

Online Course Student Handbook



Auburndale School District
In partnership with Rural
Virtual Academy



Academic Integrity - The Auburndale School District expects a full commitment to academic integrity from each student.

Attendance - While students may not be responsible for daily classroom participation as in a traditional classroom setting, there is still an important need to participate on a regular basis.

Assessment - As a condition of online enrollment, all students must take final assessments either in the teacher's classroom or in another pre-approved supervised classroom.

Credit & Grade Posting - Teachers will update the In-Progress Grade on Infinite Campus on a weekly basis. Once the online course has been fully completed, the teacher will post the grade to the Final Grade on Infinite Campus. Each online course is worth 0.5 credits and follows the Middle/High School Grading scale unless otherwise specified. Online courses are calculated in your GPA.

****Quarterly grades are susceptible to any Athletic Code and Honor Roll Policy.**

Discipline - All students enrolled in an online course are subject to the rules and restrictions implemented by the Auburndale School District.

Drop/Add - All online courses abide by the Drop/Add deadlines assigned for all Middle/High School courses as laid out in the Student Handbook. Dropping a course after the deadline will result in a failing grade and the course cost will need to be reimbursed to the School District of Auburndale.

Motivation - One of the keys to completing your online course is to find ways to motivate yourself and continue to give yourself positive encouragement.

Netiquette - A high sense of personal honor and integrity is expected for students taking online courses.

Timelines - Courses that are considered 0.5 credits should be completed within a quarter or 9 weeks, unless otherwise specified by the School Counselor or Teacher. Extensions to course deadlines will only be granted for extenuating circumstances and will need the approval of the Teacher and Administration. **See Request for Extension for Online Course Form in Handbook.*

Time Management - In an online course, time management is critical to success! The advantage of learning "anytime, anywhere" also makes it easier to put off logging on and participating in class. As with any traditional course, you risk earning a lower grade or even failing if you fall behind.

Cost of Online Courses

The Auburndale School District will require payment before starting any online classes based on the following scheduling plan:

- Credit Recovery - \$50 per 0.5 credit
- Personal Choice: Student wants to choose a course that is already offered in-building \$300 per 0.5 credit
- Acceleration or Enrichment - Free
- Scheduling Conflict - Free

****If a student fails the course or fails to complete the course by their deadline, the student shall reimburse the Auburndale School District for the full cost of the course(s).**

Student Contract for Online Courses

Students are expected to attend and participate in their online courses as fully as they would attend in a traditional classroom course. Students must agree to the following guidelines to be eligible for participation in an online course.

- I will make a commitment to log in and work on my online class at least 5 hours per week or as often as I need to remain on schedule.
- I am responsible for making up all the work that I have missed if I am absent from school.
- I will follow Auburndale School District's Internet & Chromebook Policies that sets guidelines for internet and email use.
- I will NOT use any other student's login or password.
- I will NOT plagiarize any assignments or assessments.
- I will abide by the rules of both my online and local teachers.
- I will notify the online and/or local teacher with any problems that I have with the class or computer.
- I will take all my assessments under teacher or support staff supervision.
- I will attend Eagle Time with my local teacher as requested.
- I will complete my course within the timeframe specified by the School Counselor and Teacher.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Permission for Online Courses

My student, _____, has my permission to take online course(s). I understand that this is an alternative instructional delivery method that involves self-motivation and personal responsibility on my student's part. I agree to fulfill and take responsibility for my student when the course requires either online or offsite learning experiences. I further acknowledge that both my student and I understand and will fulfill the obligations of the Auburndale School District Internet & Technology Acceptable Use Policies.

As the parent/legal guardian of this student, I understand and give permission for the Auburndale School District to save and share information about my student. This information will be shared with the school or company who is providing the course for registration, course progress, course completion, and grading purposes and may include demographic information such as age, race, and home contact information. Upon completion of the course, the school district will receive copies of the information for my student's student record and transcripts. Additional information may be collected for reporting to funding agencies. Such information will not include the student's name and other personally identifiable information or home contact information; but may include family income level, race, special education participation, or ESL participation. I further understand that researchers such as those working with the University of Wisconsin, Wisconsin's Department of Public Instruction or the United States Department of Education may be studying this program, and that non-distinguishing information may be shared for these purposes.

By signing this document, I agree to the statements above and agree to covering the cost of the course(s). If my student fails a course, I agree to reimburse the Auburndale School District for the cost of the course.

Parent/Guardian Signature: _____ Date: _____

Online Course Information

Please fill out the following table and turn in to the Counseling Office along with your Parent Agreement, Student Agreement, and payment if applicable.

<u>Course Title</u>	<u>Teacher</u>	<u>Start Date</u>	<u>End Date</u>	<u>Purpose</u> Credit Recovery, Personal Choice, Acceleration/Enrichment, Scheduling Conflict	<u>Cost</u>
				<u>Total Cost</u>	

Office Use

____ Request Approved

____ Request NOT Approved - Reason: _____

Principal Signature: _____

Date: _____

Counselor Signature: _____

Date: _____

Request for Extension on Online Course Form

Student Name: _____

Course Name: _____

Why do you feel you need an extension for this course?

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Please turn in to the School Counseling Office.

Office Use:

Teacher Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Extension Granted?: No Yes — New Deadline: _____