

Appendix H

ADE DLC Program Assurances

In return for your school's participation in the ADE DLC program, the DLC administrators and faculty of the program will provide the following services:

1. Provide your students with quality instruction from instructors certified in their content area.
2. Maintain an up-to-date Web page that will include weekly lesson plans, online course content, handouts, assignments, course syllabi, access to current grades, and contact information.
3. Return graded assignments and assessments in a timely manner.
4. Provide timely reports on the progress of your students enrolled in the program.

Participating schools agree to the following conditions:

1. Adopt the DLC bell schedule and provide a dedicated location--on a daily basis--for the DLC classes.
2. Ensure that the required technical elements for receiving DLC content are met.
3. Provide the facilitator with a personal computer in the distance learning room.
4. Accept responsibility for the purchase and maintenance of the distance learning equipment and software.
5. Ensure that student use of the equipment for DLC instruction meets the Computer Acceptable Usage Policies outlined in the districts' and DLC manual.
6. Ensure that all educational materials (books, calculators, memberships, software, stopwatches) required for student participation in the DLC classes are purchased and distributed on the first day of instruction.
7. Support the academic and disciplinary decisions of the DLC faculty in respect to course content and classroom management, including the **non-exemption testing policy**.
8. Provide the DLC with copies of IEP's for students requiring modifications within 10 days of enrollment.
9. Attendance in DLC classes will be given priority over participation in school-related activities. **A maximum of five DLC classes can be missed during the academic year for school-related activities and events. Students will make-up missed instructional time in excess of the five excused school-related absences.**
10. Accept the nine weeks and semester average DLC numerical grades provided by the DLC instructor. These grades will be recorded in the transcripts of the participating students to indicate credit for the class.
11. Assist in the handling of student discipline or behavioral problems that disrupt the instructional process. Support the DLC faculty and Site Facilitator in maintaining an environment that is conducive to learning.
12. Designate a Site Coordinator and Site Facilitator(s) whose responsibilities are outlined in the DLC manual. The Site Coordinator and Site Facilitator will attend the training classes at the Distance Learning Center in Maumelle, Arkansas, prior to the first day of classes. If the person who attends Facilitator Training is not the facilitator in the classroom, instruction will not be delivered to the school. If a member of the DLC staff must travel to a school or schedule time via CIV to train the Site Coordinator and Site Facilitator, the school will incur a fee of **\$500 per training session**, payable prior to training.
13. Schedule local Parent-Teacher Conferences based on the ADE DLC academic calendar, ensure that the DLC classroom is available for the conferences and that the Site Coordinator and Site Facilitator are present during the conferences.
14. Ensure that, if the Site Facilitator is absent, a substitute familiar with the DLC classroom procedures is available to fulfill the Site Facilitator's responsibilities.
15. Maintain the academic integrity of the DLC program. Schools that do not adhere to DLC policies and procedures will receive letters of non-compliance. If a school receives three (3) letters of non-compliance during one academic year, that school will be asked to remove its students from the DLC classes, and the delivery of instruction to that school will cease.

ADE DLC Administrator

Date

School Administrator

Date