

ARKANSAS DEPARTMENT OF EDUCATION



# Student Handbook



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# ADE Distance Learning Center Student Handbook

Introduction .....	1
A Successful DLC Student .....	1
ADE DLC Terminology .....	1
Student Responsibilities and Behavior .....	1
Academic Dishonesty .....	2
Cyberbullying Policy .....	2
Disciplinary Actions .....	3
Testing Policy .....	3
Grade Reporting Policy .....	4
Attendance Policy .....	4
Make-up Policy .....	4
Computer Usage Policy .....	5
Work Submission Policy .....	5
Inclement Weather Policy .....	5
Parent–Teacher Open House .....	6
Reporting Concerns .....	6
My Course .....	7
Parental/Guardian Audiovisual Release .....	8
Student Contract .....	8
ARKANSAS DEPARTMENT OF EDUCATION DISTANCE LEARNING CENTER .....	8

## Introduction

The Arkansas Department of Education Distance Learning Center (ADE DLC) is pleased to welcome you to the 2010-2011 school year. Distance-learning terminology and helpful tips to ensure student success are outlined in this manual.

### A Successful DLC Student

Attends class and acts in accordance with ADE DLC Policies  
 Desires to enhance technology skills in addition to learning course content  
 Excels in the classroom and is responsible

Directs attention to reading and following weekly Lesson Plans  
 Learns by actively participating in class  
 Checks lesson plans for assignments/makeup work and upcoming tests/projects

### ADE DLC Terminology

- **Teacher:** The licensed teacher, responsible for teaching all subject matter and grading student work.
- **Facilitator:** The on-site coordinator, responsible for printing handouts/lesson plans, maintaining a positive learning environment, collecting student work, and communicating school issues to ADE DLC.
- **Sametime:** Each student will have a computer with access to the Sametime program in order to participate in an interactive meeting for class. Students will see notes, class announcements and assignments, and will interact with their teacher and classmates using Sametime.
- **WebGrade:** The ADE DLC utilizes WebGrade to post student grades online. Each student will be given a WebGrade username and password in order to view his/her scores for class.
- **Lesson Plans:** Each Tuesday students will be given a copy of the lesson plans for the upcoming week. All the handouts, notes, and assignments will also be posted online with the lesson plan and can be found within each teacher's Web site. Lesson plans cover the period of Tuesday through Monday.
- **Quia:** Online program that many teachers utilize for testing and review games.
- **ExamView:** Online testing program that teachers may utilize for exams and quizzes.
- **Moodle:** The asynchronous Learning Management System that is used for the online classes.

### Student Responsibilities and Behavior

1. Students will be responsible for familiarizing themselves with **ALL** of the rules for participation in, and completion of, ADE DLC classes.
2. Students will behave in a manner appropriate for participation in a privileged educational environment, which means that
  - A. Students will be respectful of the ADE DLC Staff, Site Facilitator(s), and other students participating in the class.
  - B. Students will complete assignments within the stated time frame.
  - C. Students will actively participate in the learning experience.

- D. Students will maintain high attendance standards for class.
- E. Students will be held accountable for all class activities.
- F. Students will not engage in cyberbullying or academic dishonesty of any kind.

## **Academic Dishonesty**

Examples of academic dishonesty include, but are not limited to, the following situations:

1. Plagiarism, which is to steal and pass off the ideas or words of another as one's own, such as copying and pasting any information from the Internet, without proper citation.
2. Stealing intellectual or academic property belonging to another student, institution, or any other person, or allowing another to copy his/her work.
3. Cheating, whether on tests, class work, or homework.
4. Failing to present the truth when asked by an authority figure.

***If a Site Facilitator suspects or knows that a student is engaging in activities that reflect academic dishonesty, the Site Facilitator will notify the ADE DLC Instructor IMMEDIATELY. If the suspicion is substantiated, the student will not receive credit for the work and a written discipline report will be issued.***

## **Cyberbullying Policy**

Cyberbullying creates a disruptive classroom environment for both the student and teacher. The Arkansas General Assembly in 2007 enacted a law addressing this issue <http://www.arkleg.state.ar.us/assembly/2007/R/Acts/Act115.pdf>.

**Cyberbullying** is defined as:

*Using electronic devices to ridicule, harass, intimidate, humiliate, or otherwise bully another student or school official. Cyberbullying is not limited to only on-campus activities. It is an act that can take place off campus and outside the classroom. Cyberbullying can include email, instant messages, websites, chat rooms, and personal cell phone devices.*

The DLC recognizes that cyberbullying is a constant threat to both students and teachers and will not condone any cyberbullying actions.

Many people feel the anonymity of the cyber world will protect them from being identified as bullies, as well as the fact that many bullying victims will not come forward for fear of retribution or other consequences, but the ADE DLC's position is that cyberbullying will not be tolerated and should be reported as soon as possible. If you feel you are the subject of cyberbullying, you should contact your ADE DLC teacher immediately and forward all questionable messages to the teacher for review. If you feel that you have been the subject of cyberbullying from an ADE DLC teacher, forward all messages to the ADE DLC Instructional Coordinator or your Site Facilitator. DLC administrators will investigate the concern and, if the situation warrants, take the appropriate disciplinary action.

Students found guilty of cyberbullying will be subject to disciplinary action as outlined below. Depending on the severity of cyberbullying, as determined by the Instructional Coordinator,

School Principal, Site Facilitator and Instructor, the offender may receive school suspension and/or be removed from the ADE DLC class(es) without credit.

## Disciplinary Actions

If a student engages in **ACADEMIC DISHONESTY, IS DISRUPTIVE, OR VIOLATES ANY OTHER ADE DLC HANDBOOK POLICIES OR CLASSROOM PROCEDURES**, the ADE DLC Teacher or Site Facilitator will follow these steps:

- A. **1<sup>st</sup> Discipline Report**– If a student’s behavior is in violation of any DLC Policies, his/her teacher and/or facilitator will complete a Discipline Report.
- B. **2<sup>nd</sup> Discipline Report**- The School Principal will be contacted and a conference that will include the ADE DLC Instructional Coordinator, ADE DLC Teacher, School Principal, Site Facilitator, student, and parent/guardian of the student will be scheduled. The school and parent/guardian will be informed that the student will be dropped from the class upon being issued a third discipline report.
- C. **3<sup>rd</sup> Discipline Report**– ADE DLC can drop the student from the ADE DLC class. Under this final resolution, the student does not receive credit for the course for the semester in which the student was dropped. It is the school district’s responsibility to place the student in another setting during this class period.

The student will be asked to sign the discipline documentation outlined above, not as an admission of guilt, but to indicate that he/she has received the report. School officials will be notified of the behavior as soon as possible and may assign school disciplinary action. **Some actions will result in immediate removal from class, regardless of whether it is the first, second or third offense.**

Discipline incidents in ADE DLC classes are cumulative. If a student receives the first discipline report in one DLC class and receives another discipline report in another DLC class, the discipline report received in the second DLC class is considered to be the 2<sup>nd</sup> discipline report. At this point, a meeting will be scheduled and will include the ADE DLC Instructional Coordinator, School Principal, Site Facilitator, Teacher, student, and parents/guardian of the student. At this point, the student **may** be removed from all ADE DLC classes and will not receive credit for the classes.

In most cases, it is the position of the ADE DLC Program that punishment will parallel the published policies of each school in matters dealing with academic dishonesty and classroom behavior. However, there may be circumstances when harsher measures must be taken by the DLC to maintain the academic integrity of the program.

## Testing Policy

1. **ALL** students enrolled in an ADE DLC class must take the cumulative exam. There are no exemptions for the semester/cumulative tests.
2. If a student does not attend class and complete each section of his/her semester exam, that student will receive a zero on the portion of the semester exam that s/he missed.
3. If a student misses all or part of the semester exam, s/he must present acceptable documentation from a medical official and/or school administrator, in order to make up the section(s) of the exam that s/he missed, on the scheduled make-up day.

4. Students are responsible for making up all other tests, quizzes, and assessments in the time frame established by the ADE DLC. **(See DLC Make-up Policy.)**

### **Grade Reporting Policy**

1. The ADE DLC Faculty will provide to the schools numerical grades based on a range from zero (0) to one hundred (100) in four nine-week grading periods, determined by the ADE DLC Academic Calendar.
2. The ADE DLC Faculty will also submit semester/cumulative exam grades and semester averages at the end of the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) grading periods.
3. Local school policy will determine the calculation of the semester average numerical grade.

### **Attendance Policy**

**Attendance is important for ADE DLC classes.** There will be times when students may have to miss scheduled activities, such as assemblies or organizational meetings at the receiving site location, to attend their ADE DLC classes. We feel that ADE DLC classes, just like traditional classes, should take priority over extracurricular activities. **If a school has scheduled an event that will interfere with an ADE DLC class, that school should inform the ADE DLC Teacher in advance.** Students who are absent from ADE DLC class periods are responsible for making up the missed assignments. Facilitators will be responsible for taking attendance and reporting the daily attendance to the ADE DLC Teacher and to the appropriate individual at their schools. **It is NOT the responsibility of the facilitator or teacher to remind students about their make-up work and assignments.**

Students need to communicate with their facilitator and teacher about upcoming absences. **It is the student's responsibility to confer with the teacher regarding make-up work and/or turning in assignments prior to a planned absence.**

### **Make-up Policy**

1. ADE DLC make-up policy allows students to complete make-up work, based on the following calculation: **number of days absent, plus one.** For example, if a student is absent on Monday and Tuesday, Wednesday is the first day of his make-up period. He would have Wednesday, Thursday, and Friday to complete the work and it would be due on Monday.
2. It is each student's responsibility to obtain his/her make-up assignments and complete them within the allotted time period. Students will **not** be given credit for missed assignments that are not completed and turned in within the stated time frame.
3. If an exam cannot be made up within the 'days absent, plus one' because of instructional scheduling, the teacher will schedule the most convenient day for him/her and will inform the student of the make-up day. Tests should be made up within ten (10) days of the missed exam. The only exception is the Cumulative Final exam testing days. (See testing policy #3.)
4. When evidence of extenuating circumstances supporting excessive absenteeism is provided to the ADE DLC, adjustments to the published policy may be made.
5. If school-related activities prevent students from being in class, students must follow the **number of days absent, plus one,** make-up policy.

## **Computer Usage Policy**

1. The computer and the network are for appropriate educational use only, including research and the exchange of information consistent with school goals.
2. Computer and network users are to treat the hardware and software with the utmost care and concern. Intentional damage to any of the equipment will result in disciplinary action, including the possible removal from the ADE DLC class.
3. **Email messages and student accounts are subject to access and review by local school, ADE Network Administrators or ADE DLC personnel at any time. Electronic communication or other computer files sent and received on the school's computer network or stored in directories on a school's computer are the property of the school district and the ADE DLC Program.**
4. The following acts or behavior performed while using the school's computers and network may result in the loss of computer access:
  - A. Going to any Web site during class time without permission
  - B. Using inappropriate or offensive language
  - C. Accessing obscene or pornographic material
  - D. Using the electronic system to harass, threaten, intimidate, insult, or attack others, as discussed in the section on cyberbullying
  - E. Destroying or hacking into any school, state, or private business network database or attempting to gain unauthorized access to data from any entity
  - F. Using the school's computer system to conduct business, solicit sales, or to build and maintain a Web site, unless the building and maintaining of a Web site is a class requirement
  - G. Trespassing in the folders, files, or work of others
  - H. Knowingly infecting the computer with a virus

## **Work Submission Policy**

1. Students are responsible for turning in all assignments to the Site Facilitator within the time period communicated by the ADE DLC Teacher. All paperwork should have the following headings on the first page and subsequent pages:

**FIRST PAGE OF WORK:**

Student's first and last names

School Name

DLC Teacher's Name

**SUBSEQUENT PAGES:**

Student's first and last names

DLC Teacher's name

\*\*\*Follow individual teacher's directions regarding electronic submission of work.

## **Inclement Weather Policy**

1. The participating schools will follow the local school district policies adopted by their local School Boards with respect to inclement weather.
2. If the ADE DLC is not online due to inclement weather and participating schools are in session, the students will complete the emergency lessons posted at the ADE DLC Teacher's Web site, or will follow other instructions given to them by the ADE DLC Teacher.

The ADE DLC operates under the inclement weather policy of Pulaski County Special School District.

## **Parent–Teacher Open House**

ADE DLC Faculty, Site Coordinators, and Site Facilitators will participate in the Parent–Teacher Open House CIV sessions, scheduled by the ADE DLC. Open House will be scheduled during both the fall and spring semesters and is a great opportunity for parents to interact with ADE DLC Teachers and Site Facilitators in order to understand how students participate in class. Due to privacy concerns, neither individual grades nor behavioral issues will be discussed during the Open House session. However, during the Open House session, a parent/guardian can schedule a conference for a later date.

FERPA: The Family Educational Rights and Privacy Act of 1974  
(Popularly Known as the Buckley Amendment)

*“FERPA guarantees a student’s right to privacy for personal and confidential information... Those discussions will be limited to instant messaging, email or a scheduled phone conference.”*

Because the CIV class conference can be accessed by individuals at the receiving site(s) without the knowledge of other participants in the session, confidentiality is not guaranteed. With this in mind, ADE DLC Teachers will not discuss personal student business over the CIV system. This includes discussions about specific student behavior, student performance and/or student grades.

## **Reporting Concerns**

1. If a student or Site Facilitator has a concern about, or a personality conflict with, an ADE DLC Teacher, the student or Site Facilitator should report the concern to the Site Coordinator/Facilitator who, in turn, will contact the ADE DLC Instructional Coordinator. The ADE DLC Instructional Coordinator may call a conference in order to resolve the issue.
2. If a teacher has a concern about a receiving site fulfilling its responsibilities, the teacher will report that concern to the ADE DLC Program Coordinator, who may call a conference in order to resolve the issue.

## My Course

Use this page to fill in important contact information about your teacher. If you have more than one ADE DLC course, you may duplicate this page to include the information for multiple courses.

DLC Course: \_\_\_\_\_

Site Facilitator: \_\_\_\_\_

Teacher: \_\_\_\_\_

Office Hours: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Navigating my teacher's Web site:

Specific Teacher Rules/Classroom Procedures:

Does this class require a notebook? Yes \_\_\_ No \_\_\_

Course Supplies:

**Checklist for student and parent/guardian to read and/or sign:**

- \_\_\_\_\_ **Student Registration Form**
- \_\_\_\_\_ **Student Handbook**
- \_\_\_\_\_ **Course Syllabus**
- \_\_\_\_\_ **Audiovisual Release/Student Contract Form**

**KEEP FOR YOUR PERSONAL RECORDS****ARKANSAS DEPARTMENT of EDUCATION DISTANCE LEARNING CENTER**

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**Parental/Guardian Audiovisual Release**

**Yes**, I authorize the Arkansas Department of Education Distance Learning Center (ADE DLC) to use audio and visual representations of my child and/or legal dependent in the ADE DLC classes, in ADE DLC publications, on ADE DLC Teacher Web sites, in brochures, posters, video presentations, computer presentations, or in any other electronic or published media used by the ADE DLC to promote or communicate information on, or about, the ADE DLC program. When the ADE DLC or its representatives use an audio or visual recording of my child or legal dependent, the image or recording will not contain personally identifying information, but may include the name of the school that he/she attends.

**Student Contract**

1. I will be responsible for familiarizing myself with **ALL** the rules for participation in, and completion of, ADE DLC classes.
2. I will abide by all rules and regulations governing the participation in, and completion of, ADE DLC classes, and I will maintain appropriate classroom behavior as outlined in the ADE DLC Student Handbook and my local school district handbook.
3. I acknowledge that I will be held accountable for all class activities and assignments.
4. I will complete and submit to the Site Facilitator all assignments and assessments in the time specified by the ADE DLC Teacher.
5. I will be respectful of the ADE DLC Staff, the Site Facilitator(s), and other students participating in the class.
6. I will take the appropriate steps to maintain the academic integrity of the program by not willingly participating in activities that are dishonest.
7. I understand that, if I receive a total of three (3) written behavior/discipline reports from the ADE DLC, I will be dismissed from the ADE DLC class(es) and will receive no credit for the semester in which the dismissal occurs.
8. I have read and understand the make-up policy concerning missed class assignments.