

Appendix H

ADE DLC Program Assurances

In return for your school's participation in the ADE Distance Learning Center programs, the administrators and faculty of the programs will:

1. Maintain an up-to-date web page that will include weekly lesson plans, on-line course content, handouts, assignments, the course syllabus, access to current grade status, and contact information.
2. Schedule and actively participate in Parent-Teacher Conferences.
3. Return graded assignments and assessments in a timely manner.
4. Provide timely and reasonable reports on the progress of your students enrolled in the program.
5. For Audiographics classes, ensure that the required equipment is installed in participating schools and working properly prior to the beginning of instruction.
6. For Audiographics classes, address all reports of technical difficulties within 24 hours.
7. Work with school technical personnel to identify and resolve technical issues.

Participating schools agree to:

1. Support the academic and disciplinary decisions of the ADE DLC faculty in respect to course content and classroom management.
2. Assist in the handling of student discipline or behavioral problems that disrupt the instructional process and support the ADE DLC faculty and Site Facilitator in maintaining an environment that is conducive to learning.
3. For Audiographics classes, ensure that the required technical elements--as outlined in the ADE DLC manual--are met.
4. Ensure that student use of the equipment for DLC instruction meets the Computer Acceptable Usage Policies outlined in the ADE DLC manual.
5. Provide a dedicated location--on a daily basis--for the ADE DLC classes, which may or may not coincide with specific receiving site class periods.
6. Designate a Site Coordinator and Site Facilitator(s) whose responsibilities are outlined in the ADE DLC manual. In addition, each participating school will ensure that the Site Coordinator and Site Facilitator will attend the training classes at the ADE Distance Learning Center in Maumelle, Arkansas prior to the first day of classes. If a member of the DLC staff must travel to a school to train the Site Coordinator and Site Facilitator, the school will incur a fee of **\$200 per day of training** payable prior to training.
7. Ensure that all educational materials required for student participation in the ADE DLC classes are purchased and distributed before the starting date of the classes.
8. Ensure that the DLC classroom is available for Parent-Teacher Conferences and the Site Coordinator and Site Facilitator are present during the conference sessions.
9. Accept the numerical grade provided by the ADE DLC instructor and include this grade in the transcripts of the participating students to be recorded as credit for the class indicated.
10. Ensure that if the Site Facilitator is absent, a substitute familiar with the ADE DLC classroom procedures is available to fulfill the Site Facilitator's responsibilities.
11. Accept responsibility for the purchase and maintenance of the distance learning equipment and software used by your school to participate in the program.
12. To maintain the academic integrity of the ADE DLC program, schools that do not adhere to ADE DLC policies and procedures will receive letters of non-compliance. After a school receives three (3) letters of non-compliance in one year, that school will be asked to remove their students from the ADE DLC classes and the delivery of content to that school will cease.

ADE DLC Administrator

Date

School Administrator

Date