

JONES COUNTY SCHOOL DISTRICT

Jones County Distance Learning Policy

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 school 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.
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. Apex Learning (hereinafter “Apex”)—a digital curriculum that provides school with standards-based instructional tools to deliver individualized, student-centered direct instruction with integrated formative, summative, and diagnostic assessment.
4. High School Dual Credit Program (hereinafter “Dual Credit”)—a program through the SD Board of Regents in partnership with the SD Department of Education that offers a variety of courses meeting the general education requirements. Each of the six South Dakota Public Institutions of Higher Education offer courses to high school juniors and seniors attending a public high school within South Dakota. Eligible students participating in this program can receive both high school and college credit at a reduced rate credit.
5. 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.
6. ACT Prep—online test preparation that helps students build math, reading, science, English, and ACT test prep skills.
7. 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;
- Students needing **credit recovery** due to failure, illness or other issues.

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, Dual Credit, and/or Apex courses. An eligibility waiver may be available on a limited basis.
- Students enrolling in the Dual Credit program must meet the Board of Regent's academic 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;
- Parents/legal guardian must meet with Site Coordinator, Dean, and E-mentor before enrollment;
- Students may only enroll in distance learning courses that are not currently offered by the District;
- Students must be enrolled in grades ten (sophomore), eleven (junior), or twelve (senior);
- Students are encouraged to begin by enrolling in only (1) one dual credit course their first semester;
- Students will be limited to a maximum number of the following distance learning courses per semester:
 - Sophomores—total of one (1) DDN or VS
 - Juniors—total of two (2) combination of
 - DDN or VS or Apex and/or
 - Maximum of one (1) Dual Credit
 - Seniors—total of three (3) combination of
 - DDN or VS or Apex or College Readiness
 - Maximum of two (2) Dual Credit
 - Students with eligibility waiver—maximum of one (1) DDN, VS or Apex
- Juniors and senior students may enroll in one semester of ACT Prep (no credit course);
- 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, Apex, Dual Credit, College Readiness, and/or ACT Prep;
- Parents/legal guardian must read and sign the agreement form for each intended form of distance learning methodology—DDN, VS, Apex, Dual Credit, College Readiness, and/or ACT Prep and;
- Each distance learning course will count as one (1) of the six (6) courses required by the District.
- Students receiving a failing final course grade in a distance learning course will not be eligible to enroll for future distance learning courses.

Cost to the Student

- Dual Credit—students will be responsible for all costs associated with the course.
- DDN, VS, and/or Apex—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.

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Credit for Distance Learning Course

- The course providers (DDN, VS, and/or Dual Credit) issue the grade for the course but the District will issue any credit associated with the course for graduation requirements.
- The District issues the grade and the credit associated with Apex courses for graduation requirements.
- ACT Prep and/or College Readiness are noncredit courses.
- College Credits are noncredit courses.

Dual Credit Load

- Students may earn a maximum of five (5) units of high school academic credits to be applied toward graduation requirements.
- Students may earn more than five (5) units of high school academic credits if specified in the student's Individualized Education Plan or approved by the administration.

Dual Credit Earned

- Students may enroll only in Dual Credit courses that carry at least three (3) semester hours of credit.
- Upon completion of the Dual Credit course of three (3) semester hours, the District will award ½ credit (½ Carnegie Unit).
- Completion of a three (3) semester hour College Algebra course counts as (1) one credit of Math for the Regent Scholar graduation requirements.

Dropping a Distance Learning Course

- The official drop date for a DDN, VS, Apex, Dual Credit, ACT Prep, and/or College Readiness course is two weeks after the District calendar start date.
- Students must have written permission from the E-mentor, Dean, Site Coordinator and parents/legal guardian prior to dropping a distance learning course.
- Students who drop a Dual Credit course after the above official drop date will be required to add and complete a similar content course in Apex by the end of the semester.
- 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.
- If a failing final course grade is received in a distance learning course, the student receiving the failure will be ineligible to enroll in future distance learning courses.

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.

Extra-Curricular Activities

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

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, VS, and Apex courses.
- The course provider's 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 (District Secretary responsibility).

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Jones County District Superintendent

The District Superintendent (hereinafter “Superintendent”) will be responsible to designate the Site Coordinator and E-mentors;

Site Coordinator

The Site Coordinator will be the primary contact for all matters dealing with distance learning courses. These responsibilities include but are not limited to the following:

- Coordinate the courses offered;
- Set up informational meeting with parents/legal guardian, Dean, and E-mentor before student enrollment;
- Facilitate Distance Learning course registration;
- Ensure each student signs a Distance Learning Agreement;
- Maintain a file of student/parent/legal guardian signed Distance Learning agreements;
- Maintain files of necessary documentation for each student enrolled in Distance Learning courses.

Dean of Students

The Dean of Students (hereinafter “Dean”) will be responsible for the following:

- Register students for the District and discuss their graduation pathway;
- 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 in a distance learning course; and
- Provide a list of students planning to enroll in distance learning courses to the Site Coordinator.

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 (VS, Apex, Dual Credit, ACT Prep, and College Readiness) 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 (if Host teacher exists) of any special health or learning disability needs of remote students;
- Inform Host Teacher (if Host teacher exists) and/or Site Coordinator/Dean of any disciplinary actions regarding distance learning students;
- Assist students in contacting Host Teacher (if Host teacher exists) outside of normal class;
- Assist students who require additional help in locating a live tutor;
- 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;
- Distribute updates and information regarding programs within District as needed.

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DDN Student Protocol

The following procedures will ensure effective classes:

- Stay in view of the camera at all times. Failure to do so is considered a disciplinary referral;
- 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 (water in a closed contain and placed on the floor will be permitted);
- It is student's responsibility to have materials as provided.

Distance Learning Student Policy

This document enables students and parents to clearly understand the responsibilities of a distance learner. If students have any questions in regard to student guidelines or procedures, they should contact the E-mentor, Site Coordinator or Host Teacher. Students taking Jones County 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/Apex/Dual Credit/College Readiness and/or ACT Prep) 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, grading, 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 E-mentor;
- Student will notify E-mentor and Host Teacher (if Host teacher exists) when they need additional assistance;
- Distance learning classrooms will be monitored at all times.
- VS and Dual Credit participants are required to complete a Daily Log. Students are responsible to record daily activities, calculate, record and initial their grade at the end of each week. This grade will be recorded for the District's Weekly Eligibility requirements. Failure to keep the Daily Log updated, may result in a student being placed on the District's Weekly Ineligible List.

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 (if Host teacher exists) will send a letter notifying the parents/legal guardian of the infraction. A copy of the letter will also be sent to the Site 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.

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Distance Learning Agreement Signature Form

Student Name _____ Grade _____ School Year _____

Providers	DDN	Virtual School	Apex	Dual Credit	College Readiness	ACT Prep	College Credit
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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** _____

Date _____