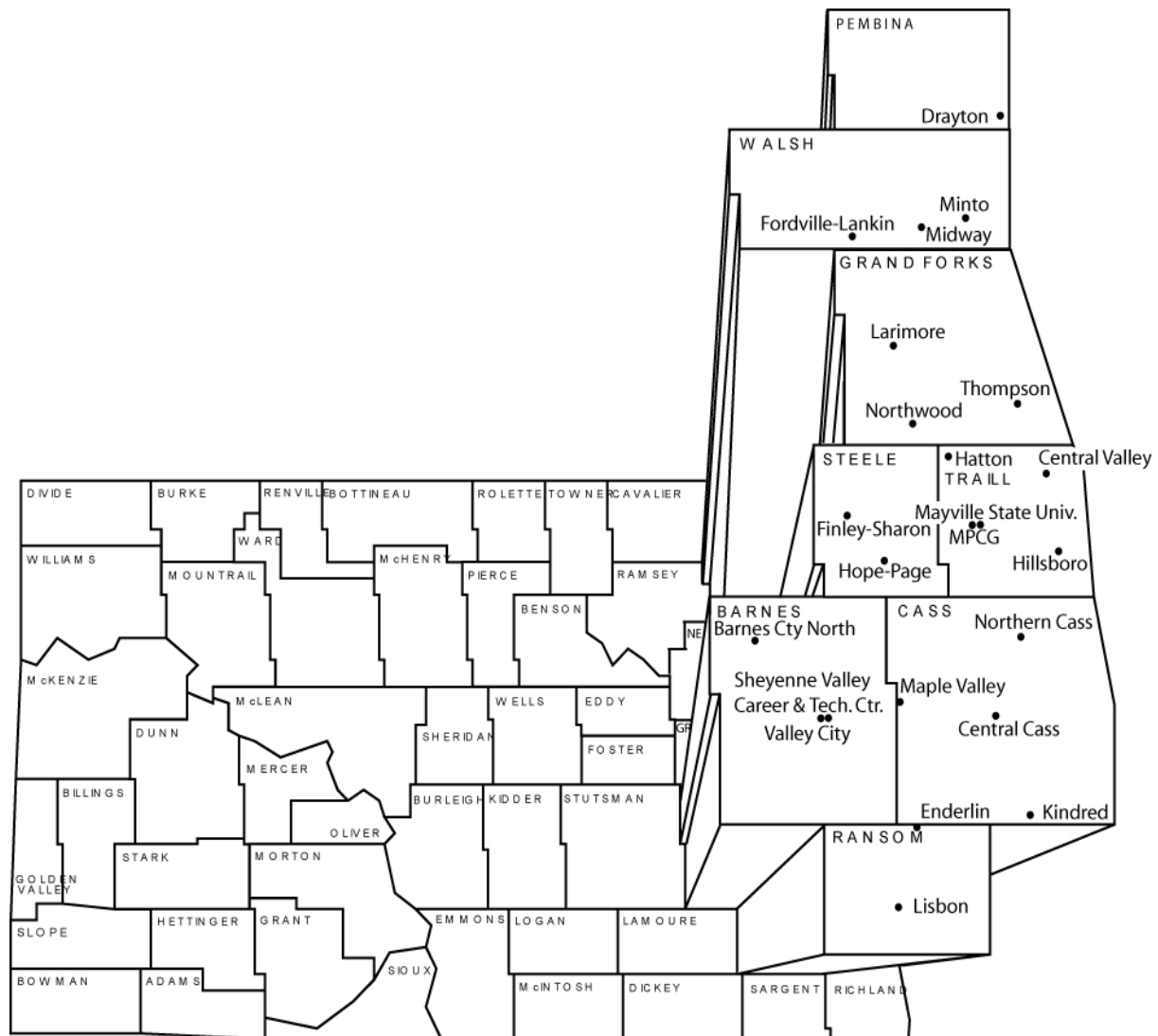


# Heart-of-the-Valley Interactive Television Consortium



## Bylaws

(adopted)

December 2002

(revised)

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November 2010

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## INDEX

ITEM	Page
HOV-ITV Introduction .....	4
HOV-ITV Mission .....	4
<b>USES OF INTERACTIVE TELEVISION</b>	
Enhance Curriculum Offerings .....	4
Staff In-service.....	4
<b>ADMINISTRATIVE AND FINANCIAL POLICIES</b>	
After Hours Use of, and Charges for ITV System .....	4
Community Education and Adult Classes.....	5
ITV Studio Visitors.....	5
ITV Courtesy .....	5
Fire Drills .....	5
Calendar and Starting Times .....	5
Class Roster .....	5
Class Size and Enrollment Limitations .....	5
ITV Teacher Selection .....	5
HOV-ITV Membership Costs.....	6
Funding Formula for Classes with Teachers Teaching Within Contract .....	6
Classroom Payments.....	6
Payment by Sending School when Not Teaching on an ITV Calendar Day .....	6
Reporting on MISO3 Forms .....	6
Management Agent .....	6
Coordinator's Travel .....	6
Regular Board Meetings .....	6
Fiscal Agent.....	6
Site Facilitator .....	6
Test Monitor .....	7
Evaluation .....	7
First Day of Class .....	7
<b>STUDENT POLICIES</b>	
Student Class Schedule .....	7
Student Textbooks .....	7
Students Eligible for ITV Classes .....	7
Student - Parent Contract .....	7
Policy Enforcement Authority .....	8
Discipline Procedure .....	8
Cheating .....	8
Daily Absence Procedure.....	8
Student Information Sheet .....	8
Grading, Midterms, and Eligibility .....	8
Confidentiality .....	9
Incompletes.....	9
Semester Exams .....	9
Dual Credits.....	9
Make-Up Work/Tests/Quizzes.....	9
Miscellaneous .....	9
Eligibility for Activity Participation .....	9

## INDEX

### EQUIPMENT POLICIES

Equipment Maintenance .....	10
Technical Downtime .....	10

### STAFF POLICIES

Teacher In-service .....	10
Teacher Stipends .....	10
Material Transfer .....	10
Field Trips .....	10
School Activities .....	11
Teacher Absence .....	11
Parent-Teacher Conferences .....	11
Traveling to Remote Sites .....	11
ITV Staff .....	11

### REGISTRATION

Registration of Students .....	12
Add/Drop Policy .....	12

### HOV-ITV FORMS

Add/Drop .....	13
Class Roster .....	14
Discipline Policy & Parent Contract .....	15
Student Information Sheet .....	16
Material Transfer Form .....	17
Grade Reporting .....	18
Field Trip Request .....	19
After-Hours Request .....	20
Travel Request .....	21
Teacher Evaluation Form .....	22
Student Participation List .....	23

# **HEART-OF-THE-VALLEY ITV CONSORTIUM**

## **An Introduction to Heart-of-the-Valley ITV Consortium**

Heart-of-the-Valley ITV became a consortium on May 01, 2002. The consortium consists of 23 members. This includes 21 secondary schools, one university and one career & technical center. They are: Central Cass, Central Valley, Enderlin, Finley-Sharon, Fordville/Lankin, Hatton, Hillsboro, Hope/Page, Kindred, Larimore, Lisbon, Maple Valley, May-Port CG, Mayville State University, Minto, Northern Cass, Barnes County North, Northwood, Thompson, Sheyenne Valley Career & Technical Center, Valley City, Drayton, and Midway. The HOV-ITV's purpose is to provide long distance learning opportunities to member schools using telecommunications technology.

## **Mission of the HOV-ITV**

This Consortium will provide interactive television service and support to its members, by:

1. Enhancing curriculum offerings in member districts
2. Providing staff in-service using telecommunications
3. Providing community education and service
4. Investigating new technologies for school use
5. Providing student, staff, and community, access to technology
6. Increasing resource sharing between member schools

## **USES OF INTERACTIVE TELEVISION**

### **Enhance Curriculum Offerings**

Interactive television allows school districts to offer courses that previously were not offered because of low enrollment or lack of certified staff in particular curriculum areas. The network allows districts to share both student population and staff resources without transporting students or instructors.

### **Staff In-Service**

The ITV system allows member schools to share costs of Professional Development and training for teachers, staff, and administrators. Any new teacher teaching over the ITV system is required to attend the ITV training.

## **ADMINISTRATIVE AND FINANCIAL POLICIES**

### **After Hours Usage of the ITV System**

HOV-ITV schools understand the importance of education as a lifelong learning experience for people of all ages. College level courses, adult education classes, staff in-service, and meetings over the ITV system, are available after the normal school day is over. This includes weekends and summer months. To assure that there are no scheduling conflicts, the following procedure has been established:

1. The person requesting the activity contacts the HOV-ITV coordinator to clear the availability of the studio sites requested.
2. Upon verbal verification of availability, the After-Hours Request Form (pg. 20) is to be filled out and returned to the HOV-ITV coordinator's office.
3. A confirmation will be sent to the site facilitator, whether the activity is accepted or denied by the HOV-ITV coordinator.
4. If the activity is accepted, the coordinator will work with the site facilitator to iron out logistics of the activity.
5. Fees may be established by the sending site.

## **ADMINISTRATIVE AND FINANCIAL POLICIES Continued**

### **Community and Adult Education Classes**

With the use of this ITV system, each community can share educational classes and programs. Community members may participate in a variety of classes offered from their local school.

### **ITV Studio Visitors**

ITV teachers should be notified as soon as possible of any studio visitations. Visitors should schedule visitations through the building principal and/or the HOV-ITV coordinator.

### **ITV Courtesy (Please review annually)**

Announcements over each school's P.A. system are not to be made into any of the ITV classrooms. Also, students are not to be called out of the classroom for any reason other than an emergency. Only students who are enrolled in the ITV class are allowed in the ITV classroom during class time, unless arrangements have been made through the building principal. Courtesy should be given to the ITV classrooms in session and its teachers at all times. If monitoring or viewing other classrooms is necessary, the school (a receiving site where there is no instructor) and teacher (the sending site) must be notified in advance. Under all other circumstances, schools should only tune into the classes they have students in. Anyone entering the ITV classroom, while class is in session, should identify himself or herself to the teacher by stepping into camera range.

### **Fire Drills**

Local school district fire drill rules apply for all ITV studios and students. Students participating in fire drills will notify the ITV instructor that a fire drill is in progress at their school and they will have to comply with their school's fire drill rules.

### **Calendar and Starting Times for Classes**

HOV-ITV has developed a common calendar and time schedule for classes. The intent is to provide as much educational programming time with as few interruptions as possible. The common class schedule can be found on page 7.

### **Class Rosters (Please review annually)**

Each school is required to send a class roster of their ITV students to the coordinator by May 15. These rosters will be compiled by the coordinator and sent to each of the ITV instructors before classes begin. The roster should include the name of the student, whether the student is male or female, the course name, the course teacher, and the period that the course is taught. (pg. 14)

### **Class Size and Enrollment Limitations**

HOV-ITV recommends that each receiving site be limited to 8 students. The recommended maximum number of students, at all sites, is twenty. The maximum number of total students in a class should be at the discretion of the sending school. The number of students per class should be lower for certain hands on classes such as art or computer repair with the following process used to limit the enrollment as necessary. (Seniors have 1<sup>st</sup> chance since it's their last opportunity, Maximum of 8 persons per any one site, and student GPA) If the amount of students exceeds the recommended number or the sending school's maximum number, there must be concurrence between the instructor, school principal, and the coordinator.

### **ITV Teacher Selection**

Following is the criteria that will be used to determine teachers for ITV classes:

- \_ teacher available to teach ITV course when scheduled
- \_ location of the teacher and total number of students registered for the class
- \_ consideration will be given to schools that have not yet been a sending site
- \_ If the above criterion does not determine the teacher, then it will be referred to the HOV-ITV executive board for final selection.

## **ADMINISTRATIVE AND FINANCIAL POLICIES Continued**

### **HOV-ITV Membership Cost**

The cost for a new school to join the HOV-ITV Consortium is \$3000 plus total cash reserves divided by the number of member institutions. All members of HOV-ITV shall share equally in the operating costs.

### **Funding Formula for Classes with Teachers Teaching Within Contract**

A receiving site will pay the consortium \$300.00 per semester per consortium student enrolled. The Consortium will in turn pay this same fee to the appropriate sending sites, including post-secondary member institutions. Payment is determined by the enrollment as of April 1st or the actual enrollment whichever enrollment is greater. Non-consortium schools will pay the consortium an additional \$100 per semester per student enrolled. Non-consortium students will be enrolled based on space available in the class. The Consortium will in turn pay this additional \$100 fee to the appropriate sending sites, including post-secondary member institutions.

### **Classroom Payments**

A school will be paid for the use of their ITV classroom. This payment includes money for postage, faxes and copies made by the sending school. A sending school will receive \$250 per class year or \$125.00 per semester.

### **Payment by Sending School when not teaching on an ITV Calendar Day**

If a sending school is not in session on a scheduled ITV day, they must notify the receiving sites so they can make other arrangements.

### **Reporting on MISO3 Forms**

Schools shall follow the directions as indicated in your State of North Dakota Instructional Manual. Copies of the completed MISO3 forms that pertain to the ITV classes need to be completed by the sending school. MayPort CG will be responsible for MSU taught classes.

### **Management Agent**

The Heart-of-the-Valley Consortium agrees to pay Mayville State University to provide a coordinator and/or support services to manage the HOV-ITV Consortium at a mutually agreed upon annual contract fee. This fee shall increase annually at the state employee salary increase rate as established by the state legislature.

### **Coordinator's Travel**

The Coordinator shall be paid the "state rate" per mile starting from his/her office.

### **Regular Board Meetings**

The HOV-ITV Board will meet two times a year, as set by the executive board with the annual meeting set for May and the second meeting set for November. An executive committee consisting of a President, Vice President, a representative from the northern end of the consortium, and a representative from the southern end of the consortium from among member schools will meet with the coordinator as needed.

### **Fiscal Agent**

Mayville State University is the fiscal agent of the Heart-of-the Valley Consortium.

### **Site Facilitator**

Each HOV-ITV school has designated a site facilitator. This is the person who will be contacted by the coordinator and ITV teachers throughout the year as needed. The site facilitator will be responsible for: distributing materials, helping test equipment, opening the doors to the school and ITV room for an adult class in the evening, and general ITV communications.

## **ADMINISTRATIVE AND FINANCIAL POLICIES Continued**

### **Test Monitoring**

Each district must assign an aide/facilitator to the classroom for monitoring tests. The teacher will be responsible for establishing a schedule of test dates so schools have at least two days notice. This information will be written on the Material Transfer Form (pg. 17) that accompanies faxed tests or will be sent by electronic means.

### **Evaluation**

HOV-ITV schools are committed to evaluation of the ITV curriculum and its staff. Principals from the sending sites are responsible for the evaluation of their instructors. Host principals are encouraged to communicate with receiving principals and ask for any deficiencies or expertise that would help in making the ITV instructor and/or class more effective. Every ITV instructor must be evaluated once on the ITV system (pg. 22). Other evaluations should follow the North Dakota state mandates.

### **First Day of Class (Please review annually)**

An administrator or faculty member from each of the remote sites will introduce the ITV system and its policies to the students, and discuss the expectations that are required of them. The HOV-ITV Student Discipline Policy (See pp.15) is to be discussed at this time.

## **STUDENT POLICIES**

### **Student Class Schedule**

Period 0	7:30	8:30
Period 1	8:45	9:35
Period 2	9:39	10:29
Period 3	10:33	11:23
Period 4	11:27	12:43
Period 5	12:47	1:37
Period 6	1:41	2:31
Period 7	2:35	3:25
Period 8		

### **Student Textbooks**

The sending school will furnish course books/supplies. Any school that uses another school's course books/supplies will pay for any damage or lost materials.

### **Students Eligible for ITV Classes**

In order for a student to register for an ITV class they must:

- have taken the required prerequisite
- be approved by the High School Principal
- each district's policy will determine the qualification of its students

### **Student - Parent Contract**

All students taking ITV courses must sign a student-parent contract. Also, the parents of the students must sign the contract. (pp. 15) A copy of this contract is on file at the home school office and also to the sending site.

## **STUDENT POLICIES Continued**

### **Policy Enforcement Authority**

The following are responsible for the enforcement of the Student Discipline Policy:

- Building administrators
- Site facilitators
- Teachers

### **Discipline Procedure**

The HOV-ITV schools have established a Student Discipline Policy. (See Student-Parent Contract, pp.15) The sending teacher is responsible for the discipline of all remote sites as well as their own site. Although a supervisory ITV monitor is placed in the principal's office at each site, the teacher must be responsible for the discipline of the class. Communication with the building principal is **critical** if a problem should arise.

### **Cheating**

Although a high percentage of ITV students are honest, there are a few students who will attempt to cheat during test taking. If a student has been caught cheating or if there is suspicion of cheating, the instructor will contact the remote site principal. The remote site principal, classroom instructor, and student will meet over ITV. If indeed it is determined that he/she cheated, the student will receive a zero for the test or worksheet given and a Discipline Referral Form will be completed. All notebooks, books, and materials must be put away during testing time. If at any time a student is observed to have these items accessible during a test, it is sufficient evidence of cheating and a grade of zero will be given.

### **Daily Absence Procedure**

Each school will be responsible for their own absences.

### **Student Information Sheet (Please review annually)**

ITV students will be asked to fill out a Student Information Sheet (pp. 16) to assist teachers with gathering relevant student personal information and getting acquainted with the students. These are to be completed in the spring for fall classes.

### **Grading, Midterms, and Eligibility**

Each of the school districts involved in this consortium have slightly different procedures for grading. Therefore, grades will be computed using percentages only with the home school district assigning their appropriate letter grade. Teachers will send grades to receiving schools in percentage form. (pp. 18). The sending teacher must be informed of any eligibility grades or midterm reports that are needed by receiving schools. Communication between the sending teacher and the receiving principals is essential. Students cannot request grades over the network regardless if the student states, "Just read it out loud.", "I don't care." or "I know it anyway." Students are to get their grades from the facilitator, principal, or over Power School.



## **STUDENT POLICIES Continued**

### **Confidentiality**

Confidentiality is guaranteed to all students through the Family Education rights and Privacy Act (FERPA, 1974). This law applies to any school in the United States that receives federal funding. Violation of the confidentiality policy may result in legal action. Any student's information that could be considered harmful or an invasion of privacy is protected. Following are some situations that could be in violation of the confidentiality policy:

- telling students their grades over the air
- having students exchange papers for grading
- having students handout other students' papers

### **Incompletes**

The sending school's incomplete policy will be used for ITV classes.

### **Semester Exams**

Sending teachers will use their schools' policy for semester tests. If the sending teacher requires a semester exam, all students will be required to take the exam. The ITV class schedule will be followed and students will be in class during ITV class time. The only exception will be a pass from the receiving school's administrator allowing a student to go to another supervised area of the school.

### **Dual Credits**

Each school will have their own dual credit policy.

### **Make-Up Work/Tests/Quizzes**

If a student misses an ITV class, he/she will have 2 days to make-up the work. The student will have one additional day for each day missed in succession, to make-up his/her ITV work. The make-up work is to be given to the instructor as soon as the student completes the work. Site facilitators must date when make-up work is turned in or when test is taken. The teacher will decide if work is done on time.

### **Miscellaneous**

HOV-IV strongly suggests that sending teachers provide their remote ITV students with phone numbers and times the instructor can be reached, for questions, grades, or additional help needed for student class work.

### **Eligibility for Activity Participation**

Eligibility participation by a student will be determined by their school's policy.

## **EQUIPMENT POLICIES**

### **Equipment Maintenance**

Any maintenance above a \$1000 per incident is the responsibility of the HOV-ITV unless the damage is caused by vandalism, which should be covered by each district's insurance. Each site should have a trained facilitator for minor problems.

### **Technical Downtime**

In the event that part or all of the ITV system is not functioning correctly, the sending teacher should notify the building administrator of the problem. If the problem is beyond local adjustments, the coordinator should be notified. After notification by the sending teacher, the receiving school(s) will be responsible for student supervision until the problem has been corrected. If receiving sites can hear and see the instructor, the class can probably continue as normal. When possible teachers should have alternate activities available at remote site or electronically send materials to the students and administrator so that students can remain on task as much as possible in this type of situation.

## **STAFF POLICIES**

### **Teacher In-service**

All teachers who are new to ITV teaching are required to attend an ITV training workshop to become familiar with the system and teaching methodology. The site facilitator, Principal, Director and/or Superintendent from each school may attend, but are not required unless they are new to the HOV-ITV. The coordinator will arrange meals and travel reimbursements. These workshops will be available during the summer. Any instructor, administrator, or board member of a HOV-ITV school may attend. However, the meal and travel reimbursements are provided only to teachers who will be teaching on the system for the upcoming summer or school year. HOV-ITV will pay each teacher \$75 per day and 1 meal, for the in-service training session. HOV-ITV will also pay mileage for 1 car per school and the refreshments for the ITV Teacher in-service. It is recommended that each school pay for their administrators, site facilitators and any additional teachers who attend.

### **Stipends for Teachers**

Each school will be paid by the HOV-ITV Consortium \$500 per semester for each class taught. Each sending ITV school will determine if a stipend will be paid to an instructor for each class taught. The stipend can be made as a part of the regular payroll or at the end of each semester as determined by the sending school.

### **Material Transfer**

All scheduled tests, worksheets, or other correspondence that needs to be sent to remote sites should be done at least two days before class. The fax machine or mail or electronic transfer to students with computer access should be used for these materials. Please give the receiving school adequate time to make copies of this material. (form pp. 17) Work must be good quality for copying and faxing purposes. Each school must provide a file for each class period. This file will be used for distributing and receiving materials to and from the students.

### **Field Trips**

Any gathering of students at a location other than their home site constitutes a field trip. This includes a gathering scheduled before, after, or during school hours. Students must have an absentee slip filled out in advance, notifying other instructors of their absence. Procedure: The teacher must contact each receiving principal for his or her approval. If one Principal does not approve of the trip it will be cancelled. The instructor must have the principal's approval and is responsible for the transportation arrangements. These must be made at least one full week before the activity. Limitation: All classes shall be limited to one field trip per year and no field trips will be allowed in May.

## **STAFF POLICIES *Continued***

### **School Activities (Please review annually)**

The Site Facilitator will keep the ITV teachers informed of any special school activities that apply specifically to their class. On days when activities such as homecoming, tournaments, lyceums, etc, cut into class time, the class is to be recorded by the remote sites. ITV teachers must attend their regularly scheduled ITV class. Individual school districts are encouraged to have students attend their regularly scheduled ITV course. Schools are encouraged to schedule as few activities as possible during school time to minimize lost educational time. If your school publishes a monthly calendar of events, please send a copy to your ITV teachers and the coordinator. At the beginning of the school year/activity season, each HOV-ITV school will provide all ITV teachers with a list of students in various activities, i.e. band, chorus, basketball, football, etc. A HOV-ITV Student Participation List (pp. 23) is to be completed and faxed to the ITV teacher at least 3 days in advance of any school activity that takes students out of ITV classes).

### **Teacher Absence**

There will be times when an ITV instructor will be absent due to illness, leave, or other reasons. Every effort should be made by the sending site principal to have a substitute teacher take over the class. If this is not possible, the principal of the sending teacher is to notify the receiving site principals that the teacher is absent and no substitute will be in the ITV room. Due to liability and the cost of the classroom equipment students will not be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

### **Parent-Teacher Conferences**

Parents need to be kept informed about their child's progress regardless of the instructional delivery system used. Parents should be exposed to technology that is being used to deliver the instruction. Conferences via the network are encouraged when confidentiality is not essential. Conferences where confidentiality is a necessity should be held via telephone or in person if possible.

### **Traveling to Remote Sites**

In order to build a unity among ITV sites, HOV-ITV strongly encourages all ITV teachers to teach from each remote site at least once per semester. Traveling to remote sites early in the first semester is suggested. Each school has agreed to allow their teachers to travel to the remote sites during the school year and will take care of the substitute needs. HOV-ITV will reimburse teachers for the travel expenses at the current state rate, meals and any additional expenses incurred to teach from remote sites. An ITV Travel Request Form (pp. 21) is to be filled out and faxed to the coordinator to ensure reimbursement of travel costs.

### **ITV Staff Meetings**

The Coordinator will schedule regular staff meetings either before or after school, using the ITV system. Teachers will be notified of these meetings and will be provided with an agenda of topics to be covered. ITV teachers are expected to attend unless other arrangements have been made with the Coordinator.

## **REGISTRATION**

### **Registration of Students**

Registration of students for ITV classes will be the responsibility of the individual schools. Registration will be submitted to and compiled by the consortium coordinator. Registration for ITV classes begins February 1 and will be completed by April 1. Each school will be financially accountable for each student registered on April 1<sup>st</sup> or the actual enrollment whichever enrollment is greater, with the exception of dual credit course enrollment. The coordinator for special situations that affect registration numbers after April 1st may grant consideration (Example: registered student moves out of district). Any additions to student registration will be channeled through the coordinator provided that enrollment figures have not been exceeded.

### **Drop/Add Policy**

The student Drop/Add Policy will be in effect for each district as long as it is no later than one week following opening day of ITV classes. The Building Principal and ITV teacher must approve all Drops/Additions. (pp. 13). School districts will still be responsible for tuition if their student drops a class.

**HOV-ITV**  
**STUDENT DROP/ADD FORM**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student School: \_\_\_\_\_

ITV Class you wish to drop: \_\_\_\_\_

ITV Class you wish to add: \_\_\_\_\_

Teacher: \_\_\_\_\_

Reason you wish to drop or add ITV class:  
\_\_\_\_\_

---

Principal Signature: \_\_\_\_\_

**HOV-ITV**  
**CLASS ROSTER**

School Name \_\_\_\_\_  
\_\_\_\_\_

ITV Class Title

School Year \_\_\_\_\_  
\_\_\_\_\_

Period \_\_\_\_\_

Originating From

Our records indicate \_\_\_\_\_ students in this class.

<b>Student Name</b>	<b>M/F</b>	<b>Grade Health Information</b>	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

# HOV-ITV

## ITV Student Discipline Policy and Parent Contract

ITV is a means for districts to provide low-incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel.

Because of the uniqueness of ITV, certain standards are expected of students enrolling in these courses. This policy is intended to make both the students and parents aware of the standards expected of students enrolling in such courses.

As a student taking an ITV course, I am aware that:

1. certain standards are expected of me, as a student, and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. inappropriate language or gestures will not be tolerated.
3. because of the technology, anything I do in the classroom can be taped.
4. classroom procedures must be followed.
  - a) Students must sit within camera view at all times.
  - b) Students must not mishandle the equipment in the classroom.
  - c) Students must follow all other rules as specified by the teacher.

The following procedures will be followed for students who cannot follow the above listed rules.

**First Offense:** The student will be removed from the class, given a warning, and the principal will be notified. The principal will notify the parents. A copy of the notification letter will also be sent to the teacher.

**Second Offense:** The student will be removed from the class, permanently.

**SEVERE MISCONDUCT:** The student will be permanently removed from the class immediately.

I have read and understand the policy above, and agree to everything stated.

---

Student Signature

---

Date

---

Parent Signature

---

Date

# HOV-ITV

## STUDENT INFORMATION SHEET

ITV Class: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Grade: \_\_\_\_\_

Please attach  
recent picture  
here if available  
(last years' will do)

Class schedule for this year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### Activity Involvement

Sports: \_\_\_\_\_  
Music: \_\_\_\_\_  
Drama or Speech: \_\_\_\_\_  
Organizations: \_\_\_\_\_  
Employment: \_\_\_\_\_  
Future Plans: \_\_\_\_\_



# HOV-ITV

## MATERIAL TRANSFER FORM

Course Title: \_\_\_\_\_

Instructors Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

=====INSTRUCTIONS=====

Test \_\_\_\_\_ Quiz \_\_\_\_\_ Worksheet \_\_\_\_\_

Number of copies to be made: \_\_\_\_\_

Material to be handed out: Date: \_\_\_\_\_ Time: \_\_\_\_\_

I would like the facilitator present in the classroom: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes is checked, please state reason for requesting the facilitator presence.

\_\_\_\_\_

=====MATERIAL RETURN PROCESS=====

1. ITV materials gathered by: Facilitator \_\_\_\_\_  
Student \_\_\_\_\_  
Other \_\_\_\_\_

2. ITV materials returned to: School Office \_\_\_\_\_  
Leave in Studio \_\_\_\_\_  
Other \_\_\_\_\_

3. ITV materials return by: Fax \_\_\_\_\_  
Mail \_\_\_\_\_  
Other \_\_\_\_\_

=====WRITTEN INSTRUCTIONS=====

\_\_\_\_\_

\_\_\_\_\_  
Authorized by ITV Instructor Date

# HOV-ITV

## GRADE REPORTING

STUDENT NAME	Mid term	1 <sup>st</sup> Qtr	Mid term	2 <sup>nd</sup> Qtr	Sem	Mid term	3 <sup>rd</sup> Qtr	Mid term	4th Qtr	Final
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

## GRADING SYSTEM

# HOV-ITV

## FIELD TRIP REQUEST FORM

Course Title: \_\_\_\_\_

Instructors Name: \_\_\_\_\_

School: \_\_\_\_\_

Class Period: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Home Arrival Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Receiving Sites and Number of Students:

Field Trip Details (include travel):

\*\*\*\*\*  
\*\*\*\*\*

This section to be filled out by the ITV coordinator and returned to the instructor.  
The above activity request has been APPROVED / DENIED at this time. If this activity is approved, the receiving principals have given their approval and await details from the instructor.

Comments: \_\_\_\_\_

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## HOV - ITV

### After-Hours Request Form

Contact person or person making request: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Brief explanation of activity

\_\_\_\_\_  
\_\_\_\_\_

Who will be invited to attend? \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Day(s) of the week (circle): M T W TH F SA

Holidays or exception date(s): \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Sending site: \_\_\_\_\_

Receiving Sites:

+++++

This section to be filled out by the ITV coordinator and returned to the applicant. The above activity request has been APPROVED / DENIED at this time and will be classified as: Govt. Agency, Educational Institution, Health Facility, Non-profit Organization or Business. Total Cost \_\_\_\_\_

Please remit to the Coordinator before the start date. Conditions of Use - Equipment and furniture cannot be moved, you are responsible for repair or replacement of any furniture or equipment damaged.

\_\_\_\_\_ ITV Coordinator

\_\_\_\_\_ I hereby agree to the amount and conditions above  
Signature & Title of person making request

## HOV-ITV

### Travel Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

ITV Class Taught: \_\_\_\_\_ Period: \_\_\_\_\_

Please state below the location you would like to travel to, the date you wish to travel and the reason for the trip.

Will a substitute teacher need to be hired? If yes, which periods?

Have you traveled to this site at any other time during this school year? If yes, when?

Please estimate your expenses below.

_____ miles	@ current state rate per mile	\$_____
	meals	\$_____
	lodging	\$_____
	Total	_____

Approved by: \_\_\_\_\_  
Teacher's Principal

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
HOV-ITV Coordinator

Date: \_\_\_\_\_

# HOV-ITV

## TEACHER EVALUATION FORM

Teacher: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

	Satisfactory	Need Improvement
1. Knowledge of subject matter	_____	_____
2. Displays interest and enthusiasm	_____	_____
3. Shows concern for the student	_____	_____
4. Lesson preparation	_____	_____
5. Ability to motivate students	_____	_____
6. Ability to maintain student interest	_____	_____
7. Class participation	_____	_____
8. Classroom control	_____	_____
9. Respect for teacher	_____	_____
10. Poise & confidence of teacher	_____	_____
11. Brings class to initial task quickly	_____	_____
12. Majority of students on task	_____	_____
13. Has minimal interruptions in proceedings	_____	_____
14. Treats students with respect	_____	_____
15. Moves to confront problems	_____	_____
16. Seeks outside assistance if needed	_____	_____
17. Reinforces good behavior	_____	_____
18. Conducts herself/himself in a professional manner	_____	_____
19. Follows school policy/procedure	_____	_____
20. Record keeping accurate and punctual	_____	_____

**Commendations/Recommendations:**

## HOV-ITV

### STUDENT PARTICIPATION LIST

The following students will be leaving at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_ (date) to attend \_\_\_\_\_ (name school activity).

They will miss period(s) \_\_\_\_\_ .

Name	Grade
------	-------

1. _____	_____
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2. _____	_____
----------	-------

3. _____	_____
----------	-------

4. _____	_____
----------	-------

5. _____	_____
----------	-------

6. _____	_____
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7. _____	_____
----------	-------

8. _____	_____
----------	-------

9. _____	_____
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10. _____	_____
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11. _____	_____
-----------	-------

12. _____	_____
-----------	-------

\_\_\_\_\_  
Sponsor/Coach Signature

\_\_\_\_\_  
Date

**This form is to be completed and faxed to any affected ITV Teacher at least 3 days in advance of activity.**