



## On Line and Off-Site Opportunities for High School Students

### **APPROVED PROGRAMS – TALK WITH YOUR CONSULTANT, COUNSELOR OR HIGHLY QUALIFIED TEACHERS AT MCP**

1. APEX/Aleks courses [our on line product] \*MCP Teacher to meet with student regarding APEX/Aleks courses. Lab time is open during the week to come in and work independently to stay on track. Students are required periodically to come on campus and take the unit tests if there are alerts from for student performance.
2. Digital courses through OSPI.

If you choose to take an on line course you will need to report to our lab at least one hour a week for the first month of school. Please see the times of our open lab which vary from year to year. The computer apex course will require multiple times throughout taking the online course to demonstrate proficiency in the various programs.

3. On line programs must be approved by the state for ALE programs or must have gone through the district and school board adoption process and is accessible to all students. Some online courses taken through other routes may need to be approved ahead of time and then families would be responsible to request the transcript sent to MCP.

### **Enrolling and Guidelines**

- A. All online courses need to be requested through our counselor and put on a request form *for pre-approval signature by the principal*
- B. On line classes are generally limited to high school students at MCP. We are not a virtual school program but the on line opportunities provides needed flexibility at times for families for off-site work.
- C. How many on line courses can be taken? Freshmen = 1 on line class [ up to 1 credit] Sophomores = up to 2.5 credits of successful on line classes Juniors and Seniors = credits pending previous success with on line courses

### **Grading and grades in on line programs**

The various programs may vary on how a student progresses and the grades they earn. The number of topics to accomplish will range for courses. Some courses you must finish a certain percent of the topics in order to earn a letter grade. Other courses will be assigning a percent as you move through the course. This

information is available through your counselor, highly qualified teacher and on line coordinator when you sign up for the course or our APEX/Aleks coordinators. On line courses must be completed by the next to the last week of the school year. Most finals are taken on campus at MCP. Depending upon progress during the year you may be required to come on campus for quizzes in your program too.

Parents/students must put the on line course on their WINGS learning plan. These are considered off site courses. Parents will also need to report by the 20<sup>th</sup> of each month progress in the product. See your on line coordinator on how to gain dashboard access to report.

### **END of COURSE or Due Date Window of completing On Line Classes with Aleks or APEX**

Students will be assigned the grade they have earned in the on line classes at the end of the term whether it is in January for semester classes or June for full year classes [or a semester class that began S2.

Expectations of time with the program is similar to a regular classroom setting of 5 hours per week. Adhering to the quality of assignments in the unit[s] and utilizing the resources suggested as homework would also be reviewed as a learning skills set with one of the above three ratings. Students would then take the grade whether it is passing or not and potentially face retaking the class if it was a class that they were receiving no credit and needed for graduation.

### **Is an online program a good choice for me? [or my child?]**

Many online classes offer flexibility in doing the lessons and quizzes on line in your own time frame each week. They also offer the opportunity to take courses that we may not offer in person in a particular year at MCP. Some students also desire to take a group class at their home high school such as band, choir or ROTC and again an online class may be the best route to combine classes they would miss on site at MCP and your desire to increase your talents in other areas. There are a variety of resources on line to support the learning experience and to get the most out of the program. Primarily it takes a certain level of discipline and responsibility to stay both on track as well as spending quality time on the lessons.

We match the APEX and ALEX courses with a highly qualified teacher at MCP to review progress and to check in with the student on a regular basis. Students also have an opportunity to meet with their HQ teacher to bridge part of the engagement that they miss in a traditional class setting especially if they are having a problem understanding the learning. There are no questions that are too unusual that can be helped by coming in and meeting with the teacher of record. Please make an appointment to match your hours.

### **Parent role for high school students in on line courses**

While the home school experience changes as students become high school students it is still important to maintain the integrity of a successful contract learning experience that parents help with the parameters of success as their child's coach and mentor. Primarily having the following in place on a regular basis will aide in this success.

1. Maintaining a working computer at home and if it fails then have a back-up plan for another computer
2. Internet connection working on a regular basis

3. An agreed upon time that can be spent on the computer without interruptions that equal 1 hr per day
4. Quality time spent by the student on the computer to utilize the suggested supplementary resources of videos and other materials on line
5. Proctor the tests and quizzes taken at home and request the apex coordinator to unlock a test when you are ready to take the quiz and have it monitored at home.
6. Check in with your child on progress in the program and success on units on a weekly/daily basis – USE THE ROLE OF BEING A MENTOR AND ASKING YOUR STUDENT WHAT THEY MAY NEED HELP IN OR WHAT THEIR PLAN FOR COMPLETING THE PROGRAM WILL BE. IF THEY FALL BEHIND, GET SICK AND CAN NOT GET BACK INTO THE PROGRAM OR HAVE OTHER INTERRUPTIONS THEN FURTHER CONVERSATIONS NEED TO TAKE PLACE REGULARLY
7. The more kinesthetic your student is or one that likes to learn through doing, moving and touching or experiencing the learning process the more your support is needed for this type of learning environment that lacks these types of experiences.

### **Student success in on line courses**

- 1 Commit to a regular time each week to spend on line – your APEX classes will have the course of study lined out for you and what you should accomplish each week. It will give us codes of you being on track or not until you complete the course. Dedicate an hour each day to course work.
- 2 Utilize the resources available for each unit – Doing the readings and watching videos are passive acts but are like sitting in a classroom listening to a lecture and important for learning.
- 3 Use the quizzes and other tools to enhance and check your learning
- 4 Check in with your HQ teacher to enhance understanding
- 5 If your program has forums to interact with peers then respect the discussion forms, wikis and or blogs on how your postings contribute to cultivating the necessary emotional connections among class members
- 6 Take notes during the unit in order to be successful on the quizzes
- 7 Take quality time in completing quizzes to attain a 70% or higher
- 8 If you are in question of your potential success then you need to consider taking a shorter course on line and one that is not as high stakes to see if you can keep up the pace of the assignments on line. Please see our counselor for suggestions that meet graduation requirements.

### **Problematic considerations for on line experiences for high school students**

If your child exhibits the following then *we would recommend that you think twice* before for this experience is paid for by the district. [failing the course over time and losing needed high school credit].

1. Kinesthetic learners who like to move and have a personal experience in the learning process will not have this opportunity in the on line program

2. Reading, writing, and mathematics require more skill and precision than other subjects such as English and history so if you are challenged in this area then different processes of concepts and methods can be challenging in these subjects and you may need to check in with your teacher more often.
3. Poor reading skills or struggling readers having difficulty in comprehending material on their own. Parents may need to assist in reading skills or many need to read the content without doing the work.
4. Student lack of experience in technology or who do not like reading on line will be challenged in this experience.
5. Students who do not like to be isolated in learning and would rather share their ideas with others may not enjoy the experience

**When the on line program is not progressing successfully for me then what can we do?**

1. Needing to take the same quizzes up to three times – *TALK TO YOUR HQ AND TAKE NOTES ON THE UNIT*
2. Being locked out in the unit and not being able to move on due to failing quizzes three times and needing the Apex coordinator/HQ to unlock your program –take more time and effort in taking the quizzes and *SEE ABOVE*
3. Not logging in and falling behind in the pace of the program – programs will tell you how much of the program you have completed – *REVIEW YOUR GOALS, AVAILABILITY OF YOUR HOME COMPUTER AND YOUR PERSONAL SCHEDULE TO MAKE A NEW PLAN*

**What will happen if you are not successful**

If you are unsuccessful in the online program and fall behind you will be **scheduled** to come on site weekly for a month and work on a scheduled basis until you are out of the danger zone of being behind. This would be a part of your intervention plan. If this is not taken as a serious endeavor then filings for truancy may be enacted or you will be withdrawn from the course.

**OFF-SITE Courses**

Families may choose to do high school curriculum content off site. Materials must be approved ahead of time through the teacher who teaches the content on site. The content teacher then becomes the monthly contact for families that opt for this route.

**STEPS:**

- After materials have been chosen the highly qualified teacher must approve the materials for the content
- This is also part of their high school transcript so there needs to be a meeting with the counselor
- The family writes the learning plan on WINGS they then meet with the highly qualified teacher once a month [learning plan tutorials are available at the beginning of the year as well as when families register
- All off site classes must be in learning plans by the 25<sup>th</sup> of August.
- The family must show progress each month towards goals as well as progress on assessments and meet with the highly qualified teacher before the 20<sup>th</sup> of each month

- The highly qualified teacher may provide a level of structure for assessments or projects that must be completed in conjunction with the curriculum materials
- Final grading is done with the highly qualified teacher with the teacher having the final overall assessment of progress.

*If the course is monitored by our own highly qualified teacher you will **not** need to provide an **official transcript after completing the course**. The HQ will enter a final grade in PowerSchool at the end of the term. It will appear on your KSD transcript. If the course **is taught by another instructor on line or from other academies that are approved you will need to pay for an official transcript** and submit it to our program in the sealed envelope or have it sent to us to input in our transcript system. It is always a good idea to order an official transcript for your records too. .*

*I understand the conditions of taking an on line or off site course. We have a working computer and reliable internet connection to accomplish the work. We understand that the online coordinator will also have an agreement to sign and or be aware of the rigor of the work.*

Student Signature:

Date:

Parent Signature:

Date:

**DISCRIMINATION/HARASSMENT:**

The Kennewick School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

**Civil Rights Coordinator:**

Doug Christensen – HR Director  
[Doug.christensen@ksd.org](mailto:Doug.christensen@ksd.org)  
 509-222-5010

**Title IX and 504 Officer:**

Jack Anderson – Student Services Director  
[Jack.anderson@ksd.org](mailto:Jack.anderson@ksd.org)  
 509-222-5003

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: **Kennewick School District 1000 W. 4<sup>th</sup> Ave Kennewick, WA 99336** or view at: [www.ksd.org](http://www.ksd.org)

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: [www.ksd.org](http://www.ksd.org) and go to Title IX page.