

East Central BOCES Distance Learning System

Policies and Procedures Handbook

December 2007

**East Central BOCES Distance Learning System
Policies and Procedures
Table of Contents**

1	Administration	3
1.1	Steering Committee.....	3
1.2	Distance Learning Coordinator	3
1.3	Distance Learning Network Technician (DL Tech).....	4
1.4	Site Technician	4
1.5	VNETS Scheduling of Ports Over the Bridge	4
2	Class and Course Information	5
2.1	Pre-registration and Registration.....	5
2.2	Class and Course Pool	5
3	Class Size and Enrollment Limitations.....	6
3.1	Course Syllabus	6
3.2	Drop and Adds	6
4	Dual Credit Enrollment:.....	6
5	Attendance, Grading, and Reporting.....	6
6	Materials/Textbooks	8
7	Per Student Cost.....	8
8	Community Use of VNETS & Adult Education.....	9
9	VNETS Instructor Responsibilities	9
9.1	Instructor Qualifications	9
9.2	Back up Plans	9
9.3	Classroom Behavior	9
9.4	Remote Site Visits.....	9
9.5	Student Interaction	9
9.6	Conferences and Reporting.....	10
10	Student Responsibilities.....	10
11	Discipline Procedure	11
12	Special Education Students Policy.....	111
13	DISTANCE LEARNING COORDINATOR.....	A
14	EC BOCES DL STUDENT ENROLLMENT CONTRACT	B
15	Dual Credit Courses Agreement.....	C
16	Instructor Agreement	E
16	Instructor Agreement (Morgan Community Teacher).....	G
17	Over enrollment request form.....	J
18	Enrollment form for a student with an IEP.....	K

**East Central BOCES Distance Learning System
Video Network for Educational and Training Services
(VNETS)
Policies and Procedures**

1 Administration

1.1 Steering Committee

The SAC will appoint a minimum of three and no more than five representatives from its ranks to serve on the VNETS Steering Committee. The Distance Learning Coordinator will chair the committee. The VNETS Steering Committee holds the authority to make the decisions and recommendations to ensure the successful implementation and continual improvements of VNETS.

1.2 Distance Learning Coordinator

East Central BOCES shall employ a full time individual to serve as the Distance Learning Coordinator. This person shall have the responsibility of providing leadership that is directed toward the established goals of the Steering Committee. The Distance Learning Coordinator leads the VNETS Department and reports to the Executive Director of East Central BOCES.

1.2.1 Qualifications

The Distance Learning Coordinator must have a background in Education Administration and experienced in developing and maintaining Master Schedules and Curricula.

1.2.2 Responsibilities:

The Distance Learning Coordinator will assume overall responsibility for overseeing the quality and operation of the interactive system called Video Network for Educational and Training Services (VNETS), with particular attention to the development of a comprehensive instructional program that meets the identified needs of each of the participating districts.

The Distance Learning Coordinator is responsible for contracting all VNETS Instructors. In addition, the Distance Learning Coordinator will work closely with superintendents and principals in each network school district, facilitating communications between schools, the patrons, and instructors, as well as the staff members.

Distance Learning Coordinator Job Description in Appendix section.

1.3 Distance Learning Network Technician (DL Tech)

East Central BOCES shall employ a full time individual as a Distance Learning Technician. This position reports to the Distance Learning Coordinator and is responsible to provide direction and coordination of all Distance Learning Site technician activities as those relate to VNETS system.

Distance Learning Technician will be accessible via phone and email. All site facilitators will be trained in the general use of the system by the DL Tech and will evaluate and report on additional hardware and software options for the distance learning classrooms. Complete Job Description found in Appendix.

1.4 Site Technician

Each VNETS district will have a Site Technician. The Site Tech will help users to effectively use the distance learning classroom. Responsibilities will include monitoring of the classroom, making sure that all hardware is working correctly, call for technical support on any hardware not working and answer questions of staff pertaining to the use of the classroom. The Site Tech will also be available to help the DL Tech trouble shoot problems as they occur at their individual site location. The DL Tech will provide all Site Techs training on support issues. The Site Tech may occasionally be asked to make minor adjustments to rack equipment. Other roles and responsibilities, evaluation and compensation is determine by the district.

Other duties may include:

- a) Facilitate the distribution of materials associated with distance learning events.
- b) On-site training of users
- c) Opening and closing of facilities during off school hours.
- d) Be knowledgeable about the DL Policies and Procedures handbook and Procedure for VNETS Scheduling

1.5 VNETS Scheduling of Ports Over the Bridge

All scheduling will be done through the East Central BOCES VNETS Department. Scheduling will be done on a first-come, first-served basis. Overriding priorities to the first come first served basis will be determined in the following order:

- K-12 Education
- Adult Education
- Community Service Programs

2 Class and Course Information

Each District is responsible for assessing the needs of its students and providing those needs to the DL Coordinator by **April 1st** of each year. The DL Coordinator is responsible to present those needs to the Steering Committee for review and approval to add the classes and courses to the VNETS curricula.

Once a class or course is approved, the DL Coordinator is responsible for engaging and scheduling the necessary instructors.

2.1 Pre-registration and Registration

The consortium governance understands that interactive courses are not for everyone. Students must be self-disciplined, motivated, and mature. Students who enroll in class and find learning difficult due to the environment should be given the opportunity of withdrawing from the course according to policy.

The VNETS schedule can be found on www.ecboces.org. Any additions and changes will also be posted on the website as they occur. Contact the DL Coordinator to preregister students for classes.

- Class requests are sent to DL Coordinator by April 1st
- Schedule of prospective course offerings will be available by [April 15th](#)
- shall conduct preregistration and have numbers to DL Coordinator by May 15th.
- DL Coordinator will have pre-enrollment numbers to districts by May 20th.

2.2 Class and Course Pool

The pre-registration deadline is [May 15th](#) for fall semester classes and [December 1st](#) for second semester classes. Whenever possible, the DL Coordinator will ensure that an adequate number of classes are scheduled to accommodate the demand indicated by pre-registration numbers. Should, the pre-registration numbers necessitate adding instructors; the DL Coordinator will do so after the approval of the Steering Committee.

2.3 Scheduling Priority

Classes are assigned on a first come, first served basis. However, priority will be given by grade level with the highest grade levels having priority. The distance learning coordinator will notify schools of the number of slots that they have reserved by May 20th. Any registrations received after May 15th will be accepted subject to availability on a first come, first served basis. Grade level will not be a consideration for late registrations (after May 15th).

3 Class Size and Enrollment Limitations

The DL coordinator, the individual teacher and the principals involved will determine the number of students enrolled in a particular class.

No more than twenty (20) total students may be enrolled in one class without the consent of the DL Coordinator, after considering input from the originating teacher, and from both sending and receiving principals.

The number of remote sites that can be effectively handled may vary, depending on VNETS network capability, the subject matter, the individual students involved, and the teacher. Monitoring more than three (3) remote sites must be approved by the DL coordinator, after considering input from the originating teacher, and from both sending and receiving principals.

3.1 Course Syllabus

The course syllabus will identify prerequisites so as to be clearly understood by individuals responsible for student counseling and scheduling. The course syllabus, written with unit outcomes identified as measurable instructional objectives, must be approved by the originating site administration before it can be submitted.

3.2 Drop and Adds

The student Drop/Add policy will be in effect for each district for one (1) week , no more than 5 days, following the opening day of the class. After two (2) weeks, the remote district will still be held responsible for expenses incurred from this district if students were to drop a class. If a school has paid for a student, then that student transfers schools and continues to take the class and has transferred after the drop date, no fees will be exchanged.

Districts may add students (1) to replace a dropped student or (2) a new student has transferred into the school district and the remote district has received an enrollment waiver from the DL Coordinator.

4 Dual Credit Enrollment:

Students may enroll in dual credit courses as per policy of the individual district boards of education. Local High School counselors are responsible for coordinating with the individual colleges and will be responsible for all enrollment forms and other information required by the post-secondary institution offering the course(s).

5 Attendance, Grading, and Reporting

- Students' attendance on days when their district is not in session will be determined by the receiving site's administration. Students will be responsible for work assigned on days when their home district is not in session.

- Student absences will be handled as with other absences, except that the originating teacher shall maintain a record of remote site student absences from his/her classes and will submit, via www.ecbooces.org, attendance records along with grade reports to participating remote sites.
- Each school is responsible for maintaining attendance records for their students.
- Students may encounter new and different grading scales and assessment methods than those which they are familiar. Instructors have the responsibility to identify grading scales, as well as other methods of assessment and evaluative procedures to the student at the beginning of the year/semester.
- All assessment procedures will be governed by "Host School Policy". If the instructor deems it necessary to have a monitor present either for a quiz or test, the arrangements should be made with the remote site principal.
- Instructors assume full responsibility for transmitting grades and/or progress reports to the enrollment sites of each student at the close of each grading period. This will be done by accessing www.ecbooces.org.
- Instructors will send percentage scores only to receiving schools. Each receiving school is responsible for conversion to a letter grade appropriate to their policies and determines eligibility, transcript GPAs and honor roles.
- Parents need to be kept informed by the teacher about their child's progress regardless of the instructional delivery system used. Parent conferences may be held via the DL system, by phone or an on-site visit to the student's home district.
- The system will come on a minimum of 5 minutes before the class starts.
- Remote sites shall provide the name and phone number of a contact that will be responsible for discipline issues in the VNETs room. Remote sites shall also identify a student to handle the remote when there is no supervisor in the room.

6 Materials/Textbooks

- The sending site will determine the necessary textbooks, workbooks, and other materials needed for the course. All schools on the DL network are responsible for the purchase of their own textbooks if needed. It is recommended that this be done in the spring prior to the fall semester for budget planning purposes. College course and related text book fees are the responsibility of the student.
- Instructors are strongly encouraged to use E-mail, with return receipt confirmation, to issue and receive assignments. Each site shall provide scanning capability. Courier service is also available between schools.
- All classroom material originating from the sending or receiving site will be sent in a manner mutually agreed upon by both parties.
- The receiving site will return textbooks to the originating site at the end of the term the class is taught in like condition in which they were received and will be responsible for the cost to replace lost or damaged textbooks received from the originating site.
- The receiving site will provide special equipment required by the course—i.e. lab equipment etc.—as determined by the sending site in the spring prior to the fall semester in which the course is offered. It is recommended that schools reduce the costs through sharing of textbooks, materials, or equipment.
- It is suggested that budget support be set aside to meet the requirements of the two-way course.

7 Per Student Cost

- High School Students taking College Courses are responsible to pay college and text book fees. Districts *may* elect to pay these fees for High School students.
- K-12 Education: Receiving schools will incur a cost of \$200.00 per student per semester per course. If a teacher is hired exclusively for teaching over the VNETs system, this cost may be higher. The cost will equal the total pay packet divided by the number of students taking classes with that teacher. EC BOCES will issue invoices in October and March.
- The charge will cover the following instructional costs:
 - *Instructor Fees*
 - *Instructor Training*
 - *Pre-Registration & Registration*
 - *Technical Support*

8 Community Use of VNETS & Adult Education

The community and local businesses are encouraged to use VNETS for Health programming, Educational and Training purposes. The cost is \$50/hour with a \$50 min.

9 VNETS Instructor Responsibilities

VNETS Instructors are engaged, through EC BOCES, as independent contractors to provide teaching services to students. "Students" can be those persons enrolled in K-12 Education or Adults continuing their education or pursuing advance degrees.

9.1 Instructor Qualifications

Instructors must meet "Highly Qualified" criteria or be under the supervision of a "Highly Qualified" instructor.

9.2 Back up Plans

Instructors must anticipate technical problems and network or site equipment failures. As such, instructors must submit back up plans to the DLC and copy the Principals of the participating districts one month prior to the start of the class.

9.3 Classroom Behavior

Instructors are expected to maintain usual classroom order as in a regular class situation. In the event of behavior problems, the instructor shall notify remote personnel immediately. Behavior problems at a remote site will be dealt with by remote site principals.

Principals of the receiving sites are ultimately responsible for all supervision in the interactive classroom.

9.4 Remote Site Visits

Instructors are encouraged to visit and teach from the remote sites. The instructor should:

- Follow the procedure {Local school procedures}.
- Contact the remote site for permission to visit, and
- Notify the administrator at the home site as soon as possible if the visit needs to be cancelled or postponed.

9.5 Student Interaction

Instructors are encouraged to gather all students involved in an interactive class (e.g. field trips). For K-12 Education students, each local school district will assume transportation costs, responsibility for liability, and cost of its students.

School districts are not responsible or liable for Adult Education Students.

9.6 Conferences and Reporting

- Instructors are encouraged to schedule opportunities for private conferences and other necessary visits to remote sites.
- Instructors shall schedule parent conferences on an “as need” basis for all K-12 students.
- Parent conferences may be held via the interactive system unless the parent feels uncomfortable with it. When conducting conferences over the EC BOCES DL system, the Instructor should take the necessary action to assure that confidentiality is maintained by the coordination of the network switching process and by placing monitors so that they can not be viewed openly.
- Conferences may be scheduled over the telephone or at a common site as necessary and agreed upon by both the parent and teacher.
- Instructors must keep daily attendance record for all students and attendance records for report cards will be based on teacher records.

10 Student Responsibilities

Among the responsibilities of those administering a distance learning network is the responsibility for assuring quality and appropriate content of the instruction provided. Therefore, course design and selection, as well as instructional accountability are top priorities of the system’s governing units. Courses for students in grades 9–12 will be scheduled on the system according to the identified needs of student in the consortium districts. Course design and selection will be overseen by the Steering Committee and the Distance Learning Coordinator.

- Students are expected to sign and abide the guidelines of the Student Code of Conduct Policy. Use the form titled “Student Enrollment Contract” found in the appendix. Local student policy handbooks are applicable to and set precedence to all DL classes.
- Students should plan to arrive for class a few minutes early. Arriving early will give the student an opportunity to pick up handouts for class, ask questions of other students at your site, etc. Dealing with these details before the class starts will help prevent distracting movement around the classroom once class has begun
- Students are required to participate. Participation in an interactive distance learning class requires that student interact. The students will need to stay focused, ask questions, share ideas, talk with the distance learning instructor and other classmates. Students should be ACTIVE, not passive learners
- Students are encouraged to use the method suggested on your syllabus for contacting the instructor outside of class for specific questions regarding individual matters
- Students are encouraged to share their thoughts and opinions about the effectiveness of this method of course delivery with the instructor if asked. Student input will help enhance the learning experience for future students.

11 Discipline Procedure

- High standards of behavior are expected from students participating in the DL classes provided. While few serious disciplinary problems are expected to occur beyond those covered in the contract the students and parents will sign, instructors should be aware that they are charged to provide a safe and controlled environment in which students' learning can be conducted. This mandate includes providing for positive student-to-teacher and student-to-student interaction. Teacher discretion is encouraged in monitoring behaviors that merit authoritative response. The sending teacher is responsible for the discipline of all remote sites as well as their own site. Communication with building principals is important if a problem should arise.
- **Student Responsibility:** Students are expected to sign and abide by the guidelines of the Student Code of Conduct Policy. Local student policy handbooks are applicable to and set precedence to all DL classes.
- **Teacher Responsibility:** Teachers are expected to maintain usual classroom order as in a regular class situation, but shall not be held liable for behavior of students at remote sites. In the event of behavior problems, the teacher shall notify remote site personnel immediately. Each site will be equipped with a telephone and a listing of the other site's phone numbers and contact persons. Behavior problems at remote sites will be handled by remote site personnel.

12 Procedure for Enrolling a Special Education Student

VNETS recognizes the VNETS Distance Learning system can be a benefit to all students including those with identified disabilities. VNETS also recognizes that some students with disabilities may require accommodations and or assistance to be successful with curriculum delivered in a distance learning format. The following are guidelines to be followed to enable students with disabilities to be successful with the VNETS coursework.

- With a specific recommendation from a staffing committee, any student that has an IEP will be allowed to take VNETs classes. The IEP Team, consisting of a minimum of the Special Education Teacher, Building Principal, and Parent, should present the request for the student to attend the classes and the needed accommodations in writing.
- All classroom accommodations and any additional cost that is incurred by the inclusion of the student in the class will be the responsibility of the home district.
- Required accommodations should be sent to the host district prior to the student entry in the class for review by the superintendent and the teacher. The host school superintendent or designee and the Distance Learning Teacher need to sign the written request signifying they do understand the student's disability and needed accommodations.
- Email and or Fax are acceptable for correspondence as long as all requirements have been met and can be verified.

APPENDIX

13 DISTANCE LEARNING COORDINATOR JOB DESCRIPTION

This position will be employed and evaluated by EC BOCES.

SCOPE

The Distance Learning Coordinator will assume overall responsibility for overseeing the quality, operation and use of the EC BOCES Virtual Network for Educational and Training Services (VNETS), with particular attention to the development of a comprehensive instructional program that meets the identified needs of EC BOCES consortium.

RESPONSIBILITIES

Leadership and Organizational Program Implementation

1. Develop, obtain approval, and implement businesses cases as necessary to ensure VNETS is generating maximum benefit to the EC BOCES consortium. E.g. Identify future system needs.
2. Secure funding as required to support VNETS operations and future growth. Funding includes, but is not limited to, grants.
3. Develop program objectives and timelines by working closely with each Superintendent enrolled in VNETS.
4. Responsible for ensuring the VNETS is used to its fullest potential.

Communications

1. Develop and implement a clear communication plan for the program. Include all stake holders.
2. Keep stakeholders apprised at the appropriate level of detail.
3. Understand and provide guidance on how the network functions and its capabilities.
4. Provide guidance on the network's performance and growth requirements
5. Develop presentation showcasing VNETS

Training and Support

Responsible for the development and delivery of training programs for instructors using the system.

Continuous Improvement

1. Identify and close gaps dealing with the implementation of the Distance Learning programs.
2. Develop and implement an assessment mechanism to ensure continual improvement and sustainability of the program.
3. Develop and implement a methodology for assessing Instructor performance.
4. Develop and implement a methodology for assessing class effectiveness.

Curriculum Development & Scheduling

1. Assist school principals in developing courses needed and courses to be offered on the distance learning network. This assistance is to be provided to K-12 schools and post-secondary institutions.
2. Coordinate curriculum for classes offered on the network for elementary through high school.
3. Coordinate other courses for post secondary, college; staff development; specialized staffing and community.

Reporting

Responsible for producing and presenting the Distance Learning Annual Report.

Professional Growth

1. Update skills through statewide and national trainings on distance learning topics.

Effective: January 30, 2006

Job Description
Distance Learning Technician
East Central BOCES

Position Title: Distance Learning Network Technician – Based in Limon Colorado

This position will be employed and evaluated by EC BOCES and reports to the Distance Learning Coordinator

SCOPE

The Distance Learning Technician will assume responsibility for the overall performance of the EC BOCES Virtual Network for Educational and Training Services (VNETS) network.

RESPONSIBILITIES

Network Performance

5. Ensure EC BOCES has an optimal network topology.
6. Establish and report measurements and statistics that monitor network availability and reliability.
7. Report on Network Performance
8. Keep network equipment up to date.

Connectivity On and Off network

1. Responsible for establishing On and Off-Net Connectivity. On Net is defined as any connection in the VNETS Network. Off Net is describes any connection between VNETS and the outside world.
2. Responsible for all connections to the Network demarcation points at each site. Network Demarcation point is described as any connection on the network side of the Trillion equipment. The on site technician is responsible for all connections from the Trillion Equipment on the End User side.

Support

6. Provide leadership to all site techs. Included but not limited to, (1) Establish and hold regular technology forums with site techs (2) ensure there is always a tech on call.
7. Serves as an interface to all vendors.
8. Provide Tier II support for the VNETS network to site technicians. DL Tech will assist site tech with VNETS network related issues.
9. Manage the replace and repair inventory.
10. Train site techs on Distance Learning equipment.
11. Responsible for establishing and maintaining a “knowledge database” of frequently asked questions and related answers. This knowledge database will be web-based and available to all “site technicians”.

Conference Bridge

The DL Tech is responsible for all activities related to the Conference Bridge.

Professional Growth

Must maintain technical skills up to date.

Travel required

Qualifications

Must have CCNA or equivalent

14 EC BOCES DL STUDENT ENROLLMENT CONTRACT

(To be distributed, collected, & filed by receiving site. Please send a copy to the Distance Learning Coordinator)

All DL students will indicate their understanding and acceptance of the EC BOCES DL Student Code of Conduct Policy by signing the form below. Parent or guardian signature(s) are also required as a means of assuring they are aware of the standards expected of students enrolling in the course offerings.

Student Name: _____ School of Enrollment: _____

Course(s): _____

The EC BOCES DL two-way interactive television classes are provided to enhance and enrich the curriculum and to provide low incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel. Behavioral and academic expectations of students in DL classes are high. These high expectations are mandatory as we attempt to use a unique technology to meet the appropriate educational needs of students. Students, parents and schools will honor the sending schools schedule, grading policy, and code of conduct, attendance and teacher policies. The Consortium schools have adopted the following rules and discipline procedures.

STUDENT CODE OF CONDUCT POLICY

As the undersigned student of record in a DL course, I understand and accept the Student Code of Conduct Policy and agree to abide by the following policies and procedures. I agree that:

1. I will not disrupt teaching or learning in DL classrooms; insubordination of any kind will not be tolerated.
2. I understand that my voice and image is being broadcasted to all sites at all times. I will not use language or gestures generally agreed upon as suggestive, derogatory or abusive in nature and will be expected to act in a courteous respectful manner as not to disrupt the educational process.
3. **I can be recorded (visual or audio) at any time without specific pre-warning.** Initials: _____
4. I will position myself in the classroom to be in camera view at all times.
5. I will not manipulate equipment in the classroom without express direction from facilitator or instructor.
6. I will conform to any additional rules as specified orally or in writing by the instructor or facilitator.
7. I understand that the host schools' sexual harassment policy will take precedence over all complaints and incidents of sexual harassment.
8. I accept all grades and discipline actions reported by the sending institution.
9. I understand that if I am found to be in violation of any of the above policies, I will be subject to the following disciplinary action:

First Offense: A verbal or written warning from instructor to the student(s). Instructor will inform the principal at the receiving site, and parents or guardians about the problem.

Second Offense: The student will be removed from the class until such time that a conference of parents, student, instructor and principal offers assurance that the misconduct will not reoccur.

Severe Misconduct: Students who deface or damage equipment or facilities, threatens violent behavior or intent to other students either remote or local, repeated policy violation, including drug, alcohol, or narcotic policy violation may result in permanent removal from the system and possibly consequentially the class. The student may be subject to loss of full or partial credit for coursework.

Note: In some instances this procedure may be bypassed. It should be understood that the principal at the school that the student attends reserves the right to remove students in their school for any action that they deem inappropriate.

This EC BOCES DL enrollment contract does not supersede policies or provisions for student conduct recognized by the student's place of official enrollment and pertain strictly to system access.

Student Signature

Date

Parent or Guardian Signature

Date

Principal Signature

Date

High School and _____

15 Dual Credit Courses Agreement

This agreement for teaching of dual-credit high school/college courses, dated this _____, 20____ is between _____ and _____ High School (___ HS).

Recitals:

1. ___HS desires to expand its curriculum to include more college-level courses for high school students who have proven their ability to take such courses;
2. ___HS would like for students enrolled in college-level courses at the high school to receive college credit for those courses, allowing the students to complete college sooner;
3. Due to limitations of space and distance, _____ would like to offer more opportunities at off-campus locations.

For the reasons listed above, the two parties hereby agree to offer shared courses, to be taught on the high school grounds, with each ___HS student enrolled in a dual-credit course receiving college credit from _____ for the course.

Agreement:

1. Course Offerings, College Credit, and Grades

___HS students will receive standard college credits for dual-credit courses taken at the high school, according to the approved dual-credit courses executed for each semester and attached to this agreement.

College credits for each course listed in the attachment and all dual-credit courses offered in the future shall be countable toward at least one college degree or certificate at Lamar Community College. Each class section of a dual-credit course, including any sections taught at the high school, shall be open to the public and advertised in the _____ class schedule or other publications. College transcripts for high school students who complete dual-credit courses shall reflect the equivalent earned grade (A, B, C, D, or F) that is reflected in the student's high school record.

2. Instructor approval

To ensure standards of performance, all instructors teaching dual-credit courses under this agreement must meet standards for teaching. Lamar Community College strives to hire the best instructors in the area. To ensure quality across the curriculum, high school teachers who teach in the dual-credit program must participate in and agree to the following:

- Faculty Dialog Days (college and high school faculty will meet annually to discuss course outcomes and standards, course syllabi and materials, and instructional methodologies);
- Use of textbooks agreed upon by Lamar Community College;
- Compliance with common course outlines and course standards;
- Annual faculty evaluations by students;
- Annual faculty observations by an _____ administrator or faculty member;
- Provision to the College of instructor's official college transcripts.

4. Student Participation

For eligibility to participate in dual-credit courses, students must take the basic skills pre-assessment offered by the College for placement purposes.

5. _____ tuition charges, course fees, and registration fees

Tuition, course, and registration fees will be assessed for students attending high school/college dual-credit courses at the standard resident tuition and fee rate for the college credit enrolled. Following the College census date (15% of total instruction), _____ shall invoice the high school for all charges assessed for high school students enrolled in shared courses. For students attending these classes who are not concurrently enrolled in high school, the tuition and fee charged will be billed directly to the students.

6. High school instructional costs

The high school/district shall invoice _____ for costs related to the instruction of dual-credit courses. Such costs may include instructor compensation, handouts and other teaching materials, equipment rental, equipment maintenance, facility rental, and administrative overhead. All billings must be pre-approved by the College.

7. Textbooks and course materials

Textbooks and other materials used in the dual-credit courses must be approved by the College. Textbooks for students receiving both high school and college credit shall be paid for by the student or by the high school/district.

8. Period of agreement

It is the intent that this agreement remains in effect through _____, though it may be terminated upon 90 days written notice to the other party.

In witness whereof, the parties have executed this agreement, effective beginning _____.

For _____ High School/District

President

Date

Date

Attachment: approved courses

East Central Board of Cooperative Educational Services (EC BOCES)
VNETs Teaching Agreement

This **VNETs TEACHING AGREEMENT** is made this ____ day of _____, _____ by and between East Central Board of Cooperative Educational Services (EC BOCES), _____ School District (District), and _____ (VNETs Instructor).

EC BOCES desires to enter into an agreement with an Instructor and a School District (“District”) to provide teaching services over the EC BOCES Virtual Network for Educational and Training Services (VNETs) and the District and Instructor are desirous to provide such services to EC BOCES as set forth in the Terms and Conditions of this Agreement.

1. **Services:** Instructor shall provide teaching services as described in Attachment I – Instructor Responsibilities. District shall provide the necessary time and equipment required by Instructor to teach over the VNETs system.
2. **Contracting Fee:** Any fee for said services is provided solely at the discretion of the District. District agrees to pay instructor the sum of _____ per class taught over the VNETs system.
3. **Term:** This Agreement shall commence on the day and year stated above and shall continue for the following school year (“Term”) provided, however, EC BOCES, District or Instructor shall have the option to terminate this Agreement without cause upon thirty (30) days written notice.

This Agreement may be extended by mutual agreement of the parties. EC BOCES or District reserve the right, with no termination liability, to terminate this agreement immediately for cause without an opportunity to cure in the event Instructor violates any ethical teaching code or any rule that is in effect within the District.

4. **Effective Termination:** In the event of termination, the District is responsible for any fee reduction. District and EC BOCES shall cooperate to try and find an alternate Instructor for the remainder of the Term.
5. **Rules of Conduct.** Instructor agrees to abide by all of the rules and procedures as prescribed in the District teaching contract. Failure to abide by said rules will result in immediate termination of this Agreement. All Colorado Department of Education regulations shall be enforced.
6. **Qualifications.** In order to teach over the EC BOCES system, Instructor or District must supply written verification of Instructor’s highly qualified status in the subject area that the Instructor is teaching. Verification must be presented to EC BOCES upon execution of this agreement. A certified copy of the Instructor’s current Colorado Teaching License must be kept on file at EC BOCES for the term of the agreement. District agrees to assist in the sharing of information.

7.

7.1. **Confidential Information:** All parties agree that any information received by any of the parties during the furtherance this Agreement, which relates to personnel, students or other affairs of EC BOCES and participating districts, will be treated by all parties in full confidence and will not be disclosed to other persons, firms, or organizations, without the express written consent of concerned party. All parties shall take the reasonable steps necessary, and all steps reasonably requested by EC BOCES or District, to ensure that all such confidential information is kept confidential for the sole use and benefit of EC BOCES or District. All parties shall take effective precautions to prevent unauthorized disclosure or misuse of such information.

7.2. Provisions of this Section shall remain in full force and effect beyond the Term of this Agreement as stated above.

8. **Governing Law:** This Agreement shall be governed by and shall be construed and regulated in accordance with, the laws of the State of Colorado.

9. **Enforceability:** If any provision of this Agreement is found to be prohibited, unenforceable or invalid under the laws of any jurisdiction, such provision or part thereof shall be ineffective to the extent of such prohibition, unenforceability or invalidly under the applicable law without affecting the enforceability or validity of such provision in any other jurisdiction, and without invalidating the remainder of such provision or other provisions of this Agreement.

10. **Waivers:** No waiver or modification of the terms hereof shall be valid unless in writing and signed by the party to be charged, and only to the extent therein set forth.

11. **Prior Agreements:** This Agreement represents the entire agreement between the parties. All prior agreements, contracts, promises, representations and statements, if any, between the parties hereto, or their representatives, with respect to the matters covered hereby are replaced by this Agreement.

IN WITNESS WHEREOF, all of the parties hereto have executed this Agreement to be effective as of the date first above written.

Executive Director, East Central BOCES

Instructor

Date:

Superintendent, School District

Date:

Date:

East Central Board of Cooperative Educational Services (EC BOCES)
VNETs Teaching Agreement for a Morgan Community College Teacher

This **VNETs TEACHING AGREEMENT** is made this ____ day of _____, _____ by and between East Central Board of Cooperative Educational Services (EC BOCES), Morgan Community College (MCC), and _____ (VNETs Instructor).

EC BOCES desires to enter into an agreement with an Instructor and MCC to provide teaching services over the EC BOCES Virtual Network for Educational and Training Services (VNETs) MCC and Instructor are desirous to provide such services to EC BOCES as set forth in the Terms and Conditions of this Agreement.

12. **Services:** Instructor shall provide teaching services for Morgan Community College classes. MCC shall arrange with local school districts for use of their VNETs room.

13. **Contracting Fee:** Any fees for said services shall be solely the responsibility of MCC.

14. **Term:** This Agreement shall commence on the day and year stated above and shall continue for the following school year (“Term”) provided, however, EC BOCES, MCC or Instructor shall have the option to terminate this Agreement without cause upon thirty (30) days written notice.

This Agreement may be extended by mutual agreement of the parties. EC BOCES or MCC reserve the right, with no termination liability, to terminate this agreement immediately for cause without an opportunity to cure in the event Instructor violates any ethical teaching code or any rule that is in effect within the VNETs policies.

15. **Effective Termination:** In the event of termination, MCC is responsible for any fee reduction. MCC and EC BOCES shall cooperate to try and find an alternate Instructor for the remainder of the Term.

16. **Rules of Conduct.** Instructor agrees to abide by all of the rules and procedures as prescribed in the teaching contracts issued by their home district/Morgan Community College. Failure to abide by said rules will result in immediate termination of this Agreement. All Colorado Department of Education regulations shall be enforced.

17. **Qualifications.** MCC is responsible for ensuring that the teacher and course material satisfy their college requirements for issuing credit for each class taught over the system.

18.

18.1. **Confidential Information:** All parties agree that any information received by any of the parties during the furtherance this Agreement, which relates to personnel, students or other affairs of EC BOCES and MCC, will be treated by all parties in full confidence and will not be disclosed to other persons, firms, or organizations, without the express written consent of concerned party. All parties shall take the reasonable

steps necessary, and all steps reasonably requested by EC BOCES or MCC, to ensure that all such confidential information is kept confidential for the sole use and benefit of EC BOCES or MCC. All parties shall take effective precautions to prevent unauthorized disclosure or misuse of such information.

18.2. Provisions of this Section shall remain in full force and effect beyond the Term of this Agreement as stated above.

19. Governing Law: This Agreement shall be governed by and shall be construed and regulated in accordance with, the laws of the State of Colorado.

20. Enforceability: If any provision of this Agreement is found to be prohibited, unenforceable or invalid under the laws of any jurisdiction, such provision or part thereof shall be ineffective to the extent of such prohibition, unenforceability or invalidity under the applicable law without affecting the enforceability or validity of such provision in any other jurisdiction, and without invalidating the remainder of such provision or other provisions of this Agreement.

21. Waivers: No waiver or modification of the terms hereof shall be valid unless in writing and signed by the party to be charged, and only to the extent therein set forth.

22. Prior Agreements: This Agreement represents the entire agreement between the parties. All prior agreements, contracts, promises, representations and statements, if any, between the parties hereto, or their representatives, with respect to the matters covered hereby are replaced by this Agreement.

IN WITNESS WHEREOF, all of the parties hereto have executed this Agreement to be effective as of the date first above written.

Executive Director, East Central BOCES

Instructor

Date:

Date:

Morgan Community College

Date:

Instructor Responsibilities

- 1) Instructors are expected to maintain usual classroom order as in a regular class situation. In the event of behavior problems that cannot be handled via the VNETs system, the Instructors shall notify remote personnel immediately. Behavior problems at a remote site will be dealt with by remote site principals or other designated personnel.
 - Principals of the receiving sites are ultimately responsible for all supervision in the interactive classroom.
- 2) Instructors are encouraged to visit and teach from the remote sites. The Instructors should:
 - a) Follow the procedure in the home school for VNET Instructors,
 - b) Contact the remote site for permission to visit, and
 - c) Notify the administrator at the home site as soon as possible if the visit needs to be canceled or postponed.
 - d) Instructors are encouraged to gather all students involved in an interactive class. (Field trips, pizza party, etc.) Each local school district will assume transportation costs, responsibility for liability, and cost of its students.
- 3) Instructors are encouraged to schedule opportunities for private conferences and other necessary visits to remote sites.
- 4) Instructors must keep daily attendance record for all students and attendance records for report cards will be based on Instructor records.

VNETS CLASS OVERENROLLMENT REQUEST FORM

This form must be filled out prior to starting any class that has more than 20 students. It should be signed by the class teacher, the superintendent of the host site or a Morgan representative if this is pertaining to a Morgan Community College level class and then submitted to the VNETS coordinator for approval.

DATE: _____

CLASS: _____

HIGH SCHOOL LEVEL: COLLEGE LEVEL:

TOTAL NUMBER OF STUDENTS ENROLLED: _____

REASON: _____

TEACHER SIGNATURE

SUPERINTENDENT/MORGAN REPRESENTATIVE SIGNATURE

APPROVAL GRANTED APPROVAL DENIED

VNETS COORDINATOR SIGNATURE

REQUEST FOR A STUDENT WITH AN IEP TO ENROLL IN A VNETS CLASS

This form is to be filled out by the home district of the student wishing to enroll in a VNETS class and signed/approved by the host district of the class being offered.

School Year: _____

Class: _____

Host Site: _____

Name of Student: _____

School District: _____

Accommodations: _____

_____ School district (home district) understands that any cost incurred due to providing accommodations will be the responsibility of the home school district.

This request is submitted by:

IEP Team Representative

This request is approved by:

Host Site Superintendent

Teacher