

**Capital Region – FEH BOCES – Questar III**

**DISTANCE LEARNING PROJECT**

**STUDENT REFERENCE MANUAL**

**2008-2009 School Year**

**8/29/08**

## Table of Contents

<b>1.</b>	<b>INTRODUCTION</b> .....	1
	Project Goal .....	1
	Project Description .....	1
	Project Participants and Schedule of Classes .....	1
	The Distance Learning Classroom .....	1
<b>2.</b>	<b>STUDENT POLICY</b> .....	2
	2.1 Course Registration .....	2
	2.2 Student Orientation .....	3
	2.3 Student Evaluation .....	3
	2.4 Student Grading .....	3
	2.5 Student Record Keeping .....	3
	2.6 Student Discipline .....	3
	2.7 Student Discipline Policy .....	3
<b>3.</b>	<b>COURSE SCHEDULE</b> .....	4
<b>4.</b>	<b>CALENDAR</b> .....	4
<b>5.</b>	<b>CLASS CANCELLATIONS AND INTERRUPTIONS</b> .....	4
	<b>APPENDIX</b> .....	5
	Student Agreement Form	

## 1. INTRODUCTION

**Project Goal** - The principal goal of the Distance Learning Project is to expand educational and vocational training opportunities in the Capital Region.

**Project Description** - The distance learning network is a two-way, fully interactive, full-motion video and audio system connecting specially designed classrooms in participating school districts. The network uses fiber-optic cable and telecommunications technology to enable a teacher and students in a distance learning classroom in one school to see, hear, and talk to students in comparably equipped classrooms in other schools on the network. The simultaneously interactive environment means that the teacher and all students remain in visual and verbal communication at all times during a class.

**Project Participants and Schedule of Classes** – Sixteen (16) sites are currently participating in the project. They are:

Berne-Knox-Westerlo	Mohonasen
Cairo-Durham	Moriah
Cobleskill-Richmondville	Schalmont
Cohoes	Schoharie
Duanesburg	Scotia-Glenville
Malone (Franklin Academy)	Sharon Springs
Maple Hill	St. Regis Falls
Middleburgh	Tupper Lake

Twenty-four (24) additional sites on the Saratoga-Adirondack Network and Hamilton-Fulton-Montgomery BOCES Network are also connected to the system. The distance learning course schedule of classes can be found on the regional Distance Learning web site at <http://dl.neric.org/>.

**The Distance Learning Classroom** - The classroom in which the teacher is located is the host site. The classrooms to which a host site transmits are called the remote or receive sites.

Each distance learning classroom is equipped with two-way, fully interactive audio/video equipment. The equipment consists of:

- a. An overhead-mounted document camera to display visual material and serve as an "electronic chalkboard."
- b. A camera focused on the teacher. In many rooms, this camera is in the back of the room and is also equipped with a tracking system which can follow the teacher as he/she moves around the classroom.
- c. A camera in the front of the room, focused on the students.
- d. Microphones located throughout the room. In many rooms microphones are surface-

- mounted at each student table and the teacher station.
- e. A sufficient amount of diffused light to transmit video properly.
  - f. Monitors or projection system in the front of the room for student viewing (and, in some rooms, teacher viewing) of each remote site and any material displayed by means of the document camera, play VCR, DVD player or computer.
  - g. Monitors in the back of the room (in most rooms) for teacher viewing of the students in each remote site. These monitors are built into the student desks at some sites.
  - h. Two VCRs: one to play a prerecorded tape and one to record a lesson or record activity in any of the sites. Some sites also are equipped with a DVD player.
  - i. Teacher station touch screen controls to select the camera to be active and to adjust the cameras (pan, tilt, zoom).
  - j. A phone/fax/copy machine to transmit hardcopy between sites (quizzes, homework, instructions, etc.) and to contact students individually through a phone call.
  - k. A computer at the teacher station (in some classrooms).
  - l. Computers at the student desks (in some classrooms).

## **2. STUDENT POLICY**

### **2.1 Course Registration**

- a. Guidance counselors in the respective school districts schedule students for courses on the distance learning network.
- b. Guidance counselors generate a list of student enrollment and submit the list to the host schools' guidance counselors.

### **2.2 Student Orientation**

All students scheduled for distance learning courses:

- a. Are provided with an opportunity to visit the distance learning classroom before the course begins.
- b. Receive a copy of the distance learning student manual.
- c. Must sign, along with their parents, the student agreement form before starting a distance learning class.

### **2.3 Student Evaluation**

- a. Distance learning students are evaluated in accordance with the approved course description. The host-site teacher will inform students of the evaluation methods and processes at the beginning of each course.
- b. The final examination schedule is coordinated through and disseminated by the building principals.

### **2.4 Student Grading**

- a. All grades are the responsibility of the host-site teacher. The teacher keeps grades in numerical form. The teacher ensures that grade reports are transmitted to the remote-site schools by courier or by fax on the dates stated in the official distance learning school calendar.
- b. Host site teachers submit interim (5-week) reports to the remote sites on the dates stated in the official distance learning calendar, using the official form of the sending school.

### **2.5 Student Record Keeping**

- a. Student records for distance learning courses are kept by the host-site teachers. This includes grades, attendance, and any other information deemed necessary.
- b. Supervising staff members at the remote sites take daily attendance in the distance learning classrooms and report all absences to the appropriate authority, in accordance with school attendance procedures.
- c. The host site teacher sends all cumulative records to the distance learning students' respective schools at the conclusion of the course.

### **2.6 Student Discipline**

- a. The teacher conducting a distance learning class is expected to maintain an appropriate learning environment.
- b. Inappropriate student behavior at the remote sites is handled by the site administrator (or designee). The supervising staff member at the remote site is responsible for communicating any discipline problem to the appropriate administrator.

### **2.7 Student Discipline Policy**

The success of the distance learning program requires the cooperation and support of students. The following expectations must be understood and agreed upon by students and parents alike.

Students are expected to:

- a. Follow all school rules, including those specifically developed for the distance learning program.
- b. Handle distance learning classroom equipment only if authorized to do so.
- c. Sit within camera view at all times, unless instructed by the teacher to do otherwise.

In cases where rules are not followed, students are subject to local procedures administered by the teachers, site administrator(s), and/or others as designated.

### **3. COURSE SCHEDULE**

The distance learning course schedule for the 2008-2009 school year can be found on the regional Distance Learning web site at <http://dl.neric.org/>.

### **4. CALENDAR**

The distance learning calendar is designed as follows:

- a. The calendar of the host district is used for each course being offered.
- b. The schedule includes the dates for end of marking periods and the due dates for interim reports and grades.

### **5. CLASS CANCELLATIONS AND INTERRUPTIONS**

- a. Classes are canceled only for factors at the host sites, such as equipment failure or snow days, or for scheduled events (early dismissals for conferences, for example) appearing on the distance learning calendar.
- b. Cancellations at remote sites are treated as days missed and the students are responsible for making up the work.

**TWO-WAY INTERACTIVE TELEVISION CLASSES  
STUDENT AGREEMENT FORM**

Two-way interactive television provides a method for districts to provide low incidence courses and advanced programming that normally might not be offered to students in this school. Because of the uniqueness of two-way interactive television, certain standards of performance and behavior must be maintained by students enrolling in these courses. This policy statement is intended to make both the student and parents aware of the standards expected of students enrolling in such courses.

As a student taking a two-way interactive course, I am aware that:

1. Standards are expected of me, as a student, and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. Inappropriate language or gestures will not be tolerated.
3. Because of the technology, anything I do in the classroom can be taped.
4. Certain classroom procedures must be followed:
  - a. Students must sit within camera view at all times
  - b. Students must not mishandle the equipment in the classroom
  - c. Students must follow all other rules as specified by the teacher.
5. I will only attend conflicting local school assemblies when I am directly involved in presenting the assembly program.

The following procedures will be followed for students who cannot follow the above listed rules:

First Offense:	The student will be given a verbal warning and told that his/her parents will be notified by letter of the infraction. The classroom teacher will send the letter to the parents. A copy of the letter will also be sent to the student's principal
Second Offense:	The student will be removed from the class. Parent conference is required before the student may re-enter class.
SEVERE MISCONDUCT:	The student will be removed from the class, possibly on a permanent basis.

We, the undersigned, have read and understand the policy above, and agree to everything stated.

_____	_____
Student	Date
_____	_____
Parent	Date
_____	_____
Principal	Date