



ADE Distance Learning Center

Schedule Request Form 2006 - 2007

Scheduling will be done on a first-come, first-served basis. Registration will begin April 17, 2006. If you cannot email the form, print it and fax the completed forms to 501.803.5410. **ALL CLASSES WILL BE DELIVERED USING CIV TECHNOLOGY ONLY.**

High School

Principal

Telephone

Principal Email

Fax

Counselor

Your Name

Counselor Email

Course	# of Students	Class Time 1st Choice	Class Time 2nd Choice	Class Time 3rd Choice
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Course <input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

2006 - 07 Bell Schedule

Period	Time	Period	Time	Period	Time
<input style="width: 50px; height: 20px;" type="text" value="1"/>	8:05a - 8:50a	<input style="width: 50px; height: 20px;" type="text" value="4"/>	10:35a - 11:20a	<input style="width: 50px; height: 20px;" type="text" value="6"/>	12:50p - 1:35p
<input style="width: 50px; height: 20px;" type="text" value="2"/>	8:55a - 9:40a	<input style="width: 50px; height: 20px;" type="text" value="5A"/>	11:25a - 12:10p	<input style="width: 50px; height: 20px;" type="text" value="7"/>	1:40p - 2:25p
<input style="width: 50px; height: 20px;" type="text" value="3"/>	9:45a - 10:30a	<input style="width: 50px; height: 20px;" type="text" value="5B"/>	12:00p - 12:45p	<input style="width: 50px; height: 20px;" type="text" value="8"/>	2:30p - 3:15p

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 highly qualified 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--where only the students enrolled in the DLC classes will meet.
2. Adopt the DLC spring break week.
3. Ensure that the required technical elements -- CIV, computer, and fax machine -- for receiving DLC content are met.
4. Ensure that the facilitator will be in the CIV classroom at all times during distance-learning classes.
5. Provide the facilitator with a personal computer, scanner, and networked printer in the distance-learning classroom.
6. Provide a working computer that is networked to a printer and with Internet access for every student in the DLC classes. Students in science, math, and art classes will also need a Wacom Tablet per computer.
7. Accept responsibility for the purchase and maintenance of the distance-learning equipment and software.
8. Ensure that student use of the equipment for DLC instruction meets the Computer Acceptable Usage Policies outlined in the districts' and DLC manuals.
9. Ensure that all educational materials (books, calculators w/batteries, memberships, software, stopwatches) required for student participation in the DLC classes are purchased and distributed on the first day of instruction.
10. Support the academic and disciplinary decisions of the DLC faculty in respect to course content and classroom management, including the **non-exemption testing policy**.
11. Provide the DLC with copies of IEP's or any modifications for students within 10 days of enrollment.
12. Schedule school-related activities to maximize attendance in DLC classes. **A maximum of five (5) 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 five (5) excused school-related absences.**
13. Accept the nine-weeks and semester average 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.
14. Assist in the handling of student discipline or behavioral problems that disrupt the instructional process. Support the DLC faculty and the Site Facilitator in maintaining an environment that is conducive to learning.
15. 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 provided by the DLC 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.
16. Provide a daily prep period for the Site Facilitator to perform required DLC duties.
17. Schedule local Parent-Teacher Open House based on the ADE DLC academic calendar, ensure that the DLC classroom is available for the meetings, and that the Site Coordinator and Site Facilitator are present during the meetings.
18. Ensure that, if the the Site Facilitator is absent, a substitute familiar with the DLC classroom procedures is available to fulfill the Site Facilitator's responsibilities.
19. 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.

School Administrator

Date

By typing a school administrator's name in the box above, the school district administrators acknowledge that they have read the Assurances and agree to abide by the ADE DLC Policies and Assurances.