



SOCRATES ONLINE LEARNING PROGRAM

REGIONAL POLICY GUIDELINE

July 2011

PURPOSE

The purpose of SOCRATES Online is to provide expanded educational options for K-12 learners, promote the availability of online courses among and between consortium members, improve the scope and quality of online learning and assure a quality learning environment for students and teachers. SOCRATES Online will:

- Support standards-aligned, fully-online courses and blended learning for Minnesota students
- Provide professional development and collaboration tools for online educators
- Integrate, support and improve the development of K-12 instruction that uses virtual support tools.

The purpose here is to articulate the basic policies for the districts in south central Minnesota as they provide online options for students. Compliance with these policies, and any guidelines or procedures adopted pursuant to this policy, is required in order for districts and their students to access the regional resources of the SOCRATES Online program.

SOCRATES staff will provide leadership for the training and certification of teachers as online learning facilitators through a rigorous program designed to create an engaging and successful environment for the online learner. In addition, SOCRATES staff will provide resource, referral, technical support and consultation to school members, teachers and administrators, negotiate cost of online courses with vendors, and facilitate the registration of students in certified online courses.

DEFINITIONS

The following definitions will be used throughout these policies:

1. South Central Regional Access Telecommunications Service (SOCRATES) is Telecommunications School District 6036 serving the school districts and public libraries in the south central region of Minnesota.

2. Online learning is an interactive course or program that delivers instruction to a student by computer and the Internet. For students in K-12 courses, online learning must meet or exceed State of Minnesota academic standards and may be combined with other traditional delivery methods that include frequent student assessment and actual teacher contact time.
3. Online Learning Provider / Providing District is a school district or an organization of two or more school districts operating under a joint powers agreement, located in Minnesota, which provides learning to students.
4. Student is a Minnesota resident enrolled in a school as defined in the compulsory instruction law in grades Kindergarten through grade 12.
5. Online Learning Student refers to a student enrolled in online learning and/or courses or programs delivered by an on-line learning provider.
6. Enrolling District refers to a school district or charter school in which a student is enrolled for purposes of compulsory instruction.
7. Participating District refers to the school district members of this consortium. These districts have the full rights and responsibilities available through the SOCRATES online program.
8. Supplemental Online Learning Program is an online program that offers courses taken in place of a course period during the regular school day at a local district school. SOCRATES Online is a Supplemental Online Learning Program.
9. Course Management System (CMS) refers to the hardware and software that constitute the online resources installed and maintained by the SOCRATES Online program. Online resources may include commercially-prepared online and ITV courses, consortium-developed courses and other resources for the use of consortium members.
10. Student Enrollment refers to the enrollment in a fully-online course where more than 50% of the teaching and learning occurs online, using the SOCRATES Online course management system (CMS) or other electronic tools.
11. Blended, Hybrid or Web-Enhanced Student Enrollment refers to the enrollment in a classroom-based course where less than 50% of the teaching and learning occurs online, using the SOCRATES Online course management system (CMS) or other electronic tools.
12. Online course syllabus is a written document that an online learning provider transmits to the enrolling district using a format prescribed by the commissioner to identify the state academic standards embedded in an online course, the course content outline, required course assessments, expectations for actual teacher contact time and other student-to-teacher communications, and the academic support available to the online learning student.

GENERAL PROJECT GUIDELINES

SOCRATES Online will maintain a regional Course Management System, including approved online courses, and will maintain procedures for secure access to the CMS resources.

INSTRUCTOR REQUIREMENTS

SOCRATES Online teachers must:

1. Hold a current Minnesota teaching license in the discipline(s) they will teach.
2. Complete necessary modules of the Online Facilitator Training course, or its equivalent, prior to teaching an online course.
3. Have excellent writing skills and the ability to communicate clearly and appropriately with students, parents, school administrators and SOCRATES Online staff.
4. Have excellent organizational and time management skills.
5. Be able to foster student understanding, engagement and academic progress in an interactive online learning environment.
6. Have excellent skills in word processing, an understanding of electronic file management, and experience using the Internet and electronic communication (email).
7. Have experience in using an online Course Management System (CMS).
8. Be knowledgeable about Internet research and online resources.
9. Have the use of a computer with Internet access that meets the hardware and software requirements of the courses taught.

INSTRUCTOR RESPONSIBILITIES

SOCRATES Online teachers will:

1. Review the existing course syllabus, sequence and materials prior to teaching any course.
2. Organize and/or modify existing course materials, select additional materials and develop additional lessons and assessments, as needed, to meet the diverse needs of individual students.
3. Collaborate with the special education IEP team, as needed and ongoing, to modify course content, instruction and/or assessment to meet IEP recommendations for students with disabilities.
4. Post and send an initial welcome message that informs students about how to access the course, how to contact the instructor, where to find links to course materials, what process to use for requesting technical support and what the expectations are for student progress and successful completion of the course.
5. Contact each student and parent (if student is 17 years of age or younger) within the first week of the course by phone to introduce yourself.
6. Maintain frequent written contact with students -a minimum of twice weekly – in order to monitor progress, encourage student participation and assess student work.
7. Effectively use online announcements, discussion, chat and email to facilitate students' understanding of course content, engagement with course materials and collaboration with other students.
8. Set and hold virtual office hours – a minimum of 3 hours each week – for each course being taught.
9. Acknowledge the submission of student work and answer email and phone messages

- within 24 hours, except on weekends, holidays or unless another arrangement is in place.
10. Provide students with individualized written feedback on all work submitted within 48 hours, except on weekends, holidays or unless another arrangement is in place.
 11. Maintain the electronic grade book in the CMS and update student grades at least weekly.
 12. Archive all student work and correspondence with individuals and groups within the course.
 13. Initiate the student support process with the student, parents (if student is 17 years old or younger), school administrators and/or SOCRATES staff if the student fails to meet course progress goals.
 14. Maintain professional and ethical standards in all communication with students, parents, school administrators and SOCRATES staff.
 15. Model academic honesty, set expectations for students and follow through with any violations of the academic honesty policy.
 16. Forward technical support issue to SOCRATES staff in order to maintain smooth functioning of the CMS.
 17. Participate in regular evaluation of SOCRATES services and offerings, as requested, in order to monitor and improve the program.
 18. Participate in continuing professional development to increase knowledge and skills in online learning best practices and in their curriculum field.

Student Rights and Responsibilities

Students (and parent/guardian, if appropriate):

1. Must complete and submit an Online Enrollment Request form (Addendum C) including a statement indicating the reason for enrolling in online learning.
2. Must notify SOCRATES and/or the local school district of intent to enroll within 10 days of acceptance into the online course(s) and must sign the Statement of Assurance form (Addendum D) indicating the course and online learning expectations found in the Student and Family Handbook have been reviewed and understood.
3. Must receive academic credit for completing the requirements of an approved Online course or program and secondary credit must count towards graduation and credit requirements of the enrolling district. Advanced placement or concurrent enrollment credit may be given.
4. May enroll in supplemental online learning courses during a single school year to a maximum of 50 percent of the student's full schedule of courses per term. A student may exceed this limit if the enrolling district grants permission, or if an agreement is made between the enrolling district and an online learning provider for instructional services, or by applying for enrollment to an approved full-time, comprehensive online provider.
5. May enroll in supplemental online learning courses up to the midpoint of the enrolling district's term. The enrolling district may waive this requirement for special circumstances.

6. May enroll in additional courses under a separate agreement that includes terms for paying tuition and/or course fees.
7. May complete course work at a different grade level than the student's current grade level.
8. Must have written consent of a parent/guardian to apply for or enroll in online courses, if the student is age 17 or younger.
9. Must receive pre-approval from the enrolling district before credit is granted, if the online learning course is delivered by an institution that has not been pre-approved by MDE.
10. Must comply with all the policies and procedures of SOCRATES Online and the enrolling districts.

TEXTBOOK AND SOFTWARE ACQUISITION

The enrolling district may provide textbooks with assistance from SOCRATES Online. Online versions of the textbook may be used. Textbook order information will be provided as needed.

ENROLLMENT

The following enrollment guidelines will apply for online course enrollment in SOCRATES Online:

1. SOCRATES Online is intended to meet the needs of SOCRATES member district students. SOCRATES member districts will maintain the MARSS reporting for their own students enrolled in SOCRATES Online courses. Costs for courses will be fee based coming from member districts and partnership consortia districts. Requests for enrollment to online courses from SOCRATES Online for students outside of the member districts will be honored on a space available basis. Schools that are not SOCRATES member districts can apply for an associate membership in SOCRATES that would allow them to participate in the tuition-based agreement for instructional services.
2. The enrolling district shall not prohibit an enrolled student from applying to enroll in online learning.
3. The enrolling district shall permit a student to enroll in supplemental online learning courses during a single year to a maximum of 50 percent of the student's full schedule of courses per term and up to the midpoint of the district's term and within SOCRATES Online registration periods. To exceed these limits, students will be required to apply for enrollment in an approved full-time online learning provider, unless the district waives the requirement(s) or another agreement is in place.
4. The enrolling district shall permit an online learning student to complete coursework at a grade level that is different from the student's current grade level.

5. The enrolling district shall permit a student to enroll in, and shall grant credit for, courses beyond the maximum, full-time enrollment under a separate agreement that includes terms for payment of any tuition and fees.
6. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
7. In order to assure a quality academic experience, SOCRATES Online will set a maximum of twenty (20) students for online classes offered through SOCRATES.
8. At the time of application, the Supplemental Notice of Student Registration form which is filled out by the student and family in consultation with SOCRATES Online Student Services Coordinator and the local school counselor is sent to the enrolling district and must include the courses or program, credits to be awarded, and the start date of the online course or program.
9. An online learning provider must make available the supplemental online course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements.
10. Within ten days of a student's application for enrollment into an online course or program, the SOCRATES Online program will notify the student of acceptance. This acceptance will include a request that parent and student sign a Statement of Assurance form that they have reviewed the online learning course(s), the Student and Family Handbook and understand the expectations of online learning and/or ITV courses.
11. Within ten days of a student's acceptance into an online learning course, SOCRATES Online will notify the enrolling district of the student's acceptance in writing. This notification will include the courses to be taken, credits to be awarded, start date of the enrollment and a confirmation, based on communication with the enrolling district, that the courses will meet the student's graduation plan.
12. All courses offered through SOCRATES Online will have a 14-day drop period. During the first 14 calendar days of enrollment, the student may drop courses without penalty. The Online Manager must receive this withdrawal in writing by fax or email before the grace period ends. Each student's date of enrollment and the last day to drop a course will be listed on the Enrollment Form and in the notification of enrollment sent to students and their enrolling districts. Although students may withdraw from a course, all appropriate fees and tuition, as stated in this policy and provided through the Minnesota OLL Options Act, will apply.

By accepting enrollment in a SOCRATES Online course, the student agrees to the following:

I acknowledge that during the first 14 days of being enrolled into my SOCRATES Online course, I may drop the course without penalty. If I withdraw from a course after the first 14 days, the instructor and enrolling district will determine the grade to be issued. I understand that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course and may result in a failing grade. If I withdraw from the course after completing 50% or more of the class requirements and fail to take the final exam or complete the final project, SOCRATES Online teacher will issue a final grade and/or make recommendations for completing this course requirement.

13. SOCRATES Online must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the commissioner unless the enrolling district and the online provider agree to a different form of notice and notify the commissioner. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits towards graduation.
14. SOCRATES will provide a grade report to the student and to the enrolling district within five days of receiving notification from the instructor that the student has completed the course requirements. Periodic reports will be provided if requested.

ACADEMIC STANDARDS AND COURSE COMPLETION

SOCRATES Online shall ensure that all courses and programs provided, as part of the regional resource are rigorous, aligned with state academic standards, and contribute to grade progression in a single subject.

SOCRATES will maintain records that allow the online learning program to defend the validity of its courses to enrolling school districts and to the Minnesota Department of Education (MDE).

SOCRATES shall give the commissioner written assurance that: (1) all courses meet state academic standards; and (2) the online learning curriculum, instruction, and assessment, expectations for actual teacher-contact time or other student-to-teacher communication, and academic support meet nationally recognized professional standards and are described as such in an online course syllabus that meets the commissioner's requirements.

In addition:

1. The enrolling district shall provide a school contact to mentor online students and/or act as a school liaison with the E-Learning Manager.
2. The enrolling district shall award appropriate academic credit and GPA points to students who have completed requirements of a MDE approved online learning course or program

and/or ITV course. Secondary credits granted to an online learning student shall be counted toward the graduation and credit requirements of the school district.

3. The enrolling district shall award credit for a graduation standard or grade progression requirement to any student who completes an online course or program that meets or exceeds such a requirement.
4. The enrolling district shall apply the same graduation requirements to all students, including online students.
5. The enrolling district shall not award credit for the online learning and/or ITV course or program if the student does not successfully complete the course or program.
6. When a student completes an online learning course delivered by an institution that has not been pre-approved by MDE, course credit may be transferred. The enrolling district shall use the same criteria for accepting these online credits or courses as it does for accepting other courses or credits from transfer students.
7. SOCRATES Online shall demonstrate expectations for actual teacher contact time or other student-to-teacher communication [Addendum B].
8. SOCRATES Online shall utilize teachers with a Minnesota license in the appropriate grade level and subject area to assemble and deliver instruction to students in the program.
9. SOCRATES Online will monitor student attendance and academic progress in the courses offered through a variety of methods and will provide this information to parents, enrolling districts and the MDE as required by statute through periodic progress reports. If a student is not meeting the attendance expectations for a course, a three-step approach will be implemented:

STEP 1: If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive a phone call from the instructor. During the call, the students, parents, and teacher will work to resolve any educational or technological issues that prevent the student from submitting an acceptable number of assignments each week. The instructor and student will develop a schedule for completion of the course that both can agree upon.

STEP 2: If the student does not respond to the phone call by submitting assignments within the next seven (7) days or does not continue to submit an acceptable number of assignments each week, the instructor will send an email to the student/parent(s) to remind them of the importance of submitting work and describing the withdrawal process. Counseling and administrative staff at the enrolling district and/or the SOCRATES E-Learning Manager will also be notified and involved, as appropriate, to determine whether the student can be

successful in the course and what specific steps are required for successful continuation in the course.

STEP 3: The instructor, district staff and the SOCRATES E-Learning Manager will continue to monitor the student's progress and communicate with parents about the student's progress. If the student does not respond by submitting assignments within fourteen (14) days of the initial phone call, SOCRATES Online will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course. If this occurs after the 14-day drop period, all appropriate fees and tuition will apply. Exceptions to this policy will be made with the consent of the enrolling district.

STEP 4: An official final grade report will be sent to the student and the enrolling district upon completion of the course within 10 days of completing the course. Instructional materials are to be returned to the online learning program (enrolling district?). In the event materials and books are not returned, a fee will be issued to the student to cover the cost of these materials.

STUDENT RECORDS AND PRIVACY PROTECTION

SOCRATES Online is committed to the secure and appropriate handling of personal information. SOCRATES will employ physical, electronic and managerial procedures to safeguard the security and integrity of personal information collected by SOCRATES.

In addition:

1. Participating districts will comply with all provisions of all Children's Online Privacy Protection Act, and will not collect any private student data without the consent of the student's parent or guardian.
2. SOCRATES Online will collect the written parental consent for their online students who are age 17 or younger on the Enrollment Form [Addendum C] and will verify this consent with the enrolling district, as necessary.

AMERICAN DISABILITIES ACT (ADA) COMPLIANCE

Courses are developed in accordance with federal policies on ADA compliance. ADA compliance follows the universal principles of design. Resources on designing an online course according to these principles and information on providing online services for students eligible for accommodative services are provided in a number of web sites:

About.com's Web Design and HTML

http://webdesign.about.com/od/accessibility/Web_Accessibility_Web_Usability.htm
and the University of Washington's
<http://www.washington.edu/doi/Brochures/Technology/universal.design.html>

EQUITABLE ACCESS

SOCRATES Online is committed to providing equitable and safe access to the Internet-based resources provided by SOCRATES.

In addition:

1. The enrolling district shall allow an online student to have the same access to the computer hardware and education software available in the school district as for all other students in the school district.
2. The enrolling district will insure that all computers supplied by the enrolling district for online learning will have appropriate active Internet filtering and blocking technology. The enrolling district will periodically check all computers to insure that this filtering and blocking software is active and meets CIPA requirements.
3. SOCRATES Online shall assist an online learning student whose family qualifies for the education tax credit to acquire computer hardware and educational software for online purposes. (124D.095- An online learning provider must assist an online learning student whose family qualifies for the education tax credit under section [290.0674](#) to acquire computer hardware and educational software for online learning purposes.)
4. The enrolling district shall provide non-academic services to online students on the same basis as other enrolled students, including the participation in extracurricular activities.

SOCRATES ONLINE ACCEPTABLE USE POLICY

By accepting a user account on the SOCRATES site, a user is acknowledging that she or he has read and agrees to comply with the terms of this policy.

SOCRATES is responsible for securing its course management system and online resources in a reasonable and economically feasible manner against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary or permanent revocation of user accounts and may include referral to law enforcement or civil liability, regardless of the success or failure of the attempt.

The users of SOCRATES Online are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of these resources may result in litigation against the offender by the proper authorities. If such an event

should occur, SOCRATES will fully comply with the authorities to provide any information necessary for the litigation process.

GENERAL USE POLICY

Once a person receives a user account for the purpose of accessing SOCRATES Online resources, that person is a solely responsible for all actions taken while using that account. Therefore:

1. Requesting a user account under false pretenses is a punishable disciplinary offense.
2. Sharing your user account with any other person is prohibited. If you do share your user account with another person, you will be solely responsible for the actions of that other person while he or she is using the account.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
4. Attempts to evade or change resource quotas are prohibited.
5. Use of SOCRATES resources for commercial, political or other non-educational purposes is prohibited.
6. Any unauthorized, deliberate action that damages or disrupts these resources, alters the normal performance, or causes malfunctions is a violation regardless of system location or time duration.

ELECTRONIC COMMUNICATIONS POLICY

Users are responsible for all electronic communications originating from their user accounts. This includes email, messaging, discussion postings, chat discussions and other electronic communication within the SOCRATES program. Therefore:

1. Forgery or attempted forgery of electronic messages is prohibited.
2. Attempts to read, delete, copy, or modify the electronic messages of other users are prohibited, unless these actions are part of a specific course assignment.
3. Attempts to send harassing, obscene and/or other threatening electronic communications to another user are prohibited.
4. Attempts to send unsolicited junk mail, "for-profit" messages or chain letters are prohibited.
5. In addition, all users will be expected to abide by accepted guidelines of Internet etiquette (Netiquette) in all electronic communications.

NETWORK AND SYSTEM SECURITY

In the normal use of SOCRATES Online program resources, users may be allowed to access other networks and/or the computer systems attached to those networks. Therefore:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
3. Decryption of system or user passwords is prohibited.
4. The copying of system files is prohibited.
5. The copying, downloading or unauthorized use of copyrighted materials, such as third-party software or course content, without the express written permission of the owner or the proper license, is prohibited. This provision also applies to the use of pirated software, which is prohibited.
6. Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
7. Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.
8. The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.

DISTRICT USE OF SOCRATES ONLINE COURSEWARE (I am not familiar enough to edit policy changes if needed in this section)

Each year SOCRATES Online, in consultation with the SOCRATES Online Advisory Council, establishes the annual pricing schedule for the year. This schedule includes the cost for district participation in the project and also the fees for individual student enrollments in online courses. The policy statements below further define how SOCRATES Online member districts may use SOCRATES Online courseware and online curriculum.

1. SOCRATES Online courseware and curriculum may be used by member districts without additional enrollment fees as long as the curriculum is used in a blended, hybrid or web-enhanced format. This format is defined as a classroom-based course where less than 50% of teaching and learning occurs online, using the SOCRATES Online course management system (CMS) or other electronic tools.

The exception to this policy is any courseware for which SOCRATES Online must pay a per-student enrollment fee to a courseware vendor. Courses that carry a per-student vendor fee cannot be used in a blended, hybrid or web-enhanced format without districts incurring appropriate course enrollment fees.

If the use of SOCRATES Online courseware or curriculum by a district in a blended, hybrid or web-enhanced format develops to include more than 50% of teaching and learning occurring online, then the appropriate course enrollment fees will apply.

2. All SOCRATES Online student enrollments that are not blended, hybrid or web-enhanced

enrollments, will be considered full semester (.5 credit), fully online courses. The full course fee, established annually by SOCRATES Online, will be charged and the full teacher fee will be paid, if applicable, for any student enrollment in the course. This is the case, even when the student completes and the enrolling district accepts a quarter (.25) credit of work in the online course.



ADDENDUM A INTELLECTUAL PROPERTY AGREEMENT

Please return this form to:

Karen M. Johnson, SOCRATES Online, 2075 Lookout Drive, North Mankato, MN 56003

In order to teach an online course for SOCRATES Online, instructors must be licensed in the field they will teach and must agree to the following Intellectual property standards:

Institutional Works: Intellectual property rights for courses or works developed for SOCRATES Online will be equally shared by the district and the person(s) who created the course. Ownership of any works developed during the scope of employment by employees or by any person with the use of the participating district's resources or paid for by the participating district is equally shared by the district and the creator(s) of the work. Intellectual property rights include any course content, course outline, course syllabus, and instructional materials developed for use in teaching the course. The participating district has the right to use and modify institutional works.

Personal Works: Intellectual property rights in personal works belong to the creator(s) of the work, unless there is another agreement in place. A personal work is a work created by an employee or student outside his or her scope of employment without the use of the participating district's resources, and without payment from the participating district for creation of such works.

Student Works:

Intellectual property rights in student works belong to the student who created the work, *except that:*

1. A work created by a student to meet course requirements using the participating district's resources and created during the school day is an institutional work and the intellectual property belongs to the participating district;
2. A work created by a student employee during the course and scope of employment is an institutional work and the intellectual property belongs to the participating district.

I agree to the SOCRATES Online Intellectual Property Policy as stated above:

Print Name _____

Signature _____

Date _____



ADDENDUM B

Please return this form to:

Karen M. Johnson, SOCRATES Online, 2075 Lookout Drive, North Mankato, MN 56003

ONLINE INSTRUCTOR REQUIREMENTS AND RESPONSIBILITIES

Instructors for SOCRATES Online are responsible for initiating and sustaining a high-quality online teaching and learning environment that supports student intellectual and personal growth. Instructors will develop, organize and implement online instructional programs that provide students with the opportunity to achieve academic success in accordance with the Minnesota Academic Standards.

INSTRUCTOR

SOCRATES Online teachers must:

10. Hold a current Minnesota teaching license in the discipline(s) they will teach.
11. Complete necessary modules of the Online Facilitator Training course, or its equivalent, prior to teaching an online course.
12. Have excellent writing skills and the ability to communicate clearly and appropriately with students, parents, school administrators and SOCRATES Online staff.
13. Have excellent organizational and time management skills.
14. Be able to foster student understanding, engagement and academic progress in an interactive online learning environment.
15. Have excellent skills in word processing, an understanding of electronic file management, and experience using the Internet and electronic communication (email).
16. Have experience in using an online Course Management System (CMS).
17. Be knowledgeable about Internet research and online resources.
18. Have the use of a computer with Internet access that meets the hardware and software requirements of the courses taught.

INSTRUCTOR RESPONSIBILITIES

SOCRATES Online teachers will:

19. Review the existing course syllabus, sequence and materials prior to teaching any course. Articulate the course syllabus in the format required by the state.
20. Organize and/or modify existing course materials, select additional materials and develop additional lessons and assessments, as needed, to meet the diverse needs of individual students.
21. Collaborate with the special education IEP team, as needed and ongoing, to modify course content, instruction and/or assessment to meet IEP recommendations for students with disabilities.
22. Post and send an initial welcome message that informs students about how to access the course, how to contact the instructor, where to find links to course

- materials, what process to use for requesting technical support and what the expectations are for student progress and successful completion of the course.
23. Contact each student and parent (if student is 17 years of age or younger) within the first week of the course by phone to introduce yourself.
 24. Maintain frequent written contact with students -a minimum of twice weekly - in order to monitor progress, encourage student participation and assess student work.
 25. Effectively use online announcements, discussion, chat and email to facilitate students' understanding of course content, engagement with course materials and collaboration with other students.
 26. Set and hold virtual office hours - a minimum of 3 hours each week - for each course being taught.
 27. Acknowledge the submission of student work and answer email and phone messages within 24 hours, except on weekends, holidays or unless another arrangement is in place.
 28. Provide students with individualized written feedback on all work submitted within 48 hours, except on weekends, holidays or unless another arrangement is in place.
 29. Maintain the electronic grade book in the CMS and update student grades at least weekly.
 30. Archive all student work and correspondence with individuals and groups within the course.
 31. Initiate the student support process with the student, parents (if student is 17 years old or younger), school administrators and/or SOCRATES staff if the student fails to meet course progress goals.
 32. Maintain professional and ethical standards in all communication with students, parents, school administrators and SOCRATES staff.
 33. Model academic honesty, set expectations for students and follow through with any violations of the academic honesty policy.
 34. Forward technical support issue to SOCRATES staff in order to maintain smooth functioning of the CMS.
 35. Participate in regular evaluation of SOCRATES services and offerings, as requested, in order to monitor and improve the program.
 36. Participate in continuing professional development to increase knowledge and skills in online learning best practices and in their curriculum field.

I agree to the SOCRATES Online program Online Instructor Requirements and Responsibilities as stated above:

Instructor Name (print) _____

Signature _____

Date _____



ADDENDUM C Enrollment Request Form

To apply for enrollment, please logon to the online registration system or return this form to:
Sue Zarn, SOCRATES Online, 2075 Lookout Drive, North Mankato, MN 56003

For instructions about online registration: http://www.socratesonline.org/enroll_instructions.html

STUDENT INFORMATION

Student Legal Name (incl. middle initial): _____

Student Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ (incl. area code)

Cell Phone: _____ (incl. area code)

Date of Birth: ___/___/___ Gender: _____

PARENT / GUARDIAN INFORMATION

Parent Name: _____

Parent Email: _____

Address: _____

City/Zip: _____

Daytime Phone: _____ (include area code)

Home Phone _____ (include area code)

SCHOOL INFORMATION

Current / Last School Attended: _____

School District / Number: _____

Last Grade Completed: _____

Student MARSS Number _____

ADDENDUM C

Principal Name _____

Principal Phone & Email _____

Counselor Name _____

Counselor Phone & Email _____

School Address: _____

City / State / Zip: _____

Does the student currently have or has the student ever had an IEP or 504 Plan? ___YES ___NO

If YES, please indicate accommodations requested:

Please indicate why you think online learning will be a good learning option for you:

Please list the online course(s) you are interested in taking:

SIGNATURES

Student (required) **Date**

Parent / Guardian **Date**
(required for students 17-years-old or younger)

Project Coordinator **Date of Enrollment**



ADDENDUM D

SOCRATES Online Expectations for Online Students

Please review these expectations of students who register for a course with SOCRATES Online. You will be asked to verify that you understand these expectations when you register for an online course through the SOCRATES Genius Online Registration System.

The SOCRATES Online Learning program is committed to providing equal access to high quality online learning opportunities for all students. Taking an online course can be a great experience, but it does require some special skills, like good time management and being able to work independently. Students and parents should also make sure that the online course will meet the student's educational goals.

What Makes a Successful Online Student? *As an online student you will be expected to:*

- ✓ Participate and share your experiences, ideas and perspective with your teacher and other students. You will use critical thinking and decision-making skills in an online course and be expected to apply what you learn.
 - ✓ Take the program and yourself seriously. Online learning is not easier than traditional classroom learning and it's easy to get behind in an online course.
 - ✓ Make sure you can spend the time needed to do a good job on the course. This is typically 4-15 hours per week.
 - ✓ Be self-motivated and self-disciplined. Make sure you have a private place to study and set aside time 5-6 days a week to work on your course.
 - ✓ Be willing to "speak up" if any problems arise. Your instructor needs to know right away if you are having any problems with the technology or the course requirements.
 - ✓ Be able to communicate through writing and use good "netiquette" when communicating online.
 - ✓ Have access to a computer with an Internet connection and be able to complete basic computer tasks like saving files, looking for information on a web site and sending email.
 - ✓ Be willing to try new skills and be open to learning new things.
 - ✓ Attend class and make regular progress as directed by my online instructor and by meeting course syllabus requirements. If I fail to attend class I will receive notifications over 2 weeks after which I will be withdrawn from the class if I do not respond by contacting my instructor and participating in class as detailed in the student/family handbook.
- I have had the opportunity to review course outline(s) or other materials for the online course(s) I plan to take. |
- I have read and understood the expectations for being a successful online student and have read the student/family handbook for SOCRATES Online.
- I acknowledge that during the first 14 days of being enrolled into my SOCRATES Online course, I may drop the course without penalty. If I withdraw from a course after the first 14 days, the instructor and home district will determine the grade to be issued. I understand that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course and may result in a failing grade. If I withdraw from the course after completing 50% or more of the class requirements and fail to take the final exam or complete the final project, SOCRATES Online teacher will issue a final grade and/or make recommendations to the home district for completing this course requirement.



Online Course Syllabi POLICY

Online Learning Providers are required to develop a course syllabus for each course using a format prescribed by the Minnesota Department of Education and communicate the syllabus to the student, parents and enrolling district prior to enrollment. This policy outlines the required components of a syllabus.

For the purposes of this policy, a syllabus is a written or electronic document that contains information students need to know in order successfully to complete the work of the course and enrolling districts will use to determine if the supplemental online learning course meets local district graduation requirements.

Each syllabus should include the following information:

A. Instructional Contact, Communication and Academic Support Information

1. Instructor name and contact information (if available at time of student registration).
2. Expectation for actual teacher contact time.
3. Expectation for other student to teacher communication.
4. Expectation for student participation (attendance).
5. Academic support available to online students.
6. Communication with enrolling district (supplemental enrollment).
 - a. Format and frequency of progress reports.
 - b. Format and timeline of submission of the final grade and credits earned to enrolling district.

B. Information Specific to the Course

This information must be provided by the online learning program to enrolling districts of supplemental online learning students prior to the student enrolling in the course for review and approval by the enrolling district.

1. Course outline
 - a. Course name and credits.
 - b. Course pre-requisites if any exist.
 - c. Course goals and objectives.
 - d. Topic outline.
 - e. Required books and/or educational materials including how they will be made available.
 - f. Minimum technical requirements of program and/or course.
 - g. The date, time and place of the final examination if one is scheduled.
 - h. An explanation of extra credit if that option is provided to all students.
2. Assessment of student work
 - a. General description of assignments, papers, projects, exams and other student work with a schedule of due dates and relative weight in the grade.
 - b.** Policy for making up missed exams and grading late assignments.
 - c. Policy for addressing academic dishonesty.
3. State academic graduation requirements embedded in course.