

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.)

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 absence/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 WESTERN NETWORK 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 **start** as follows (Central times are listed, subtract 1 hour for Mountain time):

Early Bird – 7:40 am 1st Period – 8:30 am 2nd Period – 9:25 am 3rd Period – 10:18 am
4th Period – 11:13 am 4A/5 period – 12:06 am 5th Period – 12:32 am 6th Period – 1:32 pm
7th Period – 2:32 pm Late Owl – 3:22 pm

Ending times for each class are not listed; however, 50 minutes of student contact time is required by the Dept. of Public Instruction.

All schools should synchronize their clocks to match the GWN Channel 03 time (see also Channel 3). This clock is set and updated daily from the U.S. Naval Academy Web Site and can be used as a standard. To check for correct time on the internet, go to this link: <http://www.time.gov/>

The common calendar is voted on by the GWN 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.

Channel 03

(For fiber schools only) Tuning in to channel 03 in the ITV classroom will bring the latest information on events, internet status, ITV status, and the correct time. This channel helps keep everyone posted on the latest happening regarding the GWN system. This channel also has music on it and can be helpful when remote sites are checking to see if they have incoming audio.

Cheating & Taking Tests

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.

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.

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 if possible. 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. Note: With all schools being on PowerSchool starting in the fall of 2010, rosters for the next year will be requested prior to school letting out in the Spring.

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.

College Courses for High School Students

Bismarck State College provides college level courses for GWN students. The procedure for enrolling students is as follows: Step 1 – Principal requests (by the lock in date) to the GWN director a BSC course for the following school year. Step 2 - The GWN director works with BSC officials in making the course available to the school(s) requesting. Step 3 – BSC 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 BSC instructor. *Please note that BSC calendar days may vary from the GWN 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 BSC instructor.*

College instructors are not responsible for sending out mid-term and/or eligibility grades to schools. If the class is being taken for dual credit, most BSC instructors will work with the individual schools to provide grades upon request.

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

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. (See appendix) 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 site facilitator and sent to the ITV teacher if requested. Communication with the site facilitator is important if a problem should arise.

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.

Limitation: All classes shall be limited to a maximum of **one field trip per year**. Any activities scheduled while school is not in session become the sole responsibility of the instructor and not the Great Western Network. Field trips that require more than 3 hours of driving time are discouraged as are overnight trips.

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 sporting events. These arrangements need to be cleared with the site facilitator or principal and communicated to the remote sites in advance.

Grading and Midterm Reports

Starting in the fall of 2010, Power School will be implemented for grading and reporting throughout GWN. Most of the individual schools in GWN already are using PS, but the consortium will be working with Edutech to have ITV teachers better utilize the grading procedures for ITV students.

The receiving school will follow the teacher's intent in regard to the grade placed on the report card. For example, if a 72 is an F on the scale that the teacher uses, it must be converted to a corresponding F at the remote site. (even if 70 is the passing percentage at the remote site)

Material Transfer and Fax / email 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. 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.

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.

Management of the ITV classroom with today's technology

With the advent of new technology comes with it some concerns in regard to their use in an ITV setting. While laptop computers can provide a great learning tool, the fact that the screens are not viewable by the ITV teacher's direct supervision should be taken into consideration. In addition, sending students out of the classroom to a computer lab for projects also needs to be examined more carefully. What happens to these students once they leave the ITV room? Do the schools at the remote sites have the resources to supervise these activities? Is it necessary for the students to use class time for these projects or can the projects be given as homework instead?

Cell phones, ipods, etc. are not allowed in most traditional classrooms and should not be allowed for use in ITV rooms either.

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, 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.

Parent-Teacher Conferences

Parents need to be kept informed about their child's progress regardless of the instructional delivery system used. Conferences via the network are not confidential and therefore telephone or in person conferences are encouraged.

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 around March 15). These numbers will be used to hire staff for the upcoming school year. Each school district will be financially responsible for each student registered as "locked in". Consideration may be granted by the director for special situations that affect registration numbers after the lock in deadline.

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 <http://www.greatwesternnetwork.com>. It is the responsibility of the individual schools to take care of their textbook and material needs for the next school term.

Scheduling to use the ITV System and h.323 teleconferencing units

Using the ITV system and h.323 teleconferencing units for distance events requires scheduling software as well as making sure there are no room conflicts. Please contact the GWN director to request the use of these systems. Once scheduled, the events will be posted by the GWN director on the web site and an email sent to the site facilitators and/or administrators.

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** 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. (Sharon Hanson 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. (see appendix)
- 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.
- 4) Please submit vouchers only once or twice a year if possible. This will keep the paper work of the LEA to a minimum.
- 5) All vouchers for reimbursement must be submitted by June 1 so that the books can be closed by the annual meeting in July.

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. The rate is currently set at \$650.00 per semester and/or \$1300.00 per year for teachers teaching to 1 remote site. For each additional remote site, an additional \$100.00 will be paid. The amount of the stipend + teachers retirement will be paid by the LEA directly to the teacher. The payments will be made at the end of each semester. 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.

Technical Downtime

In the event that part or all of the ITV system is not functioning correctly, (1) The sending teacher should first check channel 03 on the system for information. (2) If channel 03 does not provide information, they should notify their site facilitator of the problem. (3) If the problem is beyond local adjustments, the director should be notified and

the teacher should contact the schools if necessary.

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.

Textbooks and Classroom Materials

A Course Description Web Page by each teacher is placed on the GWN web site. This page contains a list of each of the GREAT WESTERN NETWORK 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 director will place it on the GWN 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.

VCR/DVD Usage

Schools and teachers are to use good judgment and common sense when playing videotapes/DVD's 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 media over the system. At least one bank of lights should remain on during a tape being shown so that students can be properly supervised. If a non ITV teachers will be using the ITV room, please notify the GWN director so that he can black out the class from the rest of the system. (Or shut the system off)

Web Site

Great Western Network maintains a web site on the internet for usage by its members. The location can be found at <http://www.greatwesternnetwork.com> . Pictures of ITV teachers in action, ITV classrooms as well as information about upcoming events and schedules are also a part of the site.