



FORT LA BOSSE SCHOOL DIVISION



Video Conference Platform: Fort La Bosse School Division

Expectations of Teacher:

- will deliver curricula via video conferencing to all FLB students whom may be registered.
- will provide a course outline including assessment breakdown, course breakdown, expectations regarding behavior as well as academic.
- the home school Principal will remain the immediate supervisor of the video conference teacher, however, discussions with the administration at all three locations would be encouraged, particularly in cases that are specific to their particular school.
- the teacher will be expected to travel and deliver their course from all locations in which there are students registered. Teachers would be expected to visit each school site approximately once per month, although this amount can be increased on a case by case instance, and would be supported centrally.
- as much as possible, the video conference teacher will attempt to become “paperless” in the exchange of student work/feedback.
- the video conference teacher will access and utilize Maplewood for the purpose of recording summative assessment data from each school base.
- the video conference teacher will maintain parent contact through email, phone calls, face to face meetings etc. for all students, in the same manner they would in a face to face class in their home school. Opportunities for Parent-Teacher meetings will be arranged when requested/necessary.
- An initial contact should be made to all parents by phone, email or in person within the first week of classes. This initial contact will provide an opportunity to introduce yourself, provide an avenue for parents to contact you, share when extra help is available, and discuss how and which student results will be shared with parents-learning behaviors, formative assessments, summative assessments.
- the video conference teacher will look for opportunities to include social media tools in your instructional practice such as Google Docs, Skype, Dropbox, Edmodo, Twitter, Blogging, Wiki, etc.
- teachers will have a back-up plan in place for those emergency situations when the system is potentially down. Teachers and students will have a Skype (or other suitable tool) account to access when necessary.
- not unlike in a face-to-face classroom environment, the teacher would be expected to be available for extra help for supporting students such as during scheduled prep time, before class, after etc. via email, text messages, phone calls, Skype, during scheduled class time etc.

-the video conference teacher would use his/her professional judgment in determining the resources available and utilized for delivery, such as text books series etc.

Expectations of Division/Schools:

-schools will attempt to not exceed a registration of more than 8 students per site, unless previous arrangements are made. Class sizes will remain relatively small with the goal of VC classes to remain under 20

-travel costs will be covered centrally for the video conference teacher

-substitute staff will be in place at the teacher's home school as needed when the teacher is delivering from an alternate site. (central budget)

-the division will make every attempt to support this teacher by providing sufficient technology in order to better support this with such items as bridged smart boards in all locations, document camera, tablets, and/or possibly interactive smart pens etc.

-in all cases, the resource department from the home school and the delivering VC teacher should be in contact for any/all students, but in particular for those students requiring significant adaptations. This communication is paramount for students being taught by a teacher from another school.

-the division will strive to support the travel arrangements of students to one central location on those occasions in which the teacher feels the students would strongly benefit coming together such as labs (travel costs). Travel arrangements will be established through the VC teacher and sending schools.

-each school administrator will make every attempt to communicate to the VC teacher when local situations arise that may affect the attendance of students. Whenever possible, students will not be pulled from VC class unless necessary. VC teachers should be included in all communication trails from all 3 sites so that they are best informed of upcoming scheduling conflicts, school cancelations etc.

-the division will make every attempt to support the video conference teacher by providing adequate supports in professional development, specifically to this delivery method, as well as the course content.

-mentoring by video conference teachers in neighbouring divisions would be encouraged, and supported.

-technological issues involving the video conferencing suites would be a priority for the FLB Technology Department, and any technical issues should be directed to them immediately

-Final Summative scores (exam and final mark) are to be forwarded to the division as soon as possible following the completion of VC courses from the School

- VC teachers should be included in all communication trails from all 3 sites so that they are best informed of upcoming scheduling conflicts, school cancelations etc.

- As in a face-to-face classroom, discipline of students will be the classroom teacher's responsibility; however In-school Administrators from the student(s) home school will support teachers in this area.

- The division will budget dollars to support the infrastructure regarding updates/replacement of VC specific equipment. Conversations would be with the In-school Administrator and Technology Coordinator in advance of Budget deliberations to plan accordingly.

-The Curriculum, Instruction and Assessment Coordinator would be in place as a central support for all video conference teachers.

-The Technology Coordinator would be in place as a central support in all areas of technology as they impact education.