

# Summer School Online Course Student Handbook (June 3-June 27)



*Neillsville School District Online Services  
In partnership with Rural Virtual Academy*



## *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....

- **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.

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.

Please read carefully....

## Important Information

### 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. (\*See attendance note at the bottom of page 5)

### 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

- Full-time Summer School: **Free** (\*\*See additional note on page 5)

**\*\*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...).**

### 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. (See note on page 5)

### 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.

### 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.

## 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.

***The following pages must be submitted to the office before any courses are released.***



## Student Contract for Online Summer School Courses



**Local Contact Person(s): Mr. Hanson**

*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.*

### 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.

#### **Other Important Information regarding this course:**

**\*If student misses more than three class sessions, he/she will be dropped and ineligible to earn credit.**

**\*\*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 \$150.00.**

**This HS Summer School Session will run from JUNE 3 thru JUNE 27, 2024.**

Registration of Online Courses for \_\_\_\_\_  
 (Student's Name)

<b><i>High School Course Title</i></b>	(Check to Enroll)
<i>(Each class runs from June 3-June 27, 2024)</i>	
Driver's Education (0.5 cr)	<input type="checkbox"/>
Digital Photography I (0.5 cr)	<input type="checkbox"/>
Individual Sports (0.5 cr)	<input type="checkbox"/>
U. S. Government (0.5 cr)	<input type="checkbox"/>
Personal & Family Finance (0.5 cr)	<input type="checkbox"/>
<b>*Medical Terminology (0.5 cr) &amp; (3 cr)</b>	<input type="checkbox"/>
<b>Written Communications (0.5) &amp; (3 cr)</b>	<input type="checkbox"/>
Creative Writing (0.5 cr)	<input type="checkbox"/>
Psychology (0.5 cr)	<input type="checkbox"/>
Health I: Life Management Skills (0.5 cr)	<input type="checkbox"/>
Forensic Science I (0.5 cr)	<input type="checkbox"/>
Career Prep (0.5 cr)	<input type="checkbox"/>
Skills for Success (0.5 cr)	<input type="checkbox"/>
Sports & Entertainment Marketing (0.5 cr)	<input type="checkbox"/>
<b>*Dual Credits Available through Northcentral Technical College</b>	

**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.

\*\* 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 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Registration of Online Courses for \_\_\_\_\_  
(Student's Name)

<b><u><i>Middle School Course Title</i></u></b> <i>(Each class runs from June 5-June 30, 2023)</i>	(Check to Enroll)
<b>Summer Math Adventures</b>	<input type="checkbox"/>
<b>Read &amp; Write for Success</b>	<input type="checkbox"/>
<b>Art &amp; Soul</b>	<input type="checkbox"/>
<b>Summer of Tech</b>	<input type="checkbox"/>
<b>Exploring the Spanish Speaking World</b>	<input type="checkbox"/>

**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.

\*\* 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 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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