



ASMSA-ODE Facilitator
Handbook
2010-2011

ODE Contact Information

Contact information for all ODE Faculty and staff is located at the following web address.

http://asmsa.org/contact_us_new.php

Structure of ODE Classes

Monday through Friday are on-line days. On-line days are normally contact days between the instructor and students.

Students in ODE classes are from various school districts throughout the state of Arkansas and in some circumstances other states as well. Often ODE students may share class with students from another school.

An important aspect of ODE classes is the instructor web page that can be found in Moodle.

Moodle is a course management system used by ODE that can be found on-line at:

<http://moodle.asmsa.org/> . This page contains links to weekly agendas, handouts, grades, information about the instructor, the subject studied, etc.

The Office of Distance Education currently Compressed Interactive Video (CIV) to teach classes. In CIV classes, students and the instructor can see and hear one another in real time, interacting in much the same way as in the traditional classroom.

Facilitator Responsibilities

- Familiarize yourself with the contents of the Facilitator and Student Handbooks and implement those procedures in class.
- Read ODE e-mail every morning
- Download material from instructor's Moodle page on the Friday for the next instructional week
- Make copies of materials for each student and staple multi-page assignments
- Take attendance daily and report absences to appropriate school official
- Inform instructor of any schedule changes
- Serve as a liaison advising the instructor of any pertinent information regarding their class or students
- Create a seating chart – and implement appropriate changes as needed

During Class

- Remain in the classroom during the entire period per Arkansas Department of Education Rule 4.03 Governing Distance Education which states:

“All distance-learning courses shall have an adult facilitator to supervise any instructional activity where students meet as a group”

- Establish and maintain discipline in the classroom
- Pass out materials (e.g. tests, quizzes, handouts) when designated
- Closely monitor students while working
- Help students stay on task
- Create a positive learning environment
- Receive graded student work and distribute to students as advised by your ODE instructor.

After Class

- Shut down or restart equipment as directed by school technician
- Alphabetize and sort completed assignments by class
- Make photocopies of tests and file copies
- Place completed work in an envelope and address to appropriate ODE instructor
- Mail completed work via U.S. Mail at the close of the workday on Friday

Instructor Web Pages

An important part of ODE classes are the instructor web pages that provide facilitators and students with a link to Moodle which contains weekly agendas, weekly lessons, and projects. Instructors also include personal information, contact information, cultural information, class notes, and links to other useful sites. If you are ever unsure what you should be doing or if you miss a class, look at the Moodle page for the information. Tests and quizzes will be posted within Moodle with password protection. You will receive the password from your instructor. Please secure this information. Do not share passwords with students. Instructors' web pages are located at the following address <http://ode.asmsa.org/> . Click on Moodle Content, then Courses, to access his/her site.

Attendance

There is the expectation that ODE clients school will be in class as scheduled. If class is to be cancelled due to school functions, please make every effort to advise your instructor in advance.

ODE Technology Reporting Procedure for Facilitators

Facilitators who need to report a technological problem should contact their instructor via CIV if possible. If the problem is such that contact cannot be made by CIV, the facilitator should contact the instructor via phone.

Make-up Work Due to Absences

If a site misses class due to a school assembly, inclement weather etc. students remain responsible for the assigned work. It is the facilitator's responsibility to provide students with materials either in advance or upon their return. An individual student who has an excused absence should complete all assignments as allowed by their school's make-up policy and submit the material to the facilitator. If the absence extends more than three days, it is the student's responsibility to make arrangements with the instructor for timely completion of the work. In cases of extended excused absence, the instructor may consult the ODE principal to develop a plan for the student to complete the coursework.

ODE Instructor Absences

In the event an instructor is unexpectedly absent it is imperative that facilitators check their e-mail for instructions.

Student Work Submission Policy

Students are to turn in assigned work on time as directed by the ODE instructor. Facilitators should collect the assignments daily and mail them to the instructor on the designated mailing day (usually Friday of each week unless otherwise specified by the instructor). Assigned work not received in a timely manner will result in a zero for the assignment/s. Many facilitators find it a useful classroom management technique to keep a record of all assignments each week and check off who has turned in each assignment and who has not. Ultimately, it is the student's responsibility to meet deadlines for assignments.

Concern about Student Work

If an instructor receives any student work that is deemed to contain sensitive information indicating that the student's physical health or personal safety may be in jeopardy, it will be copied for ODE records and then returned to the school. The facilitator will be advised to contact the appropriate district personnel. The facilitator should also confirm with the instructor via e-mail that the appropriate personnel have been contacted. All communication should be saved and filed with the ODE principal. All referrals are confidential, and any decisions connected with these referrals are under the jurisdiction of the local district.

Mailing Procedures

Facilitators should mail completed student work to their instructor/s each Friday. All items (completed student work, forms, projects, etc.) should be grouped chronologically by assignment. Any correspondences to the instructor should be placed on the top of the stack. Envelopes are to be mailed via regular US mail to the instructor.

When mailing student work to ODE offices, place a label on the envelope with an **ATTN:** line followed by the name of the specific instructor to whom the package is directed and the address:

ATTN: _____
Office of Distance Education
200 Whittington Ave.
Hot Springs, AR 71901

Please photocopy all student exams before mailing, and file the copies in the event the originals are lost.

Please note that, as do their home schools, ODE seeks the best outcomes for its students. To accomplish this, it is important that student work is received in a timely fashion and that students receive feedback quickly for their assigned work. In addition, ODE desires to ensure that all students who require modifications per an I.E.P. do so. In the event that homework or I.E.P.s are not received in a timely fashion ODE's procedure will be incremental as follows:

- Instructor requests the work or information as required
- ODE principal contacts facilitator and requests work or information as required
- ODE principal contacts school principal and requests work or information as required
- ODE principal contacts school principal via certified mail and requests work or information as required
- Dean of Office of Distance Education & Information Technology contacts school superintendent and requests work or information as required via certified mail

Faxing Student Work

Work should only be faxed when directed by ODE Instructor. When faxing, please use a cover sheet that indicates your name and school, the total number of pages sent, and the instructor who should receive the fax. If the student's writing is in pencil, copy the original and fax the copy.

Grade Reporting Procedures

ODE instructors will provide a numerical grade based on the points earned on all assignments divided by the total possible points to yield a percentage score (i.e. 95%, 89%, etc.). Grades will be sent electronically and/or via fax for each 9 week grading period on the ODE Grade Report Form. Progress Reports will be sent upon request.

Please advise your instructor at least one week in advance when grades are needed at your school.

Cumulative Exams

At the end of each semester students will be given a required cumulative exam that evaluates knowledge of the material covered during the semester. There are no exemptions from these exams. At the end of each semester, the cumulative exam grade will be reported on the ODE Grade Report Form along with each 9 week grade. Grades are reported to schools in the form of raw data. The responsibility of averaging grades lies with the individual school district in accordance with district policy and procedure.

Webgrade

After grading student work, all ODE instructors will upload student grades using a secure online service called "Webgrade." The ODE instructor will provide the facilitator with a list of student passwords and instructions on how to access their grade online. All students are required to check their Webgrade on a weekly basis. If a student has any question in regard to grades, completed assignments, etc. they should report the issue to the facilitator immediately.

Graded Homework

Students are required to keep all returned graded homework for the entire school year. In the event there is a question regarding student grades this provides a means for the instructor to easily clarify any questions in regard to grade entries in Webgrade.

Academic Honesty Policy

Students are expected to do their own work and to give credit to the originator of the ideas when using the thoughts or work of others. Examples of academic dishonesty include, but are not limited to, plagiarism, stealing academic property belonging to the school or another student and cheating.

ODE instructors rely heavily on the professionalism and attentiveness of facilitators during testing periods. Facilitators should monitor students in the classroom, especially during exams and quizzes. In certain circumstances, a facilitator may have to rearrange and/or separate student desks on exam days.

Students who are identified as being in violation of the academic honesty policy will not receive credit for that work. If a facilitator discovers that a student is in violation, the facilitator should notify the ODE instructor in addition to following the policy of their school. If an ODE instructor suspects academic dishonesty the instructor may call a conference with the student and facilitator. If the ODE instructor continues to suspect academic dishonesty, the instructor will report the situation to the ODE principal for further action.

Classroom Discipline

Class discipline must be in accordance with the policies of the school being instructed. Controlling the behavior of the students is the responsibility of both instructor and facilitator in partnership.

Each ODE instructor may establish their own rules for the classroom as long as they do not supersede the policies of the remote schools.

In the event of serious student discipline issues, rudeness, disruption, insubordination etc. the name of the student and the specifics of the problem will immediately be reported by the instructor to the ODE assistant principal.

Following the report, the behavior will be investigated. If action is merited, the procedure below will be as followed incrementally upon each violation:

1st Offense: ODE principal calls school principal

2nd Offense: Letter will be sent to parents requesting a conference in regard to problem

3rd Offense: Student receives suspension from ODE classes for one week. Parents notified in writing. Student is expected to complete all assigned work during that time.

4th Offense: Student suspended or expelled from class as determined by ODE assistant principal, ODE principal, Dean of Office of Distance Education & Information Technology and school principal.

Communication with Parents

ODE encourages faculty communication with parents. At a parents request instructors will contact them via phone, e-mail, and pre-arranged video conference.

Special Needs Students

Students who have been identified as having special needs may need modifications in order to succeed in the distance education classroom. The facilitator assists the ODE instructor in meeting the specific needs and modifications of the student. At the beginning of the school year the facilitator must fax or mail a copy of the student's IEP (Individualized Education Program) or 504 Plan to the ODE instructor.

Student Drops / Adds

Students who drop or add a course should be reported to the ODE instructor only. It is not necessary to contact the ODE administrative assistant for each add or drop. It is the instructor's responsibility to maintain current enrollment for each class and he/she will report these numbers to the ODE administrative assistant when needed.

Questions or Concerns

At ODE we believe it's very important to address any facilitator or client school concerns in a timely manner. If you have any questions or concerns or need any help in regard to the class you facilitate, please contact either the ODE principal or ODE assistant principal. If something needs to be addressed in the class, it is always better to do so as it occurs which generally allows issues to easily be resolved.

Necessary Forms**Student Roster**

Make one copy per ODE course. Please print. Fill in the information at the top of the sheet: School Name, Time of Course, and Facilitator/s Name/s. Print each student's name, sex (male/female), and grade level (9-12). Mail or fax back to your ODE instructor at the beginning of the school year.

Acknowledgement Form

Sign the form indicating that you have read the handbook and agree to carry out the duties and responsibilities of a facilitator working in partnership with the Office of Distance Education. If your school has more than one facilitator, each facilitator must sign and return a copy.



Real Teachers - Real Time

OFFICE OF DISTANCE EDUCATION

200 Whittington, Hot Springs, AR 71901 • Phone: 501-622-5141 • Fax: 501-622-5144 • Website: ode.asmsa.org • UA SYSTEM

STUDENT ROSTER

School: _____ Course Title: _____

Facilitator/s: _____ Course Time: _____

No.	Sex	Student Name	Grade Level
1.			
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ODE ACKNOWLEDGEMENT FORM FACILITATOR AGREEMENT

School: _____

Facilitator: _____

I, _____, certify that I have read and clearly understand the responsibilities set forth in the Office of Distance Education Facilitator Handbook.

I understand the importance of my role in the overall success of the students and agree to carry out the duties required. I furthermore will adhere to these policies while serving as a facilitator for the above named school district.

Facilitator Signature: _____

Date Signed: _____