DIAL Virtual School
CORE Educational Cooperative
PO Box 518
Platte SD, 57369
(605) 337-3178
Fax: (605) 337-3180

Student Policies

1. **Purpose.** The policy outlines expected student conduct and behavior while participating in classes from the DIAL Virtual School. All students must read this policy and complete the last page and return a copy to their local school district within the first two weeks of class.

2. **General.** Teachers and administrators of the DIAL Virtual School will review these policies annually. Questions or recommended changes should be submitted to:

Casey Bailey
Director, DIAL Virtual School
PO Box 518
Platte, SD 57369
email: casey.bailey@k12.sd.us
phone: (605) 337-3178

Student Policy

The DIAL Virtual School provides distance learning classes through the South Dakota Virtual School. Using distance learning, school districts can receive courses that normally would not be offered because of low enrollment or a lack of qualified teachers. The two-way, interactive, video technology or online course management system used for these classes allows a teacher to teach from one location with students at one or more different schools. Because of the unique aspects of the distance learning classes, certain standards are expected of the participating students. This policy is intended to make both the students and the parents aware of these standards.

To be successful in an online or distance class, you need to turn work in promptly and consistently. For online classes, use the due dates posted in your classroom management system.

Unexcused late work may have points deducted. Meeting the assignment and discussion deadlines in your course is vital to earning a good grade.

DIAL Virtual School Student Code of Conduct. As a student taking a distance learning class, I am aware that:

1. High standards are expected of me as a student. My cooperation and appropriate attitude are needed to maintain a positive teaching and learning environment in the online classroom.

2. Appropriate language is expected and required for all classes, whether face-to-face, video conferencing, and for email and online discussions.

3. I am expected to make a commitment to academic integrity. This means:
    a. Your work on each assignment will be completely your own.
    b. Your collaboration with another classmate on any assignment will be pre-approved by your teacher.
    c. You will not practice plagiarism in any form. Plagiarism is defined as copying or using ideas from another person, on online classmate, or an Internet or print source) and presenting them as your own.
    d. You will not allow others to copy your work.
    e. You will not misuse content from the Internet.

4. Because of the technology, anything I do in the classroom can be video taped or seen by others and emails or discussion postings are stored electronically and may be viewed by others.

5. I am expected to comply with my local school district "Acceptable Use Policy" regarding use of computers and the Internet as well as other local district policies.

6. The following classroom procedures must be followed:
    a. Students will complete the online course introduction/orientation video.
    b. Students should complete and submit assignments in accordance with the class due dates. Failure to submit assignments by due dates may result in students being dropped from the class or receiving a failing grade.

7. Students will follow all other rules specified by the teacher and classroom facilitator.

The procedures for students who cannot follow the above listed rules are listed below:

First Offense: Students will be given a verbal warning and chance to redo the assignment. The district e-mentor/facilitator will be notified.

Second Offense: Grade weights will be changed, tests are proctored, AND receive a "0" on the assignment. The district e-mentor/facilitator will be notified.

Additional Student Information

Who's watching and listening to you? Online discussion boards are considered public information since they are viewed by other participants in the class. Don't post something you wouldn't want anyone else to see or hear.

Class handouts. Some handouts and class materials are available on-line. Others will be sent to the class facilitator and distributed by them. If you do not have needed materials, contact your facilitator.

Submitting material to the teacher. Your facilitator for online classes may be responsible for mailing, faxing, or delivering materials such as homework, tests, or other papers to the teacher. You are responsible for getting these items to your class facilitator by the required due date. If you are taking online classes you may be required to submit your assignments online. Check the class syllabus for procedures in your classes.

Contacting the teacher after class. If you need to contact your teacher outside of normal class times you should phone, text if teacher approved, or email. It is possible to schedule a video connection outside of class time either before or after school. All DIAL teachers have email and this is the easiest method of contacting your teacher. They will provide an email address in their syllabus. If you have a question or problem, don't wait to contact your teacher.

Grading Scale. Your school will be provided a percentage score for your work in DIAL Virtual School distance classes. Your school will assign the letter grade and provide course credit.

Attendance. Attendance in class is critical to student success. Local attendance policies will also apply to students taking distance learning classes.

Make-up Work. Students are expected to make-up assignments prior to class for known absences and after class for unexpected absences. The general guideline for turning in make-up work is to allow one day for each day missed. Special situations will be at the discretion of the teacher.

DIAL Virtual School Website - http://www.dialsd.net

SD Virtual School Website - http://www.sdvs.k12.sd.us

This section to be completed and signed by student and parent/guardian – return to your local school class facilitator.

I have read and understand the DIAL Virtual School student policy and agree to comply with this policy.

_____ _____

Student signature Date

_____

DIAL Class you are enrolled in

Parent or Guardian contact information:

Name: _____

Mailing Address: _____

_____

_____

Home Phone: _____ Work Phone:_____

_____ _____

Parent or Guardian signature Date

_____ _____

School Administrator signature Date

A copy of this signed agreement will be maintained in the student's records at his/her school. This must be completed within two weeks after the start of a class.