



ASMSA ODE
Facilitator Handbook
2008-2009



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

ODE Contact Information Sheet

Office of Distance Education (ODE)

200 Whittington Ave
Hot Springs, AR 71901
1-800-345-ASMS (2767)
Fax: (501) 622-5144

Chris Robbins, Director of Outreach

Office: (501) 622-5130 Crobbins@asmsa.org

Dave Slaymaker, ODE Chairperson

Office: (501) 622-5434 slaymakerd@odemail.com

Natalie Humphreys, Assistant Department Chair

Office: (501) 622-5143 humphreysn@odemail.com

Jana Hardage, Administrative Assistant

Office: (501) 622-5141 Hardagej@asmsa.org

Telephone and E-mail Listings for ODE Staff:

James Arce (Science, History)

Office : (501) 622-5145 arcej@odemail.com

Heidi Archer (Spanish)

Office: (501) 622-5149 archerh@odemail.com

Lori Cantabery (Spanish)

Office: (479) 264-6518 cantaberyl@odemail.com

Sean Chapman (English, French)

Office: (309) 912-1446 chapmans@odemail.com

Jennifer Deacon (French)

Office: (901) 826-4334 deaconj@odemail.com

Michelle Duvall (English)

Office: (501) 622-5136 duvallm@odemail.com

Rebecca Freyaldenhoven (Spanish)

Office: (479) 967-9741 freyaldenhovenr@odemail.com

Stephen Fryar (Spanish)

Office: (501) 622-5470 fryars@odemail.com

Glenda Fuller (German, History)

Office: (870) 844-0631 fullerg@odemail.com

Gloria Garcia (Spanish)

Office: () garciaq@odemail.com

Troy Grace (History, Oral Comm.)

Office: (501) 622-5407 gracet@odemail.com

Angelia Greiner (English)

Office: (479) 715-6393 greinera@odemail.com

Gabriela Hogue (Spanish)

Office: (501) 622-5142 hogueq@odemail.com

Steve Hogue (Art, Oral Comm.)

Office: (501) 622-5413 hogues@odemail.com

Paola Holden (Spanish)

Office: (501) 622-5432 holdenp@odemail.com

Art Holzman (Mathematics)

Office: (501) 622-5450 holzmana@odemail.com

Jennifer Killian (Mathematics)

Office: (479) 527-9385 killianj@odemail.com

Bobbi Love (Mathematics)

Office: (501) 622-5431 loveb@odemail.com

Terri Lucas (Music)

Office: (501) 815-4546 lucast@odemail.com

Marlene Milroy (Spanish)

Office: (501) 622-5163 milroym@odemail.com

Brenna Orellana (Spanish)

Office: (501) 622-5137 orellanab@odemail.com

Tammy Peterson (Spanish)

Office: (479) 899-6670 petersont@odemail.com

Lex Pruitt (Mathematics, Spanish)

Office: (870) 446-5058 pruittl@odemail.com

Paula Renteria (Spanish)

Office: (501) 622-5408 renteriap@odemail.com

Maria Ruiz (Spanish)

Office: (479) 967-8176 ruizm@odemail.com

Kelly Showalter (Spanish)

Office: (479) 409-9533 showalterk@odemail.com

Dr. Joe Spradlin (Science, Mathematics)

Office: (501) 622-5318 spradlinj@odemail.com

Tammy Tucker (Lab Assistant)

Office: (501) 622-5141 tuckert@odemail.com

Frances vandenHeuvel (French)

Office: (501) 622-5340 vandenheuvelf@odemail.com

Heather Vanderheiden (Spanish)

Office: (501) 622-5235 vanderheidenh@odemail.com

Structure of ODE Classes

Monday through Thursday are on-line days. On-line days are normally personal contact days between the instructor and students. Fridays are off-line days to accommodate independent student work, testing, instructor visits to schools and individual tutoring. The off-line day is a work day. The instructor will give assignments designed to continue the learning experience.

Students in ODE classes are from various school districts throughout the state of Arkansas. In some cases the student may share class with students from another school.

An important aspect of ODE classes is the instructor web page. This web page is located at: <http://ode.k12.ar.us/instructorshomepage.htm>. This page contains links to weekly agendas, handouts, grades, information about the instructor, the subject studied, etc.

The Office of Distance Education currently uses 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. Dependent on technology available, educators can use slide show presentations, overhead transparencies, and videos, just as they might in a traditional classroom.

Technical Aptitudes

- E-mail
- Fax Machine & Photocopy Machine
- CIV

Facilitator Responsibilities

Before Class

- Read and be familiar with the ODE Student Handbook and it's policies
- Read ODE e-mail every morning
- Download material from instructor's Moodle page on the Friday prior to the 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 – change as needed

During Class

- Remain in the ODE classroom during the entire ODE class period
(*ADE Rules Governing Distance Learning 4.03 , 4.05*) and ODE Policy
- 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 on offline days or at the end of class

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 a large envelope and address to appropriate ODE instructor
- Mail completed work via U.S. Mail at the close of the workday on Friday (unless otherwise requested by instructor)

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 web pages 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. Click on your ODE instructor's link to access his/her site. <http://ode.k12.ar.us/instructorshomepage.htm>

Attendance / No Show Policy

Attendance in a distance education course is extremely important. It is the facilitator's responsibility to connect to class each on-line day on time. If a site does not connect to class the ODE instructor will report the site as a "No Show."

The ODE Administrative Assistant will then contact the administrator of that site to determine the cause of the occurrence. If possible, It is the facilitator's responsibility to notify the instructor in advance either via e-mail, phone or during class of absences due to inclement weather, school closings, or assemblies. If a facilitator must be absent, a substitute should be secured by the remote site. The facilitator should make sure class connection information and all necessary materials for class are available for the substitute.

ODE Technology Reporting Procedure for Facilitators

1. 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.
2. If facilitators are able to connect to a class but are experiencing a quality problem, e.g. pixilated video, sound issues, etc., the facilitator should let the instructor know, so that the instructor can enter the problem into the help desk system. A technician will be dispatched as soon as practicable and the faculty member will be notified when the problems is resolved.
3. The Principal and technical contact at each school will also have a Help Desk account. If a facilitator cannot contact ODE by CIV or phone, they should report the problem to their technical contact or Principal so they can use the Help Desk System to report the problem.

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 for that day and the lesson will be made-up for the students. 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 a 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 Department Chair to develop a plan for the student to complete the coursework.

ODE Instructor Absences

In the event of a teacher absence, the school will be notified by the ODE Administrative Assistant. The facilitator should check their e-mail for any alternate or additional instructions from the instructor.

In the event of an unscheduled ODE instructor absence, facilitators should follow the agenda found on the instructor's web page unless otherwise indicated by the ODE Administrative Assistant.

In the event of extended Instructor absence, facilitators should use the emergency plans as directed by the ODE Department Chair.

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 may 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, however, it is the student's responsibility to meet deadlines for assignments.

Concern about Student Work

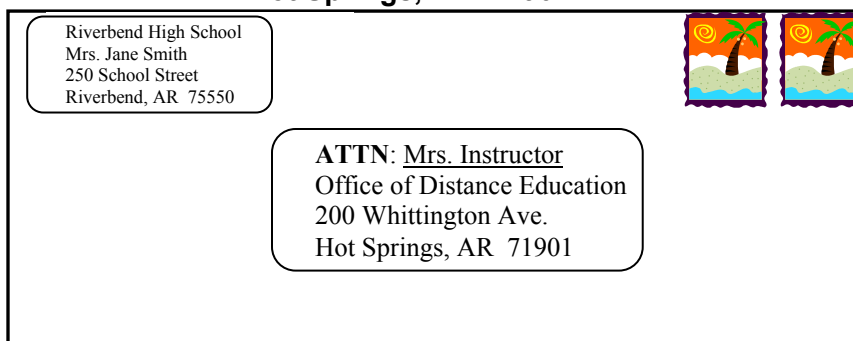
If an instructor receives any student work that is deemed to contain sensitive information indicating that the student's physical health or personal safety may be in jeopardy, it will be copied for ODE records and then returned to the school. The facilitator will be advised to contact the appropriate 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 department chair. All referrals are confidential, and any decisions connected with these referrals are under the jurisdiction of the local district.

Mailing Procedures

Facilitators are to mail completed student work to the instructor on Friday unless otherwise specified by the instructor. All items (completed student work, forms, projects) are to be grouped according to 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. If some students failed to turn in assignments, do not hold completed work until all papers are in as this will penalize the students who have completed their work on time.

When mailing student work, 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



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

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. The responsibility of averaging grades lies with the individual school district.

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 Department Chair 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 Asst. Department Chair.

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: Department Chair 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 Assistant Department Chair, Department Chair, Director of Outreach and school principal.

Communication with Parents

ODE faculty communication with school officials and parents should be through the facilitator. If a parent has any concerns or questions, the facilitator should be the channel through which information is shared. Parents should express their concerns or questions to the facilitator and likewise receive their answers through the facilitator. In instances where direct communication with parents is required, ODE faculty will do so in consultation with the ODE Department Chair.

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 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.

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

STUDENT ROSTER

School: _____ Course Title: _____

Facilitator/s: _____ Course Time: _____

No.	Sex	Student Name	Grade Level
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			



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

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: _____