

High School Distance Education: Distance Classes and Dual Credit Programs

De Smet High School (DHS) recognizes the importance of online education. Distance Classes and Dual Credit Programs are ALL considered applicable virtual and online courses, provided the course is offered by DHS instructors, distance learning providers as recognized by the South Dakota Department of Education and/or post-secondary institutions (BHSU, DSU, NSU, SDSMT, SDSU and USD) and the state technical institutions (Lake Area Technical College, Mitchell Technical Institute, Southeast Technical Institute, and Western Dakota Technical College) approved by the South Dakota Board of Regents.

The **Distance Education Coordinator** is on staff to assist students in these processes.

- understanding student eligibility and the student application and registration processes
- troubleshooting computer issues
- printing and scanning assignments
- organizing and proctoring tests
- monitoring grades and providing regular check-ins with students on their coursework
- Please Note: DHS Staff are **NOT** authorized to instruct online classes

Students MUST obtain the school district's approval **AND** meet all requirements set forth and stated below.

DISTANCE CLASSES

A distance learning course is any academic program with a curriculum approved by SDBOR to be offered through correspondence or online delivery. At DHS, distance classes are those that are not currently offered at DHS or that do not fit into the student's schedule due to unavoidable conflicts. This coursework will apply to high school graduation requirements, **NOT** postsecondary degree completion.

Eligible Students

- Students in grades nine through twelve (freshman through senior) may be eligible to enroll in a distance course if the minimum requirements are met as stated below:
 - Students **MUST** have the required prerequisites for the coursework.
 - Students **MUST** meet with the Distance Education Coordinator to determine if the student has the motivation, background skills, and knowledge to be successful in the online learning environment.
 - Students **MUST** have no grade lower than a C- during the previous two semesters
 - Students who fail a distance course or are removed or expelled from a previous distance course will **NOT** be allowed to take another course for the remainder of the student's high school career.

Eligible Courses

- Students may only enroll in courses that are not currently offered at DHS or that do not fit into the student's schedule due to unavoidable conflicts.
- Students must register in the preceding semester for any courses.
(Students requesting a fall distance course must register for the course during the spring semester of the preceding school year.)
- Students will be limited to a maximum number of distance courses per semester as follows: Freshman – one (1), Sophomore – one (1), Junior – three (3), in total with any dual credit courses, and Senior - three (3), in total with any dual credit courses.
- Students may drop the distance course within one week after the start of each semester, regardless of the drop/add dates of the distance course. Students who fail to do so are not guaranteed an opportunity to earn credit for any class to which the student may wish to enroll after such deadlines.

Student Cost

- The student shall be responsible for all fees, tuition, materials, and other costs associated with the course.

Grading Scale

- Grades earned will be recorded on the students' official transcripts and will be calculated into the students' grade point averages and class rank.
- The grading scale and letter grade system of the cooperating provider will be used in the determination of letter grades and grade point average calculation.
- Grades earned will be used to determine eligibility for activities in accordance with the district's "Academic Eligibility Policy".

Interactions with Students/Staff

- Students will be required to interact with other distance or online students and staff, and must do so in a respectful manner. Any student violating this requirement will be subject to disciplinary action, including suspension, expulsion, and/or removal from the course.
- Students must adhere to the "Acceptable Use Policy". Students who do not will be subject to disciplinary action as outlined in the "Acceptable Use Policy".

Course Work

- Online and distance classes are very different from classroom learning.
- Be prepared for technical difficulties; initially, they are frustrating, but they do work themselves out within a week or so.
- Communication is KEY in distance and online classes.
 - Students will be required to report grades to the Distance Education Coordinator. This includes eligibility checks.
 - Students will also be required to copy the Distance Education Coordinator in emails.
 - Be professional and courteous in all transactions
(Note: All items sent electronically are date and time-stamped.)
 - Students must keep a close eye on due dates and times.
 - Students who do not complete this work promptly may be issued detention or other consequences to aid them in completing the work in question, i.e., loss of senior privileges.
 - Check online platforms and emails DAILY for updates.
 - Check your grades at least once a week.
 - Check Dropbox or the message center, and use it as a checklist to make sure everything that you handed in was received.
 - Check to see what, if anything, is missing and the comments that your instructor has given.

Application

- Students **MUST** work with the Distance Education Coordinator.
 - Students need to review their syllabus and understand the expectations for their coursework. (It is helpful for students to print the syllabus **AND** give a copy to the Distance Education Coordinator.)
 - Assessments **MUST** be scheduled with the Distance Education Coordinator promptly. (Students must coordinate with the classroom teacher and Distance Education Coordinator if assessments take longer than a class period.)
 - If students need their phones to access online classes, they will be used only in the office. (Phones may **NOT** leave the office during school hours.)
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DUAL CREDIT PROGRAM

Dual credit enrollment is an opportunity for students to apply coursework to **BOTH** high school graduation requirements **AND** postsecondary degree completion. The following provisions apply to any student requesting enrollment in a dual credit course.

Eligible Students

- Students in grades eleven (high school juniors) and twelve (high school seniors) are eligible for dual credit enrollment if they meet certain criteria.
- Students must meet with the Distance Education Coordinator & the Principal to determine if the student has the motivation, background skills, attendance, and knowledge to be successful in the online learning environment.
 - Students **MUST** have no grade lower than a C- during the previous two semesters.
 - Students must have the required prerequisites for the coursework.
 - Application must be renewed for each semester of participation.

South Dakota Board of Regents (SDBOR) Requirements

- Students **MUST** satisfy **one** of the following requirements to participate in HSDC courses for **ENROLLMENT** per the SDBOR & the De Smet School Board:
 - Upcoming **JUNIORS** must satisfy **one** of the following criteria:
 - Earn an ACT composite score of 24, reflective of the 70th percentile;
 - Rank in the upper one-third ($\frac{1}{3}$) of their graduating class;
 - Earn a cumulative GPA of at least 3.50 on a 4.0 scale;
 - Upcoming **SENIORS** must satisfy **one** of the following criteria:
 - Earn an ACT composite score of 21, reflective of the 50th percentile;
 - Rank in the upper one-half ($\frac{1}{2}$) of their graduating class;
 - Earn a cumulative GPA of at least 3.25 on a 4.0 scale
- For continued program eligibility, students **MUST**:
 - Complete **ALL** coursework throughout the semester
 - Maintain a BOR GPA that does NOT fall **below a 2.0**
 - If the student's BOR GPA falls below a 2.0, the student will be placed on an academic suspension for one semester.
 - A student who receives a W or F grade in any course will no longer be eligible for the HSDC Program.
 - Students may apply for an Eligibility Exemption (W or F Grade) or an HSDC Academic Suspension Waiver if they are placed on academic suspension or become ineligible

Replacement of Required Courses

- Students may only enroll in courses that are not currently offered at DHS or that do not fit into the student's schedule due to unavoidable conflicts with the following exceptions:
 - An Introductory Composition Course may replace one (1) semester of Senior English Requirement (upcoming or current Seniors only, .5 Credit)
 - An Introductory Literature Course may replace one (1) semester of Senior English Requirement (upcoming or current Seniors only, .5 Credit)
 - Seniors wishing to replace required classes **MUST** qualify under the Junior enrollment requirements listed above.

Class Load

- Each dual credit course that a student takes through or at a post-secondary institution will be scheduled as one (1) period.
- Students will be limited to a maximum number of dual credit courses per semester as follows: Junior – two (2), Senior - three (3). *Juniors can take three (3) distance courses, but only two (2) dual credit courses within that total.

Credit Earned

- A post-secondary course of 1-3 credit hours will earn one-half (.5) high school credit.
- A post-secondary course of 4+ credit hours will earn one (1) high school credit.
- If a postsecondary course is aligned to a graduation requirement content area as identified in 24:43:11:02, the school district must award credit as a graduation requirement.
- The school district will transcribe all other postsecondary credit as elective credit. SDCL 13-1-12.1, 13-28-37, 24:43:11:17.

Cost to the Student

- The student shall be responsible for all fees, tuition, materials, books, and other costs associated with the course. However, textbook reimbursement CAN be made to students who earn a passing grade. To receive reimbursement, students must obtain an official college transcript or grade report from the college and submit it to the business office with the receipt of their textbook purchase. DHS students will use school-issued computers for HSDC coursework. Please note that students MAY be responsible for obtaining technology beyond school-issued computers.

Curricular Activity Eligibility

- Students who are enrolled in a dual credit course are required to meet all eligibility requirements as outlined in the activity handbook to be eligible for any curricular activities.

Attendance

- **Students will be required to be at DHS with the Distance Education Coordinator when working on dual credit courses.**

Credit, Grading, Class Rank, and GPA

- Students will be required to participate in weekly grade reporting with the Distance Education Coordinator.
- Currently, coursework is NOT monitored through Infinite Campus and is excluded from graduation progress reporting within the Infinite Campus tracking systems. However, grades of all dual credit courses WILL be recorded on the student's official transcript and will be calculated into the student's grade point average and class rank.
 - It is the student's responsibility to ensure that the cooperating provider or post-secondary institution sends an official grade report or transcript to DHS. High school credit will not be issued until this documentation is received.
 - The grading scale and letter grade system of the cooperating provider will be used in the determination of letter grades and grade point average calculation.

Application

- Students **MUST** work with the Distance Education Coordinator.
- Students will apply through the student application portal (Universities) or with approved paperwork (state technical institutions) and require parental and high school approval to enroll and register for courses.

- The timeline associated with the semesters (fall, spring, summer) will outline when the application will open and close. It is recommended that all applications be submitted for registration as soon as possible. However, if a student is delayed in submitting their application, an exception can be made up to the first day of the course(s) they are enrolling in. This best practice ensures students can start the course on time. A delay in applying may delay a student's enrollment.
- If the student has submitted their application on time, but it is missing required materials that need to be provided by the designated high school representative (i.e., unofficial transcripts, placement scores, etc.), the school district will be allowed to submit those supplemental documents until 5 pm on the third day of classes for the term, and enrollment by a Regental institution will be allowed.

Dropping/Adding a Post-secondary Course

- Students who wish to drop a course are responsible for withdrawing from the course.
 - Students may drop courses via BOR Policy 2.1.1 and should be mindful of the withdrawal dates and refund availability.
 - School staff are NOT responsible for withdrawing a student.
 - Per SDBOR requirements, a school representative must sign the drop/add form.
- Careful attention should be given to withdrawal within the drop/add requirements to avoid academic and financial penalties.
 - If a student enrolls in a dual credit course and then drops from the course prior to completion, the student will be expected to resume full-time attendance at the high school and will be assigned to a study hall or on-site course until the completion of the semester. Before enrolling in another post-secondary level course, the administration and staff will review the student's performance to determine eligibility.
 - If a score is received for a dropped course as per an institution's policy, that score will be recorded on the official DHS transcript, the cooperating institution, and calculated into the student's grade point average.
- To ensure student success and the timely start of classes, students wishing to add courses after they are enrolled may do so until 5 pm on the third day of classes by completing the Add/Drop/Withdraw Form and submitting it to the institution's contact(s). Requests to add courses received after the deadlines specified shall not be considered.

Failing a Post-secondary Course

- If a student receives a failing grade in any course or withdraws from a course after the deadline and does not receive credit for the course, the **student may no longer participate in the program**.
- The Board of Regents or the South Dakota Board of Technical Education may reinstate a student who is prohibited from participating in the dual credit program if the student demonstrates good cause for failing a course or withdrawing from a course or if, at the student's expense, the student retakes and passes the course that the student withdrew from or failed. SDCL 13-28-37.1

Interactions with Students/Staff

- Students will be required to interact with other distance or online students and staff, and must do so in a respectful manner. Any student violating this requirement will be subject to disciplinary action, including suspension, expulsion, and/or removal from the course.
- Students must adhere to the "Acceptable Use Policy". Students who do not will be subject to disciplinary action as outlined in the "Acceptable Use Policy".

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 - Students who do not complete this work promptly may be issued detention or other consequences to aid them in completing the work in question, i.e., loss of senior privileges.
 - Check online platforms and emails DAILY for updates.
 - Check your grades at least once a week.
 - Check Dropbox or the message center, and use it as a checklist to make sure everything that you handed in was received.
 - Check to see what, if anything, is missing and the comments that your instructor has given.
- Students need to review their syllabus and understand the expectations for their coursework. (It is helpful for students to print the syllabus.)
- HSDC assessments MUST be scheduled with the HSDC Distance Education Coordinator promptly. (Students must coordinate with the classroom teacher and HSDC Distance Education Coordinator if assessments take longer than a class period.)
- If students need their phone to access HSDC, they MUST be used only in the office. (Phones may not leave the office during school hours.)

Further Information

- The Distance Education Coordinator can offer further support.
 - For a list of HSDC courses, please visit: <https://apps.sd.gov/de68dual/index>.
 - For more information, please visit: <https://ourdakotadreams.com/k12-students/dual-credit/>.
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MEMORANDUM OF UNDERSTANDING
High School Distance Education:
Distance Classes and Dual Credit Program

Dear Applicant and Parent/Guardian,

We are delighted that your child is considering expanding their educational opportunities by enrolling in a distance education or dual credit course. To make these opportunities happen, policies and agreements exist between the state of South Dakota, providing agencies, and member schools. The policies and procedures are very important to be adhered to for the benefit of students, programs, and students alike. The Dual Credit Coordinator will be on-site to aid your student in the online learning atmosphere. Please understand that these courses are offered online and the instructor is provided by the providers of the program. Local teachers are NOT the actual instructor. Your student will be asked to complete homework online and submit assignments directly to the instructor. They must comply with all assigned deadlines or communicate directly with the online instructor if problems arise. We are asking you to review this policy and memorandum with your student, sign the agreement, and return it. Enrollments will be handled by the Dual Credit Coordinator.

Please keep in mind that students must qualify for these opportunities. Qualifications are contained within the Distance Classes and Dual Credit Program Policy.

We hereby confirm that we have read and understand the contents of the Distance Classes and Dual Credit Program policy and agree to follow the rules and regulations set forth by the Board of Education of the De Smet School.

Student Name (please print): _____

Student's Signature: _____

Parent/Guardian Signature: _____

Date: _____