DLHS E-LAKER

ONLINE LEARNING AGREEMENT

How to Be Successful as an Online Student

- Online students must be independent, disciplined, and motivated. The E-Laker program offers flexibility, but with that comes the responsibility to stay actively involved and consistently move forward in your coursework. The flexibility of online education MUST be paired with accountability.
- It is up to the student to pay attention to deadlines, requirements, instructions, etc. The DLHS Student Handbook and School District Policies and Procedures apply to all DLHS E-Laker Courses.
- Stay informed by reading the daily announcement emails from principal Jill Walter, which will keep you up to date with important school-wide information.

Curriculum

- DLHS E-Laker Courses use a curriculum delivered through Subject Online Learning Platform

Communication

Due to the nature of online education, communication is critical to the learning environment.

- Students are expected to check their school email daily for important updates, feedback, and reminders. Communication is a key part of online learning.
- Students are expected to respond to all staff communications within 24 hours, excluding weekends and holidays. Students may also be expected to attend live, online classes and support sessions with teachers and other support staff. Students should contact their teacher if they need help in a class.

Who to Contact

There are two important contacts, and knowing who to go to will help get your questions answered quickly is important.

- **Subject Platform teacher** is your contact for questions about the content and coursework in your specific class. Subject Teachers will respond only through the Subject messaging system. They will assist with course content, coursework questions, and encouragement when you are falling behind.
- **E-Laker Coordinator** is your contact for programming questions, locked lessons, locked quizzes/exams, AI concerns, session logs, and progress. The coordinator will communicate with students through school district email.

If you come across a locked lesson, please email the coordinator. Your lessons are locked for a reason. The coordinator will review your progress and determine the next step. Please keep in mind that office hours are school days from 8-4, and the coordinator will unlock lessons during those hours, so please plan accordingly.

Course Completion Percentage & Attendance Expectations

Students do not need to log in at a specific time, as learning in E-Laker is asynchronous. Attendance is based on student engagement and progress from the previous week, as reflected in Subject's course progress data.

- Students will be identified as either **"On Track"** or **"Behind."** Student accountability will be measured by their course progress status.
- Weekly progress MUST be maintained as measured by Subject course progress data. When a student is not making adequate progress, the student will be identified as **"Behind."**
- Students who are **"Behind"** and/or not actively participating may be subject to the following interventions:
    - **5–10 school days without documented instructional participation:** Teachers and the E-Laker coordinator will begin monitoring student progress closely. The Subject teacher will message the student through the Subject platform.
    - **10–13 school days without documented instructional participation:** The E-Laker coordinator will contact the student and guardian by email. The student will continue to be marked unexcused for days when there is no documented instructional participation or progress.
    - **13–15 school days without documented instructional participation:** The E-Laker coordinator will contact the student and guardian by phone to discuss withdrawal from the course, the appropriateness of online programming, and/or alternative options to support academic progress.
    - **15 or more consecutive school days without documented instructional participation:** The E-Laker coordinator will notify the student and guardian by email that the student has been administratively withdrawn from the course.
        - Please note: Under MN Stat. § 120A.22, *"a student who is absent from instruction for 15 consecutive school days must be considered unenrolled."* If a student reaches 15 consecutive school days without documented instructional participation, the student will be administratively withdrawn from E-Laker enrollment.

Enrollment & Academic Eligibility

- Not every student who requests a DLHS E-Laker Course will be approved. Students must attend their in-person class until their request has been approved and their schedule has been changed.
- DLHS students can enroll in DLHS E-Laker Courses up to 50% of their schedule (max of 3 classes), and their school schedule will be reduced accordingly.
- Students who did not demonstrate satisfactory academic progress during a semester through E-Laker are not eligible to enroll in E-Laker again until they've had a successful semester at the ALC or DLHS.
    - For E-Laker, "not successful" is defined as:
        - Failing two or more E-Laker courses within a semester
        - Being "Behind" in course progress for a total of 30 or more days during the semester
        - One or more administrative withdrawals
        - Three or more AI or Speed Flags
- E-Laker is not a credit recovery program. E-Laker provides coursework for the current semester only. It is not designed to recover credits from previously failed or incomplete courses.
    - If a student fails an E-Laker course, the available options to earn that credit are:
        - Retake the course during the next school year
        - Enroll in the course through the Alternative Learning Center (ALC)
        - Earn the credit through summer school

Deadline to Enroll

- In accordance with *MN Stat.124D.094 "ONLINE INSTRUCTION ACT". Subd.(3) "Students may apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun."*
- Students may choose to take a DLHS E-Laker Course within the first 15 days of the Semester.
    - Semester 1 - Final Day to request a change is **September 23, 2026.**
    - Semester 2 - Final Day to request a change is **February 5, 2027.**
- Students choosing to enroll in an E-Laker course after the semester has begun will have 2 weeks from the date they are enrolled to get caught up to the course progress percentage.
- E-Laker students must complete coursework requirements within the allotted E-Laker calendar time to earn the semester credit. With coordinator approval, a course with an incomplete may be awarded a specific deadline (Up to 1 week).

Midterm Exams and Final Exams

At E-Laker, we believe in authentic learning and allowing you to demonstrate what you've learned. To support this, all E-Laker students will be asked to take their midterm and final exams in a supervised setting. This is your opportunity to show what you know, demonstrate your progress, and take pride in the work you've put into your courses.

Deadline to Complete Online Courses

- DLHS E-Laker Courses end a week before the end of the semester.
    - 1st Semester Online Courses must be completed by **4:00 pm on Friday, Jan. 8, '27**.
    - 2nd Semester Online Courses must be completed by **4:00 pm on Friday, May 14, '27**.
    - Due to the flexibility of online courses, snow days will not affect the E-Laker timeline.
- DLHS transcripts will be updated according to the regular school schedule, reflecting current grades at the time of the update.

Academic Integrity

It's easy to find quick answers online using tools like Google or ChatGPT, but as an E-Laker student, you are responsible for doing your own work and using technology the right way.

- The goal is to learn, not to cheat. Having someone else do your work for you, or using the internet or AI tools to get answers, is not allowed. Plagiarism means taking someone else's words or ideas and pretending they are your own.
- It is okay to work ahead. However, when assignments have not yet been graded and you are moving quickly through the course, it can be difficult to check for understanding and make sure you are actually learning the material.
- Students may come across a course that is locked at a certain checkpoint. This is happening because some students have been moving very quickly through the course material.

Academic Dishonesty Consequences

Please note that teachers use technology tools to verify the originality of student work. Academic dishonesty, including cheating or plagiarism, is taken very seriously and may result in significant academic consequences. If a teacher determines that a student has submitted plagiarized or dishonest work, potential consequences include, but are not limited to:

- Expectations: Students are expected to complete their own work. Using outside AI tools to complete or generate assignments is considered academic dishonesty. Subject does have a built-in AI support tool called Spark, which students may use as a learning resource, but it should not complete their work for them.
    - Warning Process (If flagged for potential AI use &/or Speed Radar):
        - **First Flag:** The student will receive a warning email.
        - **Second Flag:** The student will receive a Warning #2 email and will be asked to meet with the coordinator to discuss why their work is being flagged. Parents and the student's counselor will be included in the Warning #2 email (they are not expected to attend the meeting). The student's courses will be locked until the meeting occurs.
        - **Continued Flags:** The student will meet with the coordinator, principal, their parent(s), and counselor. At this meeting, further consequences will be discussed. These may include supervised E-Laker work sessions, proctored quizzes and exams, being blocked from taking future E-Laker courses, being dropped from the current course, and/or being required to start the course over.

Students are expected to uphold the highest standards of honesty and integrity in all academic work.

Parent/Guardians' Responsibilities

Parents/guardians play an important role in supporting student success in the E-Laker program. Responsibilities include:

- Ensuring the student maintains adequate weekly progress in all coursework.
- Supporting the school's academic integrity expectations by reinforcing that students are responsible for completing their own work and using AI tools appropriately and only as permitted by the E-Laker program.
- Working collaboratively with the school and the student to address attendance concerns and actively support successful course completion.
- Notifying the school of any excused student absences promptly.
- Stay informed by reading the Weekly Wave emails from principal Jill Walter, which will keep you up to date with important school-wide information.
- Please notify Cali Harrier, E-Laker Online coordinator (218-844-4085), if your child becomes ill for several days, if you are planning to be out of town for an extended period of time, or if there is a reason your child is not logging in for an extended period of time.

Full-time Students on DLHS Campus

Full-time E-Laker students who are on the DLHS campus are expected to follow these guidelines:

- Check in at the main office with the student ID.
- Student ID must be visible at all times during the visit.
- Schedule appointments with the coordinator and/or school staff before the meeting.
- Lunch is available during designated school lunch periods. Students must remain in the commons during their chosen lunch period.
- Follow the School Dress Code and other DLHS school policies.

Part-time Online Students

9th & 10th-grade students enrolled in an E-Laker course must report to the Media Center during their scheduled online class period. Students will work independently on their coursework, and daily attendance will be taken by the Media Center supervising teacher.

- Once a 10th-grade student demonstrates consistent and successful progress for 15 and 20 school days, information about the out-of-building permission process will be shared.
    - At that time, 10th grade students may be permitted to leave campus during their online class period, provided parental permission is on file. This permission does not allow students to be elsewhere in the building. Students must leave campus once permission is approved & schedule is changed.
- 9th grade students will remain assigned to the media center unless a parent or guardian meeting has been held and alternative arrangements are made for the student to leave campus.
- Schedule changes will not be made to accommodate the period during which an online course occurs after the first five days of the semester. Students must plan their schedules accordingly.

Main Door Release

As an online student, your schoolwork and successful completion of your courses are your primary responsibility. Staying on track with your courses needs to come before jobs, extracurricular activities, or other activities outside of school.

- Scan & Go Status: On Mondays, the coordinator will check student progress in Subject. Students will be identified as either “On Track” or “Behind.”
- The Scan & Go system will be updated based on your course progress.
    - YES – On Track: You may leave the building according to the school's normal procedures.
    - NO – Behind: You may not leave the building.
    - If you fall behind in your coursework, it is your responsibility to get yourself back “On Track.”
    - Once you are back on track in your course:
        1. Email the coordinator to let them know you are back on track.
        2. Your Subject account will be checked to verify your progress.
        3. Once your progress is confirmed, your door status will be updated on the Scan & Go sheet, and the coordinator will reply to your email.
        4. Please allow up to 24 hours for your status to be updated.

Please do not assume that being caught up automatically means your Scan & Go status has been changed. Students must follow the correct steps outlined above.

DLHS E-LAKER – ONLINE LEARNING AGREEMENT

"I have read the Online Learning Agreement form
and agree to take on the responsibility of becoming an online learner."

- ☐ I understand that I need to be "On Track" in my course progress rate
- ☐ My reading and writing skills are at or above current grade level
- ☐ I will check my email regularly
- ☐ I will respond to all staff communications within 24 hours
- ☐ I am willing to ask for help
- ☐ I exhibit organizational and time management skills
- ☐ I am comfortable using technology

Student Signature:_____ Date: _____

DLHS E-LAKER – ONLINE LEARNING ENROLLMENT

Student Name (Print):_____ Grade: _____

Student Cell Number:_____

Student Signature:_____ Date: _____

Parent/Guardian Name (Print):_____

Parent Cell Number:_____

Parent Email: _____

- ☐ I understand my role in supporting my students' success in the E-Laker program.

Signature: _____ Date: _____

Do you have an IEP (Circle): YES NO *(If YES, meeting with Case Manager is required)*

Do you have a 504 (Circle): YES NO

Complete Course Requests on page 7

Semester 1 - E-Laker Online Courses Requested	
E-Laker Courses	In-Person Courses

Semester 2 - E-Laker Online Courses Requested	
E-Laker Courses	In-Person Courses

Office use only:

Check Off	Action:	By Who:	Date:
	E-Laker Skyward Enrollment		
	Skyward Schedules Updated		
	Enrolled in Subject Courses		
	Welcome Email Sent		