

**DISTANCE LEARNING PROGRAM INSTRUCTOR GUIDELINES**

In the event that students from Beals Elementary participate in long term distance learning courses, the following general guidelines will assist in identifying and clarifying expectations for instructors of distance learning programs.

The instructor should:

1. Receive appropriate training prior to teaching his/her first distance-learning course and demonstrate proficiency with the system.
2. Develop the course syllabus, course requirements, grading/assessment standards and course materials in compliance with applicable Learning Results standards and school unit curriculum requirements.
3. Develop classroom management guidelines, and enforce all applicable Board policies and school rules.
4. Ensure that necessary academic supports are available (e.g., library and on-line resources).
5. Develop procedures for communicating with parents and students outside of class time (e.g., availability by telephone, office hours, e-mail, threaded discussions, progress reports, etc.).
6. Ensure compliance with all copyright provisions - review Board policy.
7. Maintain appropriate communications with home site technology coordinator and receiving school staff.
8. Be aware of any inter-school distance learning program agreements applicable to the course.
9. Participate in all course evaluation activities.

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