

**CENTRAL DAKOTA
TELECOMMUNICATIONS
CONSORTIUM**

Policy and Procedure
Handbook

2000-2001

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CENTRAL DAKOTA TELECOMMUNICATIONS CONSORTIUM

An Introduction to Central Dakota Telecommunications Consortium

Central Dakota Telecommunications became a consortium on July 20, 1993, consisting of Fessenden/Bowdon, Gackle/Streeter, Jamestown, Medina, Midkota (Binford, Glenfield, Sutton, McHenry & Grace City), Pingree/Buchanan, Tappen and Wimbledon/Courtenay. CDTC is working jointly with Central Dakota Television of Carrington, to provide telecommunications to member schools using microwave technology.

Mission of the CDTC

This Consortium will provide interactive television service and support to its members, by:

1. Enhancing curriculum offerings in member districts
2. Providing staff inservice using telecommunications
3. Providing community education and service
4. Investigating new technologies for school use
5. Providing student, staff, and community, access to technology
6. Increasing resource sharing between member schools

Two-Way Interactive Instructional Television

Two-way video systems transmit live, high quality audio and color video between several sites. An instructor at the home site can see and hear the students in the remote sites and the students can see and hear the teacher and all the other students.

CDTC, with grant money from the State of North Dakota and the United States Department of Commerce, established a two-way interactive television hookup in each member high school. There is a tower, with a transmit antenna and receive antenna, at each high school. There are also antennas for each school mounted on the Central Dakota Television tower, which is located southwest of Carrington. Classes will be sent and received using microwave signals transmitted between antennas.

Each interactive classroom studio has a 45" screen, which may be split into four parts (quad), facing the students so that they can watch the instructor and students in the other sites, and a 45" screen that may be split into four parts (quad) that the instructor watches. Also, a 19" screen is located on the teacher stand, to bring the quad from the back closer to the teacher. There are three cameras in the studio classrooms. One camera is focused on the students, one on the instructor and the third is an overhead camera that the instructor can use in place of an overhead or blackboard. There is also a VCR hooked into each classroom for use by either the instructor or students when needed.

USES OF INTERACTIVE TELEVISION

Enhance Curriculum Offerings

Interactive television allows school districts to offer courses that previously were not offered because of low enrollments, or lack of certified staff in particular curriculum areas. The network allows districts to share both student population and staff resources without transporting students or instructors.

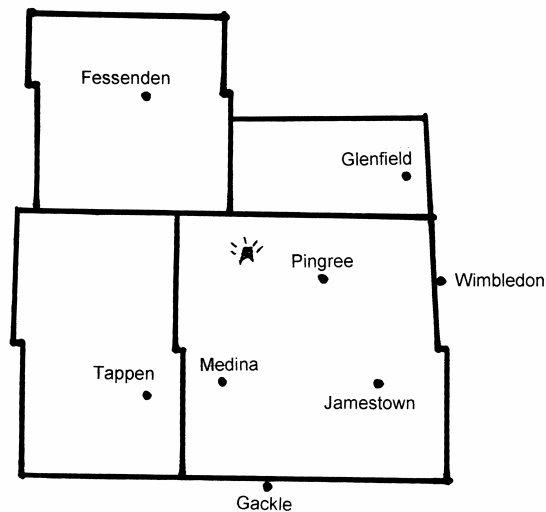
Staff Inservice

The microwave system allows member schools to share costs of inservice workshops for their teachers, staff, and administrators.

Community Education

With the use of this microwave system, each community can share educational classes and programming. Community members can participate in a variety of classes; and do not have to travel any further than their local high school.

CDTC TOWER SITES



ADMINISTRATIVE AND FINANCIAL POLICIES

After Hours Usage of the ITV System

CDTC schools understand the importance of education as a lifelong learning experience for people of all ages. College level courses, adult education classes, staff inservice, and meetings over the ITV system, are available after the normal school day is over. This includes weekends and summer months. To assure that there are no scheduling conflicts, the following procedure has been established:

1. The person requesting the activity contacts the CDTC coordinator to clear the availability of the studio sites requested.
2. Upon verbal verification of availability, the After-Hours Request Form (pg. 30) is to be filled out and returned to the CDTC coordinator's office.
3. A written confirmation will be sent back to the site facilitator, whether the activity is accepted or denied by the CDTC coordinator.
4. If the activity is accepted, the coordinator will work with the site facilitator to iron out logistics of the activity.

Following are the classifications and charges for ITV after-hours use:

Government Agencies, Educational Institutions, Health Facilities and Non-Profit Organizations - \$25 for 1st hour
 \$15 per hour thereafter
 \$10 per hour, per site

Community Education Classes

CDTC teachers who teach a non-credit night class will be paid \$12 per contact hour plus one hour for preparation. A minimum of 10 students is required to offer the class. The fee for taking the classes are as follows:

| | |
|-------------------|------|
| 12-15 class hours | \$20 |
| 16-19 class hours | \$25 |
| 20-24 class hours | \$30 |

The instructor cost will be figured at \$13 per hour because of Social Security and Teacher Retirement.

ITV Studio Visitors

ITV teachers should be notified as soon as possible of any studio visitations. Visitors should schedule visitations through the building principal and/or the CDTC coordinator.

ITV Courtesy

Announcements over each schools P.A. system are not to be made into any of the ITV

classrooms. 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 during classtime, unless arrangements have been made through the building principal.

Courtesy should be given to the ITV classrooms in session and it's teachers at all times. If monitoring or viewing other classrooms is necessary, the school (a receiving site where there is no instructor) and teacher (the sending site) must be notified in advance. Under all other circumstances, schools should only tune into the classes they have students in.

Anyone entering the ITV classroom, while class is in session, should identify themselves to the teacher by stepping into camera range.

Fire Drills

Local school district fire drill rules apply for all ITV studios and students. Students participating in fire drills will notify the ITV instructor that a fire drill is in progress at their school and they will have to comply with their school's fire drill rules.

Calendar and Starting Times for Classes

CDTC has developed a common calendar and time schedule for classes. The intent is to provide as much educational programming time with as few interruptions as possible. If a sending school is not in session on a scheduled ITV class day, then they must hire a substitute to deliver the class or pay each of the receive schools \$10 per period to hire their own substitute. If the sending school decides to pay the receive schools for a substitute, the arrangements must be made between the affected Superintendents at least one week in advance. The calendar can be found on page 21 and the current class times on page 11.

(Revised 2/16/95)

Class Rosters

Each school is required to send a class roster of their ITV students to the coordinator by May 15. These rosters will be compiled by the coordinator and sent to each of the ITV instructors before classes begin. The roster should include the name of the student, whether the student is male or female, the course name, the course teacher, and the period that the course is taught. (pg. 23)

Class Size and Enrollment Limitations

CDTC recommends that **each receiving site be limited 10 students**. The recommended maximum number of students, at all sites, is **twenty-two**. The maximum number of students per class should be even lower for certain classes such as art. If the amount of students exceeds this recommended number, there must be concurrence between the instructor, cluster principals, and

the coordinator.
(Revised 2/16/95)

ITV Teacher Selection

Following is the criteria that will be used to determine teachers for ITV classes:

- teacher available to teach ITV course when scheduled
- location of the teacher and total number of students registered for the class
- consideration will be given to schools that have not yet been a sending site
- If the above criteria does not determine the teacher, then it will be referred to the Education Task Force for a recommendation, which will be given to the CDTC Board for final selection.

(Adopted 11/22/95)

Funding Formula for Classes With Teachers Teaching Within Contract

CDTC begins by taking the average teacher salary of member schools, and dividing that figure by the number of periods in the school day minus one (prep period*), to determine their cost per period. This amount is then averaged to calculate CDTC's average costs per class period, which is presently \$3,750. The average cost per period is divided by 11 students to come up with the student tuition amount of \$350. The sending school will receive \$350 per student enrolled in the class up to a maximum of \$3,750. A sending school does not have to pay tuition for their own students. If a class generates more than \$3,750 the Consortium will keep the remainder of the money to subsidize a class of less than 11 student, if they should choose to do so.

The average teacher salary will be reviewed and/or adjusted August 1 of each year.

*A school with an 8 period day would use 7 and a school with a 6 period day would use 5.
(Revised 8/1/95, revised 3/19/97, revised 1/11/01)

Teacher's Salary When Teaching Outside Contract (including summer school)

When teaching outside a contract the minimum number of students will be determined by the cost of providing the class. This cost will consist of the teacher's salary and benefits which includes insurance, teacher retirement and Social Security. This cost will then be divided by the number of periods in the sending school's day minus one (prep period*). If the class size exceeds the minimum number of students required, the sending school cannot keep more than \$600 above their costs. Example:

$$\frac{\text{teacher salary} + \text{benefits}}{\text{\# of periods in school day minus one (prep period)*}} = \text{cost per period}$$

$\frac{\text{cost per period}}{\$350} = \text{minimum \# of students required for class}$

Classroom Payments

A school will be paid for the use of their ITV classroom when CDTC has hired the teacher. This payment includes money for postage, faxes and copies made by the CDTC teacher. A school which has a CDTC contracted teacher using the ITV room will receive \$500 per class period. (Revised 6/11/99)

Payment by Sending School when not Teaching on an ITV Calendar Day

If a sending school is not in session on a scheduled ITV day, they must hire a substitute to deliver the class or pay each of the receive schools \$10 per period to hire their own substitute. If the sending school decides to pay the receive schools for a substitute, the arrangements must be made between the affected Superintendents at least one week in advance.

Reporting on MISO3 Forms

Schools shall follow the directions as indicated in your State of North Dakota Instructional Manual. Copies of the completed MISO3 Forms, that pertain to the ITV classes, need to be sent to the Coordinator. The Coordinator will then send copies to the other schools named on the Form.

Coordinator's Salary

The Coordinator's salary shall be paid in twelve equal payments on the 15th of each month. One day's pay will be deducted from each monthly check for a non-pay day to attend an unrelated board meeting. (Revised 6/19/98)

Coordinator's Travel

The Coordinator shall be paid \$.30 per mile starting from his/her office. (Revised 3/25/96)

Regular Board Meeting Day

The CDTC Board meetings for 1999-2000 were tentatively set at the June Board Meeting as follows. All meetings will be held in the Jamestown Central Office beginning at 1:00 p.m. unless noted otherwise.

August 16 10:00 a.m.
September 14

October 12
November 9
December – no meeting
January 11
February 8
March 8
April 12
May 10
June 14 10:00 a.m.
(Revised 8/16/00)

Site Facilitator

Each CDTC school has designated a site facilitator. This is the person who will be contacted by the coordinator and ITV teachers throughout the year as needed. The site facilitator will be responsible for: distributing materials, helping test equipment, opening the doors to the school and ITV room for an adult class in the evening, and general ITV communications.

Test Monitoring

Each district must assign an aide/facilitator to the classroom for monitoring tests. The teacher will be responsible for establishing a schedule of test dates so schools have at least two days notice. This information will be written on the Material Transfer Form (pg. 26) that accompanies faxed tests.

Evaluation

CDTC schools are committed to evaluation of the ITV curriculum and its staff. Principals from the sending sites are responsible for the evaluation of their instructors. Host principals are encouraged to communicate with receive principals and ask for any deficiencies or expertise that would help in making the ITV instructor and/or class more effective. Every ITV instructor must be evaluated once on the ITV system (pg. 32). Other evaluations should follow the North Dakota state mandates.

(Revised 2/16/95)

First Day of Class

The Coordinator and an administrator from each of the remote sites will introduce the ITV system and its policies to the students, and discuss the expectations that are required of them. The CDTC Student Discipline Policy (See page 24) is to be discussed at this time.

STUDENT POLICIES

Student Class Schedule

| | | | |
|----------|---------------|---------------------------------|---------------|
| Period 0 | 7:30 - 8:25 | | |
| Period 1 | 8:30 - 9:20 | | |
| Period 2 | 9:22 - 10:12 | | |
| Period 3 | 10:14 - 11:04 | Vocational Block I | 8:07 - 9:58 |
| Period 4 | 11:06 - 11:56 | ITV Schools Vocational Block II | 10:02 - 11:42 |
| Period 5 | 12:00 - 12:50 | Jamestown Vocational Block II | 10:02 - 11:54 |
| Period 6 | 12:52 - 1:42 | | |
| Period 7 | 1:46 - 2:36 | | |
| Period 8 | 2:40 - 3:30 | | |

(Revised 3/19/97)

Student Textbooks

The sending school will furnish textbooks if they have them. In the event the sending school does not have enough textbooks for all students enrolled in the course, CDTC may purchase any extra textbooks needed. Any school who uses another school's textbook or a CDTC textbook will pay a \$5 per year rental fee.

Students Eligible for ITV Classes*

In order for a student to register for an ITV class they must:

1. have taken the required prerequisites
2. have had no more than 1 deficiency during the past year in related subject area (deficiency is defined as a 'D' or 'F' for midterm or quarter grade, or failing a class).
3. maintain a 'C' in English the previous year to enroll in a foreign language class.
4. meet their local discipline policies.
5. be approved of the High School Principal.

*This also applies to students in the sending site.

Student - Parent Contract

All students taking ITV courses must sign a student-parent contract. Also, the parents of the students must sign the contract. (pg. 24) A copy of this contract is on file at the School Office and also in the Coordinator's Office.

Policy Enforcement Authority

The following are responsible for the enforcement of the Student Discipline Poliby:

- < Building administrators
- < Site facilitators
- < Teachers
- < Coordinator

Discipline Procedure

A Student Discipline Policy has been established by the CDTC schools. (See Student-Parent Contract, page 24) The sending teacher is responsible for the discipline of all remote sites as well as their own site. Although a supervisory television monitor is placed in the administrative office at each site, the teacher must be responsible for the discipline of the class.

Communication with the building principal is **critical** if a problem should arise.

Cheating

Although a high percentage of ITV students are honest, there are a few students who will attempt to cheat during test taking. If a student has been caught cheating or if there is suspicion of cheating, the instructor will contact the remote site principal. The remote site principal, classroom instructor, and student will meet over ITV. If indeed it is determined that he/she cheated, the student will receive a zero for the test or worksheet given and a Discipline Referral Form will be completed.

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 and a grade of zero will be given.

Daily Absence Procedure

Each school will be responsible for their own absences. A student will place the makeup slip on the overhead camera for the ITV teacher the next day. The ITV teacher should also take roll call and if the student has not produced a makeup slip, the ITV teacher will inform the local school administrator.

Teachers should fax a list of absentees and tardies at the end of each week or when faxing work, to receive sites.

(Revised 2/16/95)

Student Information Sheet

ITV students will be asked to fill out a Student Information Sheet (pg. 25) to assist teachers with gathering relevant student personal information and getting acquainted with the students. These are to be completed in the spring for fall classes.

Grading, Midterms, and Eligibility

Each of the school districts involved in this consortium have slightly different procedures for grading. Therefore, grades will be computed using the sending sites' grading system. Teachers will send grades to receiving schools in both letter and percentage form. (pg. 27) The grading system used by each school is attached, see page 28. The sending teacher must be informed of any eligibility grades or midterm reports that are needed by receiving schools. Communication between the sending teacher and the receiving principals is essential.

Students cannot request grades over the network regardless if the student states, "Just read it out loud.", "I don't care.", "I know it anyway." Students are to get their grades from the facilitator or principal

Confidentiality

Confidentiality is guaranteed to all students through the Family Education rights and Privacy Act (FERPA, 1974). This law applies to any school in the United States that receives federal funding. Violation of the confidentiality policy may result in legal action. Any students information that could be considered harmful or an invasion of privacy is protected. Following are some situations that could be in violation of the confidentiality policy:

- < Telling students their grades over the air
- < Having students exchange papers for grading
- < Having students handout other students' papers

Incompletes

The sending school's incomplete policy will be used for ITV classes.

Semester Exams

Sending teachers will use their schools' policy for semester tests but will follow the ITV class schedule. Teachers will follow the exemption policy of receiving schools. Students will be in class during ITV classtime. The only exception will be a pass from the receive school's administrator allowing a student to go to another supervised area of the school.

Following are the Semester Test Exemption Policies from each school:

| | |
|---------------------|---|
| Gackle/Streeter | No exemptions |
| Jamestown | No exemptions |
| Medina | No exemptions |
| Midkota | No exemptions |
| Fessenden | Jr.s & Sr.s with a 93% average and 5 days or fewer absences for each class are exempt from semester tests |
| Wimbledon/Courtenay | Sr.s are exempt from spring semester tests if they have a B |

or better average for a course and have less than 10 days of absences. Grades 9-11 are exempt from spring semester tests if they have an A average for a course and have less than 8 days of absences. Students in grades 9-12 will be exempt from the final tests in the spring if they have a C average in each class and have perfect attendance.

Pingree/Buchanan

Students are exempt from semester tests if they are passing in all subjects; have at least a "c" average in each class; no more than 1 1/2 days excused absence and no unexcused absences for the semester; must not have been tardy to school or class more than three times during the semester; students who qualify for the exemption may elect to take semester tests in order to improve their grade, however, their final grade cannot be lowered because of the test grade; those students who have an "A" average for a class may also be exempt from taking the semester test in that class.

Tappen

Srs. with a "B: average shall be exempt from any semester tests, if they elect to and if they have fewer than 5 absences per class for the semester; or fewer than 10 absences per class for a year-long course. This policy exempts a senior student from the testing period only, not the review prior to the test.

Make-Up Work/Tests/Quizzes

If a student misses an ITV class, he/she will have 2 days to make-up the work. The student will have one additional day for each day missed in succession, to make-up his/her ITV work. The make-up work is to be faxed to the instructor as soon as the student completes the work.

(Adopted 2/16/95)

Site facilitators must date when make-up work is turned in or when test is taken. The teacher will decide if work is done on time.

Miscellaneous

CDTC strongly suggests that teachers give their remote ITV students phone numbers and times they can be reached, for questions, grades, or additional help needed for class work.

Eligibility for Activity Participation

Medina

Students must maintain an overall average of C- (78%) with no F's. The eligibility period is 4 ½ weeks in duration. A student must

also be in school for at least 3 full periods to participate in a school activity that day, or have made prior arrangements with the administration.

| | |
|---------------------|---|
| Midkota | Students must be passing all subjects – grades checked every 2 weeks. |
| Pingree/Buchanan | A grade report is sent home to parents the 3 rd week of school; a student must be passing at least 4 academic classes to be eligible. Failure to pass 4 academic classes during each weekly grading report, causes a student to be ineligible for a period of one week. |
| Tappen | Students must have a 'C' average and no 'F's. Grades are checked every 2 weeks. Students must be in attendance for at least 4 full class periods on the day of a school activity in order to participate. |
| Wimbledon/Courtenay | Students must have passed all of their subjects and received no more than 2 'D's the previous quarter to be eligible the next quarter. Students who have one or more F's and/or more than two D's at the end of the quarter or at mid-term will be ineligible to participate in extra-curricular activities for a period of 2 weeks. If, after 2 weeks, the student is passing all courses and has no more than two D's he/she will be eligible to participate again. The students who have one or more F's and/ or more than 2 D's will be ineligible for the remainder of the 4 ½ week period. If the student has more than one F they may not attend practice. |
| Gackle/Streeter | Any student who participates in activities must be passing all their classes. This policy is for all grades. Eligibility will be checked at midterm and at nine week intervals for academic eligibility. If a student isn't passing all subjects, the student will be ineligible for any school or extracurricular activity. |

EQUIPMENT POLICIES

Equipment Maintenance

Any maintenance is the responsibility of the CDTC unless the damage is caused by vandalism, which should be covered by each district's insurance. Each site should have a trained facilitator for minor problems. CDTC has an agreement with Dakota Central Telecommunications Cooperative for their maintenance.

Technical Downtime

In the event that part or all of the ITV system is not functioning correctly, the sending teacher should notify the building administrator of the problem. If the problem is beyond local adjustments, the coordinator should be notified. 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 can hear and see the instructor, the class can probably continue as normal.

Teachers must have alternate 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.

Equipment Setup

The following equipment setup is recommended for maximum student benefit during an ITV class. Remote sites should have the front T.V. on a full screen of the teacher, and the back T.V. on a quad showing all of the students in the class. The volume should be turned up on the front T.V. and turned down on the back T.V. Sending sites should have their T.V.s set up the same except the volume which should be turned up on the back screen and muted on the front screen. The only exception to this setup is when the teacher asks the students to put the quad on the front screen in order to have a class discussion.

(Adopted 2/16/95)

STAFF POLICIES

Teacher Inservice

All teachers who are new to ITV teaching are required to attend an ITV training workshop to become familiar with the system and teaching methodology. The site facilitator, Principal, and/or Superintendent, from each school, are also required to attend. Meals and travel reimbursements will be arranged by the coordinator.

These workshops will be available during the summer. Any instructor, administrator, or board member of a CDTC school may attend. However, the meal and travel reimbursements are provided only to teachers who will be teaching on the system for the upcoming summer or school year.

CDTC will pay each teacher \$60 per day and 1 meal, for the inservice training session. CDTC will also pay mileage for 1 car per school and the refreshments for the ITV Teacher Inservice. It is recommended that each school pay for their administrators, site facilitators and any additional teachers who attend.

(Revised 8/16/99)

Stipends for Teachers

Each ITV teacher will be paid \$500 per year for the initial class taught. For all subsequent classes, \$275 per year will be paid. For classes less than 1 year the teacher will receive a prorated amount. The payments will be made at the end of each semester, if alternate activities have been sent to receive sites. (see Technical Downtime on pg. 16)

Material Transfer

All scheduled tests, worksheets, or other correspondence that needs to be sent to remote sites should be done at least two days **before** class. The fax machine should be used for these materials. Please give the receiving school adequate time to make copies of this material. (form page 26) Work must be good quality for copying and faxing purposes.

Each school must provide a file for each class period. This file will be used for distributing and receiving materials to and from the students.

Textbooks and Classroom Materials

It is the responsibility of the sending site instructor to provide the coordinator with a list of textbooks, workbooks, and other materials that will be needed for the next year's ITV class. This will be done no later than the last working day in May. The coordinator will compile this list and distribute it to each of the CDTC school principals.

CDTC or the sending school will purchase the workbooks or other consumables needed and bill the schools for these materials.

Field Trips

Any gathering of CDTC students at a location other than their home site constitutes a field trip. This includes a gathering scheduled before, after, or during school hours. Students should have pre-absentee slips filled out in advance notifying other instructors of their absence.

Procedure: The teacher must contact the coordinator with the date and details of the field trip (pg. 29). The coordinator will then contact each receiving principal for their approval. If one principal does not approve of the trip it will be cancelled. The coordinator will contact the instructor to let him/her know if the trip is approved or not. The instructor must have the coordinator's approval and is responsible for the transportation arrangements. These must be made at least one full week before the activity.

Limitation: All classes shall be limited to one field trip per year and no field trips will be allowed in May.

(Revised 6/11/99)

School Activities

The Site Facilitator will keep the ITV teachers informed of any special school activities that apply specifically to their class. On days where activities (homecoming, tournaments and lyceums) cut into class time, the class should be recorded by the remote sites so as not to fall behind.

ITV teachers must attend their regularly scheduled ITV class. Individual school districts are encouraged to have students attend their regularly scheduled ITV course.

Schools are encouraged to schedule as few activities as possible during school time to minimize lost educational time. If your school publishes a monthly calendar of events, please send a copy to your ITV teachers and the coordinator.

At the beginning of the school year/activity season, each CDTC school will provide all ITV teachers with a list of students in various activities, i.e. band, chorus, basketball, football, etc. A CDTC Student Participation List (pg. 33) is to be completed and faxed to the ITV teacher at least 3 days in advance of any school activity that takes students out of ITV class(es).

Teacher Absence

There will be times when an ITV instructor will be absent due to illness, leave, or other reasons. Every effort should be made by the sending site principal to have a substitute teacher take over the class. If this is not possible, the principal of the sending teacher is to notify the receiving site

principals that the teacher is absent and no substitute will be in the ITV room.

If a sending school is not in session on a scheduled ITV class day, they must hire a substitute to deliver the class or pay each of the receive schools \$10 per period to hire their own substitute. If the sending school decides to pay the receive schools for a substitute, the arrangements must be made between the affected Superintendents at least one week in advance.

Due to liability and the cost of the classroom equipment students will not be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

Parent-Teacher Conferences

Parents need to be kept informed about their child's progress regardless of the instructional delivery system used. Parents should be exposed to technology that is being used to deliver the instruction. Conferences via the network are encouraged when confidentiality is not essential. Conferences where confidentiality is a necessity should be held via telephone or in person if possible.

Traveling to Remote Sites

In order to build a unity among ITV sites, CDTC strongly encourages all ITV teachers to teach from each remote site at least once per semester. Traveling to remote sites early in the first semester, is suggested. Each school has agreed to allow their teachers to travel to the remote sites during the school year and will take care of the substitute needs.

CDTC will reimburse teachers for the travel expenses (\$.25 per mile, meals and room, if necessary) incurred to teach from remote sites. An ITV Travel Request Form (pg. 31) is to be filled out and faxed to the coordinator to ensure reimbursement of travel costs.

ITV Staff Meetings

The Coordinator will schedule regular staff meetings either before or after school, using the ITV system. Teachers will be notified of these meetings and will be provided with an agenda of topics to be covered. ITV teachers are expected to attend unless other arrangements have been made with the Coordinator.

REGISTRATION

Registration of Students

Registration of students for ITV classes will be the responsibility of the individual schools. Registration will be submitted to and compiled by the consortium coordinator.

Registration for ITV classes begins March 1 and will be completed by April 1. The final registration totals will be compiled and verified with the individual districts no later than May 15. Each school will be financially accountable for each student registered on May 15. Consideration may be granted by the coordinator for special situations that affect registration numbers after May 15. (Example: registered student moves out of district) Any additions to student registration will be channeled through the coordinator provided that enrollment figures have not been exceeded.

Drop/Add Policy

The student Drop/Add Policy will be in effect for each district as long as it is no later than one week following opening day of ITV classes. All Drop/Add must be approved by the Building Principal and ITV Teacher (pg. 22). School districts will still be responsible for tuition if their student drops a class.

CDTC Calendar

CDTC STUDENT DROP/ADD FORM

Date _____

Student Name _____

Student School _____

ITV Class you wish to drop _____

ITV Class you wish to add _____

Teacher _____

Reason you wish to drop or add ITV class _____

Superintendent/Principal Signature _____

CDTC CLASS ROSTER

School Name _____ ITV Class Title _____

School Year _____ Period _____ Originating From _____

Our records indicate _____ students in this class.

| Student Name | M/F | Grade | Health Information |
|---------------------|------------|--------------|---------------------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ |
| 11. _____ | _____ | _____ | _____ |
| 12. _____ | _____ | _____ | _____ |

Principal

Date

**Central Dakota Telecommunications Consortium
ITV Student Discipline Policy and Contract**

ITV is a means for districts to provide low-incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel.

Because of the uniqueness of ITV, certain standards are expected of students enrolling in these courses. This policy is intended to make both the students and parents aware of the standards expected of students enrolling in such courses.

As a student taking an ITV course, I am aware that:

1. certain standards are expected of me, as a student, and insubordination of any kind will no be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. inappropriate language or gestures will not be tolerated.
3. because of the technology, anything I do in the classroom can be taped.
4. classroom procedures must be followed.
 - a) Students must sit within camera view at all times.
 - b) Students must not mishandle the equipment in the classroom.
 - c) Students must follow all other rules as specified by the teacher.

The following procedures will be followed for students who cannot follow the above listed rules.

First Offense: The student will be removed from the class, given a warning, the principal will be notified, and parents will be notified by letter, of the infraction. The classroom teacher will send the letter to the parents. A copy of the letter will also be sent to the student's principal.

Second Offense: The student will be removed from the class, permanently.

SEVERE MISCONDUCT: The student will be permanently removed from the class, immediately.

I have read and understand the policy above, and agree to everything stated.

| | |
|----------------------------|---------------|
| _____ Student Signature | _____ Date |
| _____ Parent Signature | _____ Date |

CDTC STUDENT INFORMATION SHEET

ITV Class _____

Instructor _____

Please attach

Student's Name _____

recent picture

*Parent's Name _____

here if available

*Address _____

(last years' will do)

*Telephone _____

Grade _____

Activity Involvement

Sports (which ones?) _____

Subjects being taken this year? _____

Cheerleading (which sports?) _____

Band (what instrument?) _____

Drama or Speech? _____

Clubs (4-H, FFA, Etc.?) _____

Employed (what kind of job & where?) _____

Plans after graduation? _____

***These items must be completed**

CDTC MATERIAL TRANSFER FORM

Course Title _____

Instructors Name _____

Class Period _____

=====INSTRUCTIONS=====

Test _____ Quiz _____ Worksheet _____

Number of copies to be made _____

Material to be handed out: Date _____

Time _____

I would like the facilitator present in the classroom: Yes _____ No _____

If yes is checked, please state reason for requesting the facilitators presence. _____

=====MATERIAL RETURN PROCESS=====

1. ITV materials gathered by: Facilitator _____
Student _____
Other _____

2. ITV materials returned to: School Office _____
Leave in Studio _____
Other _____

3. ITV materials return by: Fax _____
Mail _____
Other _____

=====WRITTEN INSTRUCTIONS=====

Authorized by ITV Instructor

Date

CDTC MEMBER SCHOOL'S
GRADING SYSTEM

Fessenden

A - 93-100
B - 86-92
C - 78-85
D - 70-77
F - 69 or below

Gackle

A - 94-100
B - 87-93
C - 80-86
D - 75-79
F - 74 or below

Jamestown

A - 93-100
B - 86-92
C - 78-85
D - 70-77
F - 69 or below

Medina

A - 93-100
B - 86-92
C - 79-85
D - 70-78
F - 69 or below

Midkota

A - 94-100
B - 87-93
C - 80-86
D - 75-79
F - 74 or below

Pingree/Buchanan

A - 94-100
B - 87-93
C - 80-86
D - 75-79
F - 74 or below

Tappen

A - 94-100
B - 87-93
C - 80-86
D - 70-79
F - 69 or below

Wimbledon/Courtenay

A - 94-100
B - 87-93
C - 80-86
D - 75-79
F - 74 or below

CDTC FIELD TRIP REQUEST FORM

Course Title _____

Instructors Name _____

School _____

Class Period _____ Field Trip Date _____

Departure Time _____ Home Arrival Time _____

Field Trip Destination _____

Receiving Sites and Number of Students:

Fessenden _____

Gackle _____

Send this form to:

Jamestown _____

Medina _____

Kathy McCracken

CDTC

Midkota _____

Pingree/Buchanan _____

P.O. Box 299, 630 5 St. N

Carrington, ND 58421

Tappen _____

Wimbledon/Courtenay _____

Jamestown Vocational Center _____

Field Trip Details (include travel plans) _____

=====
This section to be filled out by the ITV coordinator and returned to the instructor.

The above activity request has been APPROVED / DENIED at this time. If this activity is approved, the receiving principals have given their approval and await details from the instructor.

Comments _____

_____ Kathy McCracken, ITV Coordinator (701) 674-8201

CDTC - ITV After-Hours Request Form

Contact person or person making request: _____

Address: _____

City/St/Zip: _____

Phone: _____

Brief explanation of activity _____

Who will be invited to attend? _____

Starting date: _____ Ending date: _____

Day(s) of the week (circle): M T W TH F SA

Holidays or exception date(s): _____

Starting time: _____ Ending time: _____

Sending site: _____

Receiving Sites (Circle):

- Fessenden Gackle
- Jamestown Medina
- Midkota Pingree/Buchanan
- Tappen Wimbleton/Courtenay

Send this form to:

**Kathy McCracken
CDTC
P.O. Box 299, 630 5 St. N
Carrington, ND 58421**

Jamestown Vocational Center _____

=====

This section to be filled out by the ITV coordinator and returned to the applicant.

The above activity request has been APPROVED / DENIED at this time and will be classified as: Govt. Agency, Educational Institution, Health Facility, Non-profit Organization or Business. Total Cost _____ Please remit to the Coordinator before the start date. Conditions of Use - Equipment and furniture cannot be moved, you are responsible for repair or replacement of any furniture or equipment damaged.

_____ Kathy McCracken, ITV Coordinator (701) 674-8201

_____ We hereby agree to the amount and conditions above
Signature & Title of person making request

CDTC

ITV Travel Request Form

Name _____

Date _____

ITV Class Taught _____

Period _____

Please state below the location you would like to travel to, the date you wish to travel and the reason for the trip.

Will a substitute teacher need to be hired? If yes, which periods?

Have you traveled to this site at any other time during this school year? If yes, when?

Please estimate your expenses below.

_____ miles @ \$.25 per mile = \$ _____

meals \$ _____

lodging \$ _____

Total \$ _____

Approved by: _____

Teacher's Superintendent/Principal

Date _____

Approved by: _____

CDTC Coordinator

Date _____

CDTC TEACHER EVALUATION FORM

Teacher _____

Evaluator _____ Date _____

| | Satisfactory | Need Improvement |
|---|---------------------|-------------------------|
| 1. Knowledge of subject matter | _____ | _____ |
| 2. An interest and enthusiasm for the subject matter | _____ | _____ |
| 3. A concern for the student | _____ | _____ |
| 4. Lesson preparation | _____ | _____ |
| 5. Ability to motivate students | _____ | _____ |
| 6. Ability to maintain student interest | _____ | _____ |
| 7. Class participation | _____ | _____ |
| 8. Classroom control | _____ | _____ |
| 9. Respect for teacher | _____ | _____ |
| 10. Poise & confidence of teacher | _____ | _____ |
| 11. Brings class to initial task quickly | _____ | _____ |
| 12. Majority of students on task | _____ | _____ |
| 13. Has minimal interruptions in proceedings | _____ | _____ |
| 14. Treats students with respect | _____ | _____ |
| 15. Moves to confront problems if they exist | _____ | _____ |
| 16. Seeks outside assistance if needed | _____ | _____ |
| 17. Reinforces good behavior | _____ | _____ |
| 18. Conducts herself/himself in a professional manner | _____ | _____ |
| 19. Willing to follow school policy and procedure | _____ | _____ |
| 20. Recordkeeping accurate and punctual | _____ | _____ |

Commendations/Recommendations:

CDTC STUDENT PARTICIPATION LIST

The following students will be leaving at _____ a.m./p.m. on _____(date) to attend
_____ (name school activity). They
will miss period(s)_____.

| | <u>Name</u> | <u>Grade</u> |
|-----|-------------|--------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |
| 19. | _____ | _____ |
| 20. | _____ | _____ |

Sponsor/Coach Signature Date

This form is to be completed and faxed to any affected ITV Teacher at least 3 days in advance of activity.