

**DISTANCE LEARNING NETWORK
ADMINISTRATIVE PROCEDURE**

NOTE: The following are general guidelines to assist schools in identifying and clarifying expectations for instructors of distance learning programs.

Instructor must receive appropriate training prior to teaching his/her first distance learning course and demonstrate proficiency with the system.

Develop course syllabus, course requirements, grading/assessment standards, course materials (in compliance with applicable Learning Results standards and school unit curriculum requirements).

Develop classroom management guidelines and enforce all applicable Board policies and school rules.

Ensure that necessary academic supports are available (e.g., library and on-line resources).

Develop procedures for communicating with parents and students outside of class time (e.g., availability by telephone, office hours, email, threaded discussions, progress reports, etc.).

Ensure compliance with all copyright provisions (review Board policy).

Maintain appropriate communications with technology director and receiving school staff.

Be aware of any inter-school distance learning program agreements applicable to the course.

Participate in **all** course evaluation activities.

Adopted: July 11, 2017