

# **JONES COUNTY DISTANCE LEARNING POLICY**

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JONES COUNTY SCHOOL DISTRICT 37-3

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## JONES COUNTY SCHOOL DISTRICT 37-3

### Distance Learning Mission Statement

The Jones County School District (hereinafter “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 District resources with a minimum of duplication, and to ensure consistent and fair policies and procedures related to faculty and students.

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.

### Distance Learning Goals

- To provide K-12 students with expanded educational opportunities through the use of both synchronous and asynchronous distance learning methodologies.
- To encourage students with postsecondary educational plans to enroll in upper-level courses which are not part of the District’s curriculum.

### Distance Learning Definitions

The District recognizes distance learning as the incorporation of technologies so that students can “attend” classes and training sessions that are presented at a remote location or “off-site.” Access to the course is gained through technology such as the Internet, and/or interactive videoconferencing. Distance learning providers:

1. Digital Dakota Network (hereinafter “**DDN**”)—a state-supported digital communication system that delivers high-speed data connectivity to all public schools in South Dakota. In addition, the DDN video delivers high-quality video conferencing capabilities to high/middle school facilities within South Dakota. This includes Blended DDN courses—video conference once/twice per week.
2. South Dakota's Virtual School (hereinafter “**VS**”)—offers a variety of courses that students can take on their own time, all taught by qualified professionals and aligned to the state's content standards.
3. High School Dual Credit Program (hereinafter “**Dual Credit**”)—is an opportunity for high school students who meet admissions standards to enroll in public postsecondary institutions in South Dakota and simultaneously earn credits for both their high school diploma and postsecondary degree or certificate. Dual credit courses offered by the postsecondary institution’s faculty members, are governed by the postsecondary institution’s policies, and follow the postsecondary institution’s establish processes for admissions, registration, billing and grade reporting. Courses include college-level content and subject matter; students choosing to participate will be held to the same expectations and standards as college students.
4. **College Readiness**—South Dakota’s public universities determine a student’s eligibility for college level courses based on ACT English and mathematics sub-scores. Students with an 18 or higher in English and a 20 or higher in mathematics can register for college level coursework. Students whose ACT scores are below these levels must take what the Board of Regents call “remedial” coursework, for which they receive no credit and must pay full cost. College Readiness coursework is offered via the SD Virtual School.
5. **College Credit**—enrollment in a college course where college credit is awarded only by that institution.

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### **Distance Learning Target Market**

- Students looking for advanced coursework;
- Students who encounter scheduling conflicts;
- District unable to find highly qualified staff to teach a particular course;
- Students who want to take courses not offered by the District; and
- Students needing credit recovery due to failure, illness or other issues.

### **Non-Discrimination Notice**

It is the policy of the Jones County School Board (hereinafter “Board”) of the District to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, with regard to public assistance, age or disability, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection.

The District has implemented a management system to comply with the provisions the Federal Anti-Discrimination Laws pertaining to schools. The District will evaluate on a continuous basis the District's operation in terms of the requirements of federal and state law prohibiting discrimination and will modify any aspects of the District's operation not in conformance. Remedial steps will be taken to eliminate the present effects of past discrimination, data will be maintained of any modifications made and upon request, and this data will be forwarded to the U.S. Department of Education.

The District has appointed a Title IX Coordinator who has responsibility for the implementation of provisions of Civil Rights Law, who has designed and implemented a training program to acquaint the District's staff with its civil rights responsibilities, who has established and published a grievance procedure for students and staff as required under provisions of Title IX and who has and will disseminate the District's non-discriminatory policy to clients, the general public and others.

\*\*\*On file in business office and on District website <https://jonesco.k12.sd.us>

### **Jones County District Superintendent**

The District Superintendent (hereinafter “Superintendent”) will be responsible to designate the Distance Learning Coordinator and E-mentors.

### **Dean of Students**

The Dean of Students (hereinafter “Dean”) will be the primary contact for all matters dealing with enrollment in distance learning courses. These responsibilities include but are not limited to the following:

- Coordinate the courses offered;
- Meet with students to assess their ability to function effectively in an online learning environment;
- Meet with students to determine if they meet the required guidelines for enrollment;
- Facilitate distance learning course registration;
- Set up informational meeting with parents/legal guardian, Distance Learning Coordinator (hereinafter “DL”), and E-mentor before student enrollment; and
- Provide a list of students planning to enroll in distance learning courses to the DL Coordinator.

### **Distance Learning Coordinator**

The DL Coordinator will responsible for the following:

- Ensure each student signs a Distance Learning Agreement;
- Maintain a file of student/parent/legal guardian signed Distance Learning agreements; and
- Maintain files of necessary documentation for each student enrolled in distance learning courses.

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### **E-mentor**

The E-mentor's role will be to supervise the distance learning classroom. These responsibilities include but are not limited to the following:

- Supervise the setup of the classroom;
- Make sure students follow protocol, policy and procedures related with distance learning;
- Make sure students attend asynchronous courses at designated time;
- Monitor distance learning students at all times;
- Monitor student progress in the course and proctor any related assessments;
- Safeguard all testing materials received;
- Supervise students during testing;
- Inform Host Teacher of any special health or learning disability needs of remote students;
- Inform Host Teacher and/or DL Coordinator/Dean of any disciplinary actions regarding distance learning students;
- Assist students in contacting Host Teacher outside of normal class;
- Assist students who require additional help;
- Contact District Technician or DDN technical support for technical difficulties;
- Make all necessary grade and attendance entries into the District Infinite Campus database;
- Complete all documentation related to distance learning; and
- Distribute updates and information regarding programs within District as needed.

### **Cost to the Student**

- Dual Credit—students will be responsible for all costs associated with the course.
- DDN and/or VS—the District will be responsible for all costs associated with the course.
- College Readiness—the District will pay the initial cost of enrollment. Students not completing the necessary requirements to receive reimbursement will be responsible to pay back that initial cost.

### **Credit for Distance Learning Course**

- The District will issue any credit associated with distance learning courses for graduation requirements.
- College Readiness are noncredit courses.
- College Credits are noncredit courses.

### **Dual Credit Earned**

- Upon completion of a Dual Credit course of three (3) or four (4) semester hours, the District will award 1 credit (1 Carnegie Unit).
- Upon completion of a Dual Credit course of one (1) or two (2) semester hours, the District will award ½ credit (½ Carnegie Unit).

### **Student Application for Distance Learning Courses**

The following provisions apply to any student requesting enrollment in a distance learning course:

- Students taking courses provided by the District must be enrolled in the District;
- Students must have the required prerequisites for the course;
- Students must have no grade lower than a 77% (C-) in any District class during the previous school year (inclusive of both semesters) to enroll in DDN, VS, and/or Dual Credit courses. An eligibility waiver may be available on a limited basis.
- Students enrolling in the Dual Credit program must meet the South Dakota public postsecondary institution requirements;
- Students must meet with the Dean to assess their ability to function effectively in an online learning environment and obtain written approval before enrollment;
- Students may only enroll in distance learning courses that are not currently offered by the District;

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- Students are encouraged to begin by enrolling in only (1) one dual credit course their first semester;
- Students must read and sign the Jones County Distance Learning Agreement form;
- Parents/legal guardian must read and sign the Jones County Distance Learning Agreement form;
- Students must read and sign the agreement form for each intended form of distance learning methodology—DDN, VS, Dual Credit, and/or College Readiness;
- Parents/legal guardian must read and sign the agreement form for each intended form of distance learning methodology—DDN, VS, Dual Credit, and/or College Readiness;
- Each distance learning course will count as one (1) of the six (6) courses required by the District; and
- Students receiving a failing final course grade in a distance learning course will not be eligible to enroll for future distance learning courses.

#### **Dropping a Distance Learning Course**

- The official drop date for a DDN, VS, Dual Credit, and/or College Readiness course is two (2) weeks after the District calendar start date.
- Students must have written permission from the E-mentor, Dean, DL Coordinator and parents/legal guardian prior to dropping a distance learning course.
- Dropping a distance learning course may carry with it a failing grade as per the determination of the course credit provider and the District. This score will be recorded on the official transcript and calculated into the student's grade point average.

#### **Grading, Class Rank, Incompletes and GPA**

- The District's grading scale and letter grade system will be used in the determination of letter grades and grade point average calculation for DDN, and VS courses.
- The college or technical school grading scale and letter grade system will be used in the determination of letter grades and grade point average calculation for dual credit courses.
- Grades will be calculated into the student's grade point average and class rank.
- Incompletes will be handled as set forth in the District Student Handbook.
- Grades of distance learning courses will be recorded on the student's official transcript.

#### **Extra-Curricular Activities**

Students are required to meet all extra-curricular eligibility requirements as set forth in the District Student Handbook.

#### **Attendance**

- Students will not be permitted to leave District classes early to attend distance learning classes.
- Students will be expected to meet all District attendance requirements including disciplinary actions inclusive of tardies.

#### **Virtual Meeting Protocol**

The following procedures will ensure effective classes:

- Stay in view of the camera at all times.
- Assume you are on camera at all times and can be recorded; therefore, act appropriately;
- Leave microphones on mute when not speaking;
- No food or drinks allowed
- Students are responsible to be prepared with necessary materials; and
- Students need to state their name when addressing the host.

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### Distance Learning Student Policy

This document enables students and parents to clearly understand the responsibilities of a distance learner. If students have any questions, they should contact the E-mentor, DL Coordinator or Host Teacher. Students taking distance learning courses must be aware that:

- Each student will sign a Distance Learning Agreement;
- Students will be accountable to the District's Acceptable Network and Internet Use Policy, Internet Safety Policy, Jones County Student Handbook, as well as the distance learning provider, including rules of behavior and consequences for violations;
- Insubordination of any kind will not be tolerated. The term "insubordination" has been defined as anything that interferes with teaching or learning in the classroom;
- Inappropriate language or gestures will not be tolerated;
- Students will handle the equipment in the classroom appropriately;
- Each individual methodology (DD/VS/Dual Credit/and/or College Readiness) will set up their own class requirements, grading, make up requirements, and policies;
- E-mentor will be responsible for enforcement of individual methodology class requirements, recording grades, make up requirements, and policies;
- Students will follow classroom rules specified by the E-mentor and Host Teacher (if Host Teacher exists);
- Students will schedule make-up work and tests with both the E-mentor and Host Teacher using K12 email;
- Student will notify both the E-mentor and Host Teacher (if Host Teacher exists) using K12 email, when they need additional assistance;
- Distance learning classrooms will be monitored at all times.

### Penalties

The following disciplinary actions will be taken for students who violate the above rules:

#### **FIRST OFFENSE:**

The student will be given a verbal warning. The E-mentor and/or Host Teacher will send a letter notifying the parents/legal guardian of the infraction. A copy of the letter will also be sent to the DL Coordinator and Dean.

#### **SECOND OFFENSE:**

The student will be removed from the class and lose his/her Jones County Distance Learning course enrollment privileges.

**SEVERE MISCONDUCT:** The student may be removed from the class without a warning.

**JONES COUNTY SCHOOL DISTRICT 37-3**  
**Distance Learning Agreement Signature Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ School Year \_\_\_\_\_

<b>Providers</b>	<b>DDN</b>	<b>Virtual School</b>	<b>Dual Credit</b>	<b>College Readiness</b>	<b>College Credit</b>
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**1st Semester Distance Learning Courses**

1. Course Name \_\_\_\_\_ **Provider** \_\_\_\_\_

2. Course Name \_\_\_\_\_ **Provider** \_\_\_\_\_

3. Course Name \_\_\_\_\_ **Provider** \_\_\_\_\_

**2nd Semester Distance Learning Courses**

1. Course Name \_\_\_\_\_ **Provider** \_\_\_\_\_

2. Course Name \_\_\_\_\_ **Provider** \_\_\_\_\_

3. Course Name \_\_\_\_\_ **Provider** \_\_\_\_\_

Our signatures below affirm that we have read, discussed, and understand the Jones County School District's Distance Learning Policy and agree to follow the outlined procedures.

This signature form also authorizes and gives consent to the Jones County School District for distance learning classes to record and play back any likeness, image, voice, and performance, and any and all materials furnished by me on film, tape, or otherwise during the school year. I understand that this access is designed for educational purposes only. I give these rights freely and without compensation now or in the future. I also give consent to the District to share information with the State regarding dual credit courses including student name, course, and semester score.

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

Parent/Legal Guardian **Name** \_\_\_\_\_  
(Print)

Parent/Legal Guardian **Signature** \_\_\_\_\_

Dean of Students **Signature** \_\_\_\_\_

Date \_\_\_\_\_