



DIAL Virtual School
CORE Educational Cooperative
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DIAL Virtual School Distance Learning Policies

Administrative Policies

- 1. School Administrator Contact.** Each participating school will designate an administrator as the contact person for student management and communications with the DIAL Virtual School. This person will:
 - a. Provide the name, address, and phone number to DIAL Virtual School for developing a point of contact listing that will be provided to all schools and distributed to schools. Please notify us if changes are made.
 - b. Receive updates and information regarding future programs. Distribute this information within the school district as needed.
- 2. Student Preparedness.** Students enrolled in the DIAL Virtual School need the necessary traits required to be successful in distance learning classes. A successful distance learning student should:
 - a. Be committed to completing all assignments on time with limited monitoring.
 - b. Be comfortable helping other students.
 - c. Be a self-disciplined, courteous person.
 - d. Be comfortable with technology.
 - e. Be able to work independently to complete tests and quizzes.
 - f. Be able to work in a small group or alone.
 - g. Be willing to actively participate in the distance learning class.
 - h. Be willing to treat the on-site facilitator as an extension of the teacher.
 - i. Be willing to complete the Online Orientation video.
- 2. IEP Information.** It is the district's responsibility to inform DIAL Virtual School teachers of students enrolled in DIAL Virtual School classes who have an IEP. The special education teacher in each school should contact the DIAL Virtual School teacher regarding students on an IEP in that school prior to the beginning of the class. DIAL Virtual School teachers should be included in team meetings via videoconference when appropriate.

4. **School Calendar.** The starting/ending date for DIAL Virtual School semester-long classes will be based upon common start/end dates for the schools with input from the DIAL teachers.

	Start	End
Fall Semester	August 21, 2024	December 13, 2024
Spring Semester	January 6, 2025	May 9, 2025

5. **Providing Class Textbooks and Materials.** DIAL Virtual School will provide class textbooks and instructional materials when needed. These materials will be provided prior to the beginning of the class and will be returned to DIAL at the end of the school year. Schools will be responsible for arrangements to return instructional materials to DIAL and for the cost of any damaged or lost materials.
6. **Class Fees.** In an effort to build a sustainable model for distance learning, DIAL Virtual School charges student fees for classes. These fees will be reviewed each year and may be modified based on actual class costs and any grant funding available. Schools will be invoiced once each semester for their student Blackboard enrollments and the end of the month following registration for those courses that have ongoing enrollments.

Semester-based course fees: \$325/student/class/semester

Ongoing registration class fees: \$260/student/class/semester

7. **Drop Date and Fees.** We realize that distance learning may not fit all students' learning style. We allow a two-week, grace period from the start of the DIAL academic semester before determining the final enrollment for billing purposes for semester-based courses and a two-week grace period for ongoing course enrollments. The two-week grace period starts for ongoing course enrollments after the students have been entered into the coursework and notified that their coursework is ready to begin. The last day of the two-week grace period for the semester-based classroom courses for the 2024-25 school year will be Sept 6, 2024, (for fall semester) and January 20, 2025 (for spring semester).
8. **District Agreement.** Each district will submit an agreement signed by an authorized school representative.
9. **Class Facilitator.** It is important that students taking independent studies or online courses have a facilitator. This adult staff person should have time **every** day to communicate with the student about progress or issues with DIAL Virtual School courses. This person needs to serve as a cheerleader and task master. Constant communication with teacher may be helpful to student success.

10. Parent – Teacher Conferences. DIAL Virtual School teachers are available for parent-teacher conferences via videoconference. Opportunities to do this during the year are encouraged and desired. Please coordinate this directly with the teacher well in advance of the scheduled date. Parents may also email concerns to teachers during the school year.

11. Blackboard UserIDs. (dial.blackboard.com) Students enrolled in online (Blackboard) classes will be issued a username and password from DIAL. This will be emailed to students prior to the first day of class. All other class information will come from the instructor. Facilitators can also be added to Blackboard courses if desired. Please contact Karen Peters -- karen.peters@k12.sd.us -- to receive a username and password.

12. South Dakota Center for Virtual Education (SDCVE). The DIAL Virtual School is an approved provider for the SDCVE. All SDCVE and DIAL distance courses have been approved by the South Dakota Department of Education to ensure they meet the state's high academic standards. Official registration for DIAL classes must be done through the SDCVE online registration system and students **may not begin classes** until SDCVE registration is complete. Each school district has a designated individual to complete SDVS registration and enrollments will be accepted only from school districts and not from individual students or parents. See www.sdcve.k12.sd.us for more information.

13. DIAL Virtual School Billing Policy

1. Districts are responsible for registering students through SD Virtual School Website www.sdcve.k12.sd.us
2. District will be invoiced for charge of courses **unless** district informs DIAL that the family is responsible for payment at time of registration.
 - a. If family is responsible, DIAL will invoice family for payment and student will be enrolled upon receipt of payment.
3. Courses may be paid for by check or PayPal

DIAL Member Benefit

- \$100 off for the first five enrollments and \$20 off each enrollment after the fifth enrollment.

Ongoing courses

- \$260 per course when purchased by an individual or a school district
- Districts agreeing to purchase more than 350 registrations a year will be charged \$250 a course upon receipt of a written agreement between DIAL and said school district.
- Courses may be paid by check, school invoice or Paypal

Semester-based courses

- \$325 per course