

## **Announcements, Classroom Interruptions and Missing class**

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. When at all possible, we ask principals to avoid allowing students to miss class for frivolous reasons. (prom decorating, grand march practice, meetings with coaches, etc.) Missing more than 10 periods of instruction in a semester may warrant no credit for the course.

## **Attendance**

Attendance is to be taken by each ITV teacher every day and reported on PowerSchool. 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**

Each year the GREAT WESTERN NETWORK board of directors adopt a common calendar that is used as a guideline for the consortium hired teachers. In addition, the consortium hired teachers are placed on the GWN class offerings schedule where they are most needed. 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 on the GWN web site.

## **Cheating & Taking Tests**

If a student is believed to be cheating during an ITV class:

The ITV teacher will contact the remote site principal or site facilitator 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.

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.

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 Size and Enrollment Limitations**

1. The recommended size for a class at a remote site is 8. Allowing more than 10 students is possible in certain cases where the total number of students in the class is reasonable and is not a burden to the instructor.
2. The recommended maximum total number of students at remote and home sites is 28 unless approved by director, principal and teacher. The type of class, size of the ITV room and the maturity level of students should be considered when enrolling students.

## **Crisis Situations**

There are an increasing number of situations happening in schools that involve lock-downs, suicides, threats, etc. While each school has their own procedure set up to handle these situations, it is important that we remember that students in the remote locations can be very close to their ITV classmates as well. Please try to inform site facilitators and the GWN director of any crisis situation that may arise. If principals/counselors have instructions for teachers regarding their students, pass that information along to the ITV teachers as well. (Example: will students be allowed to leave the room to see a counselor?) Each situation and school is different and it is important that we communicate with each other.

## Discipline Procedure

A Student Discipline Policy has been established by the GREAT WESTERN NETWORK. (Found on GWN web site) The sending teacher is responsible for the discipline of all remote sites as well as their own site. The Student Discipline Policy must be signed by both the student and a parent. A copy of the policy is to be kept on file with the site facilitator and sent to the ITV teacher if requested.

## Evaluation

The GREAT WESTERN NETWORK 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 and the director) any deficiencies or expertise that would help in making the ITV instructor and/or class more effective. Consortium hired teachers fall under the supervision of the GWN director and feedback from the principals should be provided accordingly.

## Field Trips and/or Site Visits

Any required gathering of GREAT WESTERN NETWORK 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.

Arrangements can also be made by ITV teachers to meet face to face with their students. This can be accomplished by site visits or meeting students at school sponsored events. These arrangements need to be cleared with a school administrator and communicated to the remote sites in advance.

## Grading and PowerSchool

PowerSchool has been implemented for grading and reporting. Consortium hired teachers are required to use GWN PowerSchool. Those teachers who only teach to one or two remote sites may elect instead to just work with the individual schools PS rather than using GWN. (this would require them to have login rights to each of their schools) Please note that the GWN board of directors has an approved calendar and currently operates on a semester grading scale. (not quarterly) Unless a sending site teachers communicates with you that his/her quarter ends on a certain day, you may go in to PS and choose your ending quarter day for the quarter grades for your individual school.

The receiving school will follow the teacher's intent in regard to the grade placed on the report card. For example, if a 72 percent is a D on the scale that the teacher uses, it will also be placed on the remote site Power School as a D along with the 72 percent value.

## Material Transfer (tests, worksheets, other)

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. The fax machine should not be used in situations where a large number of pages need to be sent. Also, last minute faxing/emailing 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. Teachers are encouraged to use web/cloud based sites/blogs, etc. for transferring materials and management of classroom resources. (Moodle, Edmodo, etc.)

## Monitoring and management 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, secretary and/or site facilitator 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 be 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 type of problems. Students need to be in camera view at all times and at least one bank of lights needs to be on so that students can be viewed by the teacher and/or the office monitor.

Allowing students to mute their microphones is not recommended unless the situation is warranted. Examples of when muting mic's might be warranted include announcements, excessive noise coming from a site, or other distractions to the ITV class.

## Offensive Material and Language

It is understood by all members of the Great Western Network 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.

## Recording / Playback / Live Streaming of classes

GWN works with ITD in having all classes recorded digitally so that students missing classes are able to watch them online at home or school. This also is useful for administrators in the event that there is a discipline problem or bullying taking place. Students need to be informed that they are to keep themselves on camera and not have the microphones muted. The link for watching the classes is on the GWN web site.

## Registration of Students

Registration for ITV classes begins in January. The final registration totals will be compiled and verified with the individual districts on a "lock in" date established by the director. (usually towards the end of March). These numbers will be used to hire staff for the upcoming school year.

Each teacher has a web page that describes their class and outlines materials to purchase for the class. Their page is on the GWN web site at [www.greatwesternnetwork.com](http://www.greatwesternnetwork.com). Unless noted, it is the responsibility of the individual schools to take care of their textbook and material needs for the next school term.

## 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, students are responsible for watching their recorded class online.

## 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** teachers 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 GWN 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 WESTERN NETWORK will be asked to designate a Site Facilitator at the Board of Directors Annual Meeting in July. This is the person who will be the main contact person in charge of the day to day operations of that schools itv room and students taking itv classes. Distributing materials, helping troubleshoot equipment problems and general ITV communications with the teachers and GWN director are part of each Site Facilitators duties.

It is the site facilitator's responsibility to introduce the ITV system and procedures to the students prior to the first day of ITV class. A few students from each class should be adequately trained to use the system and be able to adjust camera and volume levels. The site facilitator is responsible for distributing and reading the GWN Discipline

Policy and letter from the director (see appendix).

## **Staff Reimbursement**

The LEA for the GREAT WESTERN NETWORK ITV system is the Turtle Lake School District. (Susan Davis is the contact person.) The following guidelines are to be used when making a claim for reimbursement or payment.

- 1) Use the GREAT WESTERN NETWORK ITV voucher form when requesting reimbursement. (found on GWN web site)
- 2) Travel to and from GREAT WESTERN NETWORK meetings will not be reimbursed by the LEA. Each individual school is responsible for their own travel expenses.
- 3) ITV teachers that travel to a remote site to teach will be reimbursed by the LEA for mileage upon voucher claim.

## **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 GWN 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 be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

## **Teacher Stipends**

All GREAT WESTERN NETWORK teachers will receive a stipend for teaching ITV classes if their class meets on a 5 day per week schedule. The rate is currently set at \$700.00 per semester and/or \$1400.00 per year for teachers teaching to 1 remote site. If a non-GWN contracted instructor teaches a 2<sup>nd</sup> section and there are 5 or more students in the remote sites, the teacher will be paid an additional \$350 per semester for that class. (teaching a 3<sup>rd</sup>, 4<sup>th</sup>, etc. class will not be given additional compensation) For each additional remote site, an additional \$100.00 will be paid. The amount of the stipend + teachers retirement and FICA will be paid by the sending site school district. The school district will be reimbursed from the GWN LEA for the stipend and tffr + fica costs by calculating stipend x 20 %. The stipend is given as reimbursement for additional time that is needed in preparation for teaching ITV classes. This preparation includes ITV workshops, before and after hours meetings, technical troubleshooting, and general working conditions that are above and beyond the normal teaching load of a traditional classroom teacher.

## **Web Site**

Great Western Network maintains a web site at [www.greatwesternnetwork.com](http://www.greatwesternnetwork.com) .