

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

In the event that students from Beals Elementary participate in long term distance learning courses, the following notification will be given to parents and students:

In order to increase educational opportunities for students in Beals Elementary and other districts, Beals Elementary offers the opportunity to take courses that are transmitted to one or more remote sites through the distance learning polycom units. Beals Elementary may originate and receive such courses.

BEALS ELEMENTARY AS ORIGINATING SCHOOL

When Beals Elementary is the originating school Beals Elementary 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.

BEALS ELEMENTARY AS RECEIVING SCHOOL

When Beals Elementary 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 Beals Elementary.

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 Beals Elementary 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 in the discretion of the instructor. Students not enrolled in the class shall not be permitted to view such recordings.

DATE ADOPTED: September 3, 2003