

# ESL/ABE Distance Learning Expectations and Rules

## **Before you start:**

- You will have to come in to class to be registered and tested first. Also, bring the device you will be using the DL Program on (computer, ipad, tablet). If you are bringing a tablet or ipad, make sure you also have the password to allow new apps with you. Allow 2 hours because the teacher will have to spend time with you afterwards to make sure that your device works with the program. Let the teacher know which day you will be coming so the teacher can be ready to spend some time with you.

## **Finish each lesson well:**

- You have to finish lessons completely and well. For Rosetta Stone, you must do lessons until the light is green (not orange); you must stay in one level and finish each lesson before advancing to the next. You must not jump around to different lessons.

## **Spend 4-5 hours a week using the DL Program:**

- Because the programs are expensive and the school pays for them, we ask at home students to commit to a minimum of 4-5 hours a week studying on the programs- just as if they were in class for 2 days a week for 2.5 hours a class. However, you can do the program anytime of the day or night. You can do it any day of the week. You can split your time-such as doing it in 20-30 minute segments. Just use it at least 4-5 hours a week. If you are going on vacation or are sick so you are unable to work on it for a week, let the teacher know.

## **Contact the teacher with any questions:**

- You should call, text, or email the teacher if you have any questions- either about a technical issue or a question on content.

## **The teacher will contact you 2 times a month:**

The teacher will contact you 2 times a month to see how you are doing and to let you know if you are on track. He/she will contact you after the 15<sup>th</sup> and 30<sup>th</sup> or 31<sup>st</sup> of every month. The teacher will check on your progress through the teacher access to the program. Please respond to his/her emails within a day if possible. This is not just a way for the teacher to check to see if you are using it, but also for you to ask questions if you are

having difficulty understanding some of the content of the program. The teacher could schedule some time on the phone or in class so he/she could give you direct instruction to keep you moving towards your goals.

**Come in to be retested:**

- After you have accumulated enough distance hours, the teacher will contact you to come in to be retested. It is very important to come in to be retested so the teacher can see if you are making progress, and also so that the teacher can report the test scores to the school. One of the things teachers must do is to show the improvement our students are making. This is something teachers must do to keep the classes free to the students.

**Failure to follow these rules and expectations:**

- If you aren't using the program for enough hours (4-5 a week) and properly (finishing each lesson at 80% or more) so we can count distance hours for class, the teacher will have to take your name off of the Distance Program you are using.
- Failure to come in to be retested will result in you losing the distance program you are using.
- The school and teacher do want you to succeed in your goals. If you have stopped studying for a time, it is possible to get back into the program. Simply contact your teacher or come in to talk with the teacher.

Class \_\_\_\_\_ DLProgram \_\_\_\_\_

Teacher \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

I have read the above and understand my obligations as a student.

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_