Wales Young Institute	**3857**
Name of Institution	Institution Number

Distance Learnin Policy	**April 13, 2021**	**August 30, 2021**
Name of Policy	Date of Implementation	Date of Last Revision

I.   Purpose

Our **Distance Learning Policy** outlines the training procedures of instructors; the technology used for delivery of lessons and management of classes; attandence policy and procedures; and student/ instructor professionalism and attire.

II.   Scope

This policy applies to all administrators, instructors, and students at Wales Young Institute.

III.   Policy Statements:

1.   Training Procedures for Instructors

1.1.   At the start of their employment, instructors will sit down and have an orientation with the SEA or Program Coordinator. During this orientation, they will go over the technologies used by the institution for delivery online classes. Instructors will be given a detailed walk through of the technologies used in class.

1.2.   Instructors will also be asked do obverse a more experienced instructors class, so that they can see first hand how classes are to be held online.

2.   Orientation Procedures for New Students

2.1.   Students will be given instruction on using the technologies needed for online classes by the Executive Assistant of Wales Young Institute.

2.2.   At the beginning of each semester, students will go over an orientation. All students will attend this orientation, which will refresh their memory of school policy, the proper attires and classroom rules, and inform them of any changes.

3.   Online Classroom Technologies

3.1. Wales Young Institute uses three main programs for administering virtual classes – Google Classroom, Zoom, and Google Forms.

        i.   Google Classroom: This program allows instructors to communicate with students about assignemnts, post assignments, host tests, and in class matrerials. Before each semester begins, instructors are responsible for creating a class in Google Classroom and sharing the class code with their students.

ii.   Zoom: This program is where the classes will be hosted. Students will be given a recurring code from their instructors, which they will use to start classes with students at a set time everyday.

iii.   Google Forms: Test and quizzes will be created using Google Forms. This program is designed for schools to use, and limit students responses to only one. Although the program automatically marks the results, instructors must review the marks to ensure that everything is accurate. Please note that long answer questions are not marked by Google software.

4.   Attendance Procedures

4.1. As is the same with on-site classes, students must attend at least 70% of the classes offered per course. This means that they may only miss a tital of 12 hours (3 full classes). The way that they will receive attendance marks is by signing into Zoom classes on time, and staying in the Zoom class, with their cameras on, for the duration of the class.

4.2. Students who have their cameras off, or who do not arrive to class on time will not receive full attendance marks.

5.   Student Professionalism and Attire

5.1. We expect students dress in a formal attire (collar shirts for female and male students).

5.2. Must be respectful and in appropriate setting.