

LCTN - MRVED

ITV Operations Handbook

Scheduling.

Class Schedules shall be agreed upon with accurate registration numbers conveyed to each originating site by JUNE 1st. The enrollment numbers given by June 1, will be considered binding per our Billing Policy.

The LCTN will follow the Cooperative Bell schedule, switching between classes via our computer scheduler per agreed upon cooperative class times.

The LCTN will not make modifications to our schedule due to weather or local events. We will try to maximize student - teacher contact at all times.

The LCTN will post a comprehensive calendar on our web site. The LCTN will route classes as per our schedule unless the originating site does not have school.

After school use of the ITV rooms and all codec use, needs to be scheduled thru the LCTN. Please email the LCTN with the date, places to connect, start time and length of meeting as well as if this meeting will be repeated.

The LCTN will make all arrangements for the cross connect to happen to any school outside of the LCTN - MRVED Network.

Billing:

The LCTN will bill for all classes that are originated by a LCTN schools. Bills will be sent to each remote site by June 15.

LCTN schools include:

ACGC, BBE, BL-Hector, BOLD, Glencoe-Silver Lake, Hutchinson, KMS, Lester Prairie, MACCRAY, NLS, Willmar.

MRVED will bill for all classes originating by a MRVED school.

MRVED Schools include:

Benson, Dawson-Boyd, LQPV, Lakeview, Montevideo, Ortonville, YME

Any PSEO class will be billed by that entity per their policy.

The LCTN will determine final enrollment numbers with the aide of remote and originating sites, the LCTN and MRVED will bill accordingly.

The originating site will keep track of consumable items to be billed back to each remote site. The bill for any consumable items needs to be sent to the LCTN prior to June 1.

Billing Policy/Enrollment

Financial impact of ITV remote site student decline.

Student enrollments agreed upon by June 1 have the possibility to be billed to the remote districts if there is a sharp decline in numbers, where the total number of students enrolled in the class drops below 12 .

Originating and/or remote sites can waive this policy in order to receive a low incidence course.

Each site, remote or originating site will send the LCTN an accurate enrollment count for each ITV class by June 1.

Each remote site will send the originating site an accurate class roster before the first day of class, preferably one week prior to the start of the class.

Enrollment in any PSEO class will follow the originating sites school policy.

Grading:

Within two (2) days after the end of the originating school's end of term, grades will be sent to all remote sites. The originating site will determine grades and any and all conversions will be done at the local remote site.

Deficiency reports will be determined per the originating site unless the remote site requires more stringent reporting.

Visitation/Field Trips

As per the ITV teacher's policy, each teacher shall visit each remote site a minimum of one time per semester. The teachers are encouraged to do more often at the discretion of the originating site principal. Notifications of the visit should be sent to the remote site principal prior to the visit.

A teacher may conduct a class in a central location provided that it is educational relevant. The teacher needs to notify each site of the intention for such a meeting at least one (1) week prior to the date of the class so the remote sites have time enough to arrange transportation.

The Originating site principal and all remote site principals must approve any joint field trips at least one (1) week prior to the event in order for each site to arrange transportation.

Facilitator/ Proctor

Each site will designate an ITV room facilitator. The ITV room facilitator will monitor the room, deliver and pick up student papers and be a point person for a teacher to contact in regards to class correspondence and materials.

Each site will provide a proctor to monitor a test or quiz. The teacher will give at least two days notice of such a requirement.

Each site will also designate a technician who can help facilitate the technical aspects of the ITV room, adjusting audio and basic troubleshooting.

ITV room Equipment:

The LCTN will be the point of contact for any ITV room equipment. The LCTN will repair, install or replace any defective equipment. The local district may pay for any repairs or replacements depending on the issue. Notifications of any equipment problems should be emailed to the LCTN.

The local district shall insure all ITV room equipment as well as provide adequate security against vandalism or theft of ITV equipment.

Textbooks.

Textbooks are the responsibility of the remote site. If the originating site has textbooks for the class, they can loan the textbooks for a nominal fee to the remote sites as part of the class billing. In addition, workbooks, which are considered a consumable item, can also be billed back to the districts.

Bills for workbooks or any other consumable items, needs to be sent to the LCTN or MRVED prior to June 1.

Abilities:

Care should be taken when accepting students into an ITV course at a remote site as students will need to be self disciplined and the students will not have personal access to the teacher without many scheduling hurdles.

Any special health or learning needs should be noted to the teacher prior to the beginning of class term.

Absences

Excused or school related absences should be conveyed to the teacher at least one day in advance.

Material missed due to any absence shall be the responsibility of the student who was absent.

Attendance reports shall be as per the originating sites school policy.

Discipline.

Problems with a student or students should be noted to the home and remote site principals. The LCTN can set it up to record remotes sties if a problem persists.

Training

The LCTN will provide ITV teacher training to all new teachers.

The LCTN will provide any staff development on the ITV system when needed.

The LCTN and/or MRVED will provide curriculum writing time for each new class on the ITV network.