses provided to the Faith School from other sites will be approved by the Faith School District Board of Education at the yearly budget review. The deadline for registration is approximately two (2) months prior to the start of the class. Registration is considered complete when the Faith School District 46-2 principal receives the student's registration form and sends confirmation to the provider.

2. Tuition rates for courses generated:

Tuition rates for DDN and Internet courses generated at Faith and delivered to other schools will be approved by the Faith School District Board of Education at the yearly budget review. The fee does not include materials or textbooks. The deadline for registration is approximately two (2) months prior to the start of the class. Registration is considered complete when the Faith School District 46-2 principal receives the student registration form from the prescribing school and the prescribing school principal sends written confirmation.

3. Contracts with collaborative associations:

Partnerships and associations will be considered. A cooperative agreement may be with, but is not limited to, surrounding school districts:

4. Board oversight:

The policy will be Faith School District 46-2 School Board approved.

5. Administration cost:

- Video tapes: The sole purpose of the tapes is for instruction. Sale, taping or reuse of material is prohibited without the permission of the teacher and the Faith School District 46-2.

- A teacher will be paid a stipend per semester or per hour based on the type of class. Compensation will be determined and negotiated by the Faith School District School Board.
 - A Stipend/extra duty pay will be determined by the Faith School District Board on a yearly budget review to be paid for delivery of a class during normal/outside class instruction.
 - Release time for training instructors and class preparation will be determined by the Faith School District 46-2. Teachers new to the interactive system will receive training prior to teaching. Training for instructors will follow the DTL Academy curriculum as designed by the state of South Dakota. The opportunity to do visitation to other sites doing similar instruction is possible. Professional leave will be at the discretion of the site administrator. Faith School District 46-2 will pay the cost of substitute pay and transportation to visit another site.
6. Course offerings:
Course offered via the DDN, Internet, and other distance mediums will be selected by the school administrator and approved by the Board of Education.
7. DDN facility use for other than Faith School District faculty or enrolled students of the Faith School District:
- All users will be required to have an on-staff facilitator.
 - The facilitator compensation will be the sole responsibility of the individuals using the DDN facility. The rate of compensation will be agreed upon between the facilitator and users.
 - If courses extend over multiple dates a responsible adult enrolled in the course may be appointed to serve as facilitator by the school administrator.

Faculty:

1. Class requirements, grading, make-up requirements, schedules, etc. will be provided by the teacher. These policies will be the policies of Faith School District 46-2; if you have questions, see your local site administrator.
2. The rate for the teacher stipend will be negotiable and approved by the Faith School District 46-2 Board of Education.

Site Coordinator/Designee:

1. The high school principal will be designated as the site coordinator for primary contact for all matters dealing with telecourses. Duties may be completed by someone other than the site coordinator; however, the site coordinator should be responsible for the coordination of the actions.
2. Site coordinator responsibilities include

- Provide names, addresses and phone numbers of coordinator for contact information provided to all schools. Supervise the set up of classroom, ensuring cameras and microphones are operational. Collect assignments from students and fax, mail, or deliver, copy and distribute the materials to students as required by the host teacher.
- Collect assignments from students and fax, mail, or deliver them to the host teacher as required.
- Safeguard all testing materials received from the host teacher.
- Provide supervision of students during testing as needed.
- Assist students in contacting host teacher outside of normal class time by phone or conference.
- Receive updates and information regarding further programs; distribute this information within school district as needed. Participate in meetings for administrators to exchange information.
- Inform host teacher of any special health or learning disability needs of remote students.
- Inform host teacher of any disciplinary actions regarding remote students.
- Contact DDN for technical difficulties.
- Coordinate the taping of classes for known absences when remote site does not have class and class is still being conducted by the host. Make contacts as needed with the host teacher at beginning or end of each class.
- Ensure each student signs a student policy and maintain a copy within students' records.

Adopted: January 9, 2006