

STANDARD DISTANCE LEARNING: AGREEMENT

1. Purpose. This agreement is intended to standardize the fundamental terms for origination and receipt of academic instruction via ATM in Maine K-12 schools. Signatories to this agreement may supplement it with additional terms in writing, signed by authorized representatives of schools participating in the origination or receipt of instruction.
2. Originating School Responsibilities. The originating school shall, on a timely basis, supply a course description to all receiving schools invited to participate in the course, and shall provide a qualified and properly certified instructor.
3. Receiving School Responsibilities. The receiving school shall provide for adequate on-site supervision of students and adequate technical support. Student discipline and supervision is the responsibility of the school where the students are physically located.
4. Supervision of staff. The originating school is the sole employer and supervisor of the instructor. If there are any concerns about the conduct of the course or the instructor, such concerns should be communicated by the Principal of the receiving school to the Principal of the originating school. On-site monitors at the receiving schools shall follow the directions of the instructor during class time, but such monitors remain under the supervision and control of the receiving schools.
5. Grading and credit. The instructor at the originating school shall determine all students' course grades. The receiving school shall be responsible for converting the student grade, if necessary, to the receiving school's grading system,
6. Texts and other materials. Schools shall be responsible for providing texts and other course materials to their own students.
7. Tuition. The receiving school shall pay the originating school tuition agreed upon by all signatories in the amount of \$_____ per student, which is due and payable once a year before June 30th, after balancing out all distance learning courses.

8. Duration. This agreement becomes effective _____ and expires on June 30, _____, unless renewed in writing by the parties.

School Unit: _____

By: _____
Superintendent of Schools

Date: _____

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DATE ADOPTED: JULY 1, 2003