

**DISTANCE LEARNING PROGRAM
PARENT/STUDENT NOTIFICATION FORM**

DISTANCE LEARNING

In order to increase educational opportunities for students in Jonesport-Beals High School and other districts, Jonesport-Beals High School offers courses that are transmitted to one or more remote sites through the DOE Distance Learning Network. Jonesport-Beals High School both originates and receives such courses.

JONESPORT-BEALS HIGH SCHOOL AS ORIGINATING SCHOOL

When Jonesport-Beals High School is the originating school Jonesport-Beals High School students will be present in the same classroom as the instructor. The instructor and students will also be able to see and hear - and be seen and heard by - students at remote sites on television monitors.

JONESPORT-BEALS HIGH SCHOOL AS RECEIVING SCHOOL

When Jonesport-Beals High School is the receiving school, students will see and hear - and be seen and heard by - both the instructor and students at other sites on television monitors. Students and parents will have the opportunity to communicate with the instructor outside of class by other media, including telephone and electronic mail.

All school policies and student conduct rules apply to distance learning. In addition, due to the nature of distance learning, students must maintain an especially high level of self-discipline in and out of the classroom:

1. Students must remain in their seats and remain within view of the video camera at all times, unless otherwise specifically directed by the instructor.
2. Students must follow all course rules established by the instructor.
3. Students may not operate equipment without the express permission of the instructor.
4. The instructor will report inappropriate behavior by a student to the student's Principal, who may impose appropriate disciplinary consequences consistent with the code of conduct, policies and rules of Jonesport-Beals High School.

ATTENDANCE AND GRADING

The attendance and grading policies and practices of the originating school will apply to students enrolled in distance learning. Grades will be recorded on student transcripts in the same manner as other courses. If necessary, grades will be converted to the grading system of the student's school.

RECORDINGS

Video and audio recordings of distance learning classes, if any, will be treated as education records subject to the Family Education Rights and Privacy Act (FERPA). Such recordings may be used by distance learning instructors and other Jonesport-Beals High School employees for legitimate educational purposes. Although occasional excused absences are unavoidable, students are expected to attend and participate diligently in all classes. Therefore, viewing of recordings by students properly enrolled in the class who were absent from class or for additional study is discouraged, but may be permitted at the discretion of the instructor. Students not enrolled in the class shall not be permitted to view such recordings.

DATE ADOPTED: JULY 1, 2003