

**BCTC Skills U Distance Learning Policy**

BCTC Skills U believes that students who consistently participate by attending classes in-person are more likely to increase their performance to achieve successful progress scores and to reach their goals. However, BCTC Skills U realizes that sometimes students are prevented from regularly attending in-person classes for a variety of reasons. In the event that students cannot attend in-person classes on a consistent basis, BCTC Skills U provides several online distance learning options to accommodate students.

* **Each Skills U location will have a designated Distance Learning Lead (DLL).** 
  + The DLL’s purpose is to serve as a resource and “go to” person for other instructors regarding the various distance learning programs offered.
* **Determining Student Interest/Need for a Distance Learning Program**
  + Determining students' interest/need in a distance learning program should be a part of each program's orientation process. If a student expresses interest/need in a distance learning program during orientation, that information should be documented and forwarded to an appropriate instructor.
  + Instructors should follow-up with the student within two weeks of the student’s official start date to further discuss a distance learning program and determine which is the best fit for the student. Notes regarding this follow-up discussion may be documented in the student's file.
* **Expectations for Student Usage**
  + Per BCTC Skills U Attendance policy, students are expected to attend class at least four hours per week. Attendance can be in the form of a distance learning program, in-class instruction, paper proxy packets, or some combination of the three.
    - It is each Instructor’s responsibility to monitor students’ distance learning accounts weekly and report proxy hours.
    - It is each instructor’s responsibility to contact students who have not been meeting weekly online attendance by phone, text, email, and/or social media to see if they are having problems/issues with the program. Instructors will continue to monitor student accounts and follow-up with inactive students at least three times.
  + It is each student’s responsibility to contact the instructor with questions about the distance learning program. A student may contact the instructor through a predetermined method as agreed upon by the instructor and student.
    - It is each instructor’s responsibility to respond to student questions about the distance learning program within 24 hours while classes are in session.
* Online student accounts that remain inactive for 30 days will be deactivated.
* **Documenting Distance Learning as Proxy Hours**
* Instructors will be responsible for tracking students’ distance learning proxy work. A BCTC Skills U Proxy Form will be utilized to record distance learning hours earned.
* Detailed reports of students’ distance learning usage will be obtained from the appropriate distance learning program, printed, and maintained in students’ files.
* **GED Ready Tests Taken Off-Site**
  + Students may take GED Ready tests using Skills U provided test vouchers at an off-site location. BCTC Skills U staff will assign GED Ready tests to students as appropriate and document completion of GED Ready tests as proxy hours in accordance with the KY Skills U Implementation Guide.