

**Arkansas Department of Education**  
**Distance Learning Utilization Guidelines**  
**April 2007**

- I. According to Ark. Code §6-47-404, the Distance Learning program shall have four (4) focus areas:
- 1) *To help alleviate the increasing shortage of available qualified teachers*
  - 2) *To provide additional course-scheduling opportunities*
  - 3) *To provide an opportunity for students to access an enriched curriculum and additional courses for students to access an enriched curriculum and additional courses beyond those mandated by the Standards for Accreditation of Arkansas Public Schools; and*
  - 4) *To develop and make available online professional development and instructional resources for all teachers and administrators.*
- II. The following demonstration Providers shall address these focus areas for K-12 schools in Arkansas:
- 1) *Arkansas Department of Education Distance Learning Center (Maumelle)*
  - 2) *Arkansas Early College High School (Southeast Cooperative-Monticello)*
  - 3) *Arkansas School for Mathematics, Science, and the Arts (Hot Springs)*
  - 4) *Arkansas Virtual High School (Arch Ford Cooperative – Plumerville)*
  - 5) *Dawson Center for Distance Learning (Dawson Cooperative – Arkadelphia)*
- III. Due to the increase in demand for classes and the limited resources, the Arkansas Department of Education has established Guidelines For Utilizing the five (5) demonstration Provider educational services. The intent of these guidelines is to encourage efficient and ethical use of K-12 distance learning while continuing to ensure the equity that the Arkansas Distance Learning Project provides. The Guidelines For Utilization of distance learning consist of the following:
- a. To promote efficient use of resources, school districts are discouraged from offering a class on site with fewer than ten (10) students. Districts are encouraged to schedule the class with a distance-learning provider or share a licensed instructor with another district or provider via distance learning.
  - b. Districts that schedule the same class for two consecutive years may be asked to provide rationale for doing so.
  - c. Effective 2008-2009 school year, if a district schedules the same class for two consecutive years, the district may be responsible for an instructional fee at the minimum rate of \$50 per student, per class, per semester.
  - d. Districts that schedule more than four (4) classes with a provider may be asked to provide rationale for doing so.
  - e. Districts should notify the distance-learning provider immediately if the district has scheduled a class but is later able to acquire an instructor. Failure to notify the provider by July 15 may result in the district being charged an administrative fee.
  - f. Districts that request classes in the spring from a distance learning provider must notify the provider by July 15th if they are not going to need those seats that have been reserved. If a district fails to use at least 80% of their allotted seats, they may be assessed a registration fee.
  - g. Any district that does not pay the fees associated with provider may not be eligible to receive services in subsequent years.