Registration of Online Courses for _____

Online Course
Student Handbook (2023-24)

Neillsville School District Online Services
In partnership with Rural Virtual Academy

Registration of Online Courses for _____
<div align="center">(Student's Name)</div>

Guidelines and Information for Students taking Online Courses

Welcome….

We welcome you as an Online Student!

We welcome you as a student taking courses through the Neillsville School District. We are eager to help you at any time so feel free to get in touch with us when you need an answer. This handbook has been designed to provide you with answers to many of the questions or concerns you may have and summarizes the important policies that govern online courses. Please refer to this handbook, in combination with additional information from our guidance counselor. And remember, you are not alone. You are part of a "virtual community" of students and staff and we are here to help.

You will be using policies and forms adopted by the Neillsville School District's School Board.

Making Assumptions

First of all, we are making a few assumptions:

1. You have been approved to enroll in an online course(s), as stated in the board policy.

2. You accept your responsibilities as an online student and have read and signed the agreement attached to this information booklet.

3. Your parent(s) or guardian has granted permission to take an online course and the Parent Permission Form has been signed and given to the MS/HS School Office.

4. You have worked with the guidance counselor to enroll you online and has arranged for the hardware, software, and required materials you will need to get started.

5. You are following the proper sequence for semester enrollments (i.e. Semester 1 then, Semester 2)

If these assumptions are wrong, you will need to contact the guidance counselor in order to get started.

Steps to Get Started….

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- **Step 1:** Make sure you have received the required course materials and login/password information. Write down the course website, login information, and email on the last page of this Handbook.

- **Step 2:** Clarify with your local/online teacher the location(s) and hours that you will be able and expected to work on your course.

- **Step 3:** Verify the date you will need to complete the course

- **Step 4:** Create a file folder where you can store the course information, notes, and printouts.

- **Step 5:** Log on to your course and make sure everything is working.

- **Step 6:** Print out a schedule of the course assignments and tests and set a timeline for completing them. This will help you keep on track and set realistic goals. If you find you need an extension in order to complete the course, talk with the local contact person(s) who will get in touch with the course vendor to determine if this is possible.

- **Step 7:** Complete the Course Orientation found in your online course.

- **Step 8:** Try to plan a consistent and minimum time you will work on the course each day.

Keep in mind that in classes you have **a five(5) day trial period for the course**. If after you start a course you feel that online learning is not for you, talk to your counselor. You may decide that the online course does not fit your learning needs. If you do not meet the course schedule in the first two weeks of the course, you may risk of falling behind in the class.

To be successful in your course, you will need to work independently, stay on task and maintain a regular schedule of logging on and keeping up with the readings, course assignments, homework, discussions, and other expectations. There is no way to 'sit in the back' and be silent in an online course! So good luck, and be sure to be in contact with your online and local teachers as soon as you run into any problems.

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Please read carefully….

Academic Integrity

The Neillsville 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 enrollment, all students must accept the ability of the local district to require that students perform tasks or undergo additional assessments in addition to those of the online teacher.

Copyright

Online courses use copyrighted materials that have been licensed or developed by their vendor.

Cost

The Neillsville School District will require payment before starting any online class(es) based on the following scheduling plan:

- Credit Recovery: **$50.00 (non-refundable)**

- Personal Choice: In the case that a student wants to choose a course that is not required = **$50.00 (non-refundable)**

- Acceleration: In the case that a student wants to take a course to graduate early = **$100.00 (non-refundable)**

- Career Focused Electives= **$100.00 (non-refundable)**

- Scheduling conflict: **Free**

- Full-time Online: **Free**

**If a student does not complete a course or receives a failing grade for a course, the student shall reimburse the Neillsville School District for the full cost of the course and all related materials (books, ebooks, guides, etc…).

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Course Completion

Upon completion of your online course, email your online teachers that you have completed all requirements. The teacher will verify by e-mail that all assignments have been completed and graded. An incomplete will be issued for any unfinished course. Please see the district student handbook on how to handle this matter.

Credit and Grade Posting

The principal and guidance counselor, in consultation with the online teacher (OT), will determine credit and grades for the course you are taking. Your guidance counselor will be responsible for posting your credit and grade to your transcript.

**Quarterly grades will be posted to progress reports for online students and are susceptible to any Athletic Code and Honor Role Policy.

Academic Probation (In-House Students)

All students are required to meet certain academic standards. In order to monitor student progress and ensure all students are meeting reasonable academic expectations, the Neillsville School District will conduct Academic Progress Checks. If any student is not at a grading average of 73% (C), or better, they will be placed on Academic Probation. This simply means that that student will be required to stay in the High School Learning Center (IMC) during their scheduled RVA class period. When adequate performance is once again reached and maintained, that student will then be granted the return of the privilege to go elsewhere, during that scheduled period.

Academic Probation (Off-Campus Students)

All students are required to meet certain academic standards. In order to monitor student progress and ensure all students are meeting reasonable academic expectations, the Neillsville School District will conduct Academic Progress Checks. If any student is not at a grading average of 73% (C), or better, they will be placed on Academic Probation. This simply means that that student will be highly encouraged to attend the High School Learning Center (IMC) 3 days a week for a schedule block of 2-3 hours. If a student is failing (59% or lower) any class, that student would be required to attend the High School Learning Center (IMC) for a minimum of 3 days a week for a block of 2-3 hours.

Discipline

All students enrolled in a course are subject to the rules and restrictions implemented by the Neillsville School District.

Harassment Reporting

If you feel you are being harassed in your course environment, it is important to report it immediately to your instructor.

Netiquette

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

Security

Security on any computer system is a high priority, especially when the system involves many users.

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And Finally….

Tips for Discussion Board Posting

Constructive Criticism

It is human nature to disagree with people. However, it is important to remember that you need to respect your fellow classmates. In responding to something you disagree with, it is essential that you are specific in what you want to respond to.

Posting Discussions

In a traditional classroom you are able to talk to your group members after class, or you might be given time during the class to discuss our work. However, online classes aren't conducted face to face so your communications will be through e-mail most of the time. This means that it is essential that you are communicating regularly with your group for assignments. If you are going to be out of town, are sick, or are unable to communicate with your group for any reason, you need to make them aware of this situation as soon as possible.

Preparation for Discussion

This is really related to constructive criticism and active group participation. In the online discussions, thoughtful responses will make your posts easier to read and will also help your classmates respond to them. While some online classes may not require your participation in discussion, the majority will. This means that you will be required to make posts based on assignments, and on the information you have read.

Motivation

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

Managing Your Time

In an online course, **time management is critical** to success because most activities can be accomplished asynchronously—you don't have to be online at the same time as your instructor or other students. 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 if you fall behind.

<div align="center">*The following pages must be submitted to the office, along with payment, before any courses are released.*</div>

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<p align="center">(Student's Name)</p>

Student Contract for Online Courses
<p align="center">**Local Contact Person(s): Mrs. Backaus and/or Mr. Hanson**</p>

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.

**Students will not be enrolled into additional online courses, if outstanding payments have not been made.

Yes	**No**	I have read this Handbook. I understand and will adhere to its expectations and policy.
Yes	**No**	I currently have a 2.0 GPA and/or have successfully passed previous online classes prior to this semester (Retaking only once).
Yes	**No**	I will make a commitment to log in and work in my online class at least 5 hours throughout the week or as often as I need to remain on schedule.
Yes	**No**	I am responsible for making up all work that I have missed if I am absent from school.
Yes	**No**	I will follow my district's Acceptable Use Policy that sets guidelines for Internet and e-mail use.
Yes	**No**	I will NOT change my password because the only way that I will receive credit for the course is by having my teacher check my progress.
Yes	**No**	I will NOT use any other student's login or password.
Yes	**No**	I will NOT use e-mail for personal use if the school prohibits it.
Yes	**No**	I will try to be as clear as possible and use courteous language when I communicate with my teachers and online classmates.
Yes	**No**	I will review e-mail before I send it.
Yes	**No**	I will always include my first and last name so the instructor knows who I am.
Yes	**No**	I will abide by the rules of both my online and local teachers and the person who is in charge of the room I work in (library, study hall, computer lab, etc.).
Yes	**No**	I will notify the online and local instructors with any problems that I have with the class or computer.
Yes	**No**	I will make sure to keep in contact with the online and local teachers at least once a week and to ask questions as they come up.
Yes	**No**	I will make a commitment to complete this course by _____ (date).

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Purpose for Class(es): (Check one)

○ **Credit Recovery-CR ($50.00)**

○ **Personal Choice-PC ($50.00)**

○ **Career Focused Elective-CF ($50.00)**

○ **Credit Acceleration-CA ($100.00)**

○ **Scheduling Conflict-SC (NC)**

○ **Full-time Online-FO (NC)**

** I understand the needs and expectations of the course and agree to fulfill my responsibilities and will work to successfully complete this online course.

Student: _____ Date: _____

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Parental Permission for Participation in Online Learning

My child _____ 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 child's part. I agree to fulfill and to take responsibility for my child when the course requires either online or offsite learning experiences which may be held outside of the regular school day (as specified in the course description). I further acknowledge that both my child and I understand and will fulfill the obligations of the Neillsville School District's Internet/Technology Acceptable Use Policies.

As the parent/legal guardian of this student, I understand and give permission for the Neillsville School District to save and share information about my child. 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 child'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, or whether the student is gifted or talented or receives district services such as special education or ESL programming. 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.

Course Information:

> *Cost for each online class, as explained earlier, may require a fee of $50.00 or $100.00 to be paid before login information is released for the course. Each class is itemized on the back of this form.*

Other Important Information regarding this course:

> ****If the course(s) requirements are not met, student/guardian will be responsible for the cost of the course and all related materials, which could be more than $300.00.**

Signed: _____   **Date:** _____

☐ Parent   ☐ Legal guardian   ☐ I am a student of legal age (18 years or older)

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Course Title	Purpose (CR,PC,CA,CF,SC,FO)	Cost (based on purpose)
	Total Amount Due:	

**Should the course requirements not be met, student is responsible for all expenses determined after the start of the semester.

Note: This document is valid only for the course listing provided. Each course is delivered as an independent instructional experience and requires independent parental approval.

Jjh 2/09/2023