



Appleton eSchool
Your Digital Learning Hub

Policies and Procedures

Approved by Governance Board
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Mission Statement:

Our mission is to utilize new and emerging technologies to provide students a pathway to achieve success within a 21st century learning environment. Appleton eSchool will provide high-quality standards-driven curriculum that is able to accommodate students' varying physical locations while providing flexible time frames and course pacing.

Appleton eSchool Governance Board Belief Statements:

Based on local research and experience to date, the Appleton eSchool Governance Board believes in collaboration with the Appleton Area School District Board of Education:

- Appleton eSchool should offer a wide variety of course options for high school credit as generated by students' needs and interests.
- Appleton Area School District students should be encouraged to complete at least one online course as preparation for an increasingly technological world.
- In general, it is not recommended that students take all of their high school courses through online learning.
- The future success of Appleton eSchool is contingent upon exploring and engaging in partnerships that maximize resources to benefit students.

What is a charter school?*

Charter schools are public, nonsectarian schools created through a businesslike contract or "charter" between the operators and the sponsoring school board or other chartering authority. The Wisconsin charter school law gives charter schools freedom from most state rules and regulations in exchange for greater accountability for results. The charter defines the missions and methods of the charter school; the chartering authority holds the school accountable to its charter. The charter school motto is Autonomy for Accountability.

Wisconsin established charter schools to foster an environment of creativity. They can exist as living laboratories that influence the larger public school system and introduce an element of competition within that system. Charter schools are created with the best elements of regular public schools in mind. Their leaders may experiment with different instructional theories, site-based management techniques, and other innovations. They learn, sometimes by trial and error, what works best for their student population. Regular schools can observe and learn from what happens in the charter school and make similar improvements. Through this process, the entire public school system is continually challenged to improve itself.

Wisconsin also wants each charter school to meet the special needs and interests of its community, parents, and students. This is what makes each charter school unique. While many goals for educating and preparing children are similar, each charter school fulfills a specific local need in education. Some charter schools offer a choice to parents and students in the area of curriculum, teaching methodology, and classroom structure. Others work to keep that small population of at-risk students from falling through the cracks, offering counseling, personal attention, and support. In districts with charter schools, the community, school boards, and parents have identified their public education needs and have established charters that meet them.

*This and additional Charter School information can be found on the Wisconsin Charter Schools website. <http://dpi.wi.gov/sms/csindex.html>

Description of an Online Course

The online courses offered by Appleton eSchool are web-based which means they are accessible from anywhere there is Internet access.

- Students have access to their courses 24 hours a day, 7 days a week, providing flexibility in scheduling when students work on their assignments.
- Lesson content is provided online and all assignments are submitted electronically.
- Courses may have supplemental text materials.
- Each course has a Wisconsin DPI certified teacher that works directly with the students facilitating their learning and evaluating their efforts.
- To prepare students to be successful online learners, they complete an online orientation course.

Enrollment Options for AASD Residents

Any AASD resident who is a student in grades 7 through 12 may request enrollment in eSchool courses. AASD Students in grades 7-8 may be limited to courses designated for middle school students based on availability. AASD residents in grades 6 and younger may request enrollment in eSchool courses if available.

- Any AASD high school student can enroll in any of the online courses listed on the Appleton eSchool website www.appletonschool.org based on individual interest, meeting any course pre-requisites and availability.
- Appleton eSchool offers continuous or rolling enrollments (September through February). Some courses are also available in a cohort model.
- Appleton eSchool courses are also part of the high school scheduling that occurs in the AASD student information systems. eSchool courses can be selected and placed into the high school schedule during the high school scheduling window (usually occurs in December – January) for the upcoming school year.

- Students typically enroll in one online course initially to determine if the online learning environment is a good fit for them. After successfully completing at least one semester course online with a grade of “C” or better, a student may request enrollment in two courses simultaneously.
- Blended schedules are also an enrollment option for students. Students may take part of their schedule online and part of their schedule at their affiliate high school. Blended students are expected to adhere to all partner high school student expectations. A student may request an on-line course to replace a previous grade in the same course, to take a course not available at their site, part of their schedule, as an extension of their schedule, as a result of a significant schedule conflict or as a personal preference.
- Special consideration is provided for students with significant life obstacles: i.e. dropouts, adjudicated and/or incarcerated youth, teen parents, homebound students, students with physical, mental or emotional difficulties, voluntarily withdrawn or expelled students, self-supporting youth, transient students, students in treatment programs.
- A variety of AP courses are available. Check with your guidance counselor or the Appleton eSchool office to determine if the course you are seeking is available.
- Full-time student status may include both on-line and traditional courses. Full-time status is defined as enrollment in an equivalent of 6.0 credits for freshmen, sophomores, and juniors. Five credits are required for seniors. Blended Schedule and part-time students must adhere to all affiliate high school attendance policies. All building attendance policies apply for part-time online students.
- Middle School students: Appleton Area School District middle school students may request enrollment in eSchool courses with Principal and/or counselor permission. eSchool courses taken during the middle school years will not be awarded high school credit. After completing 8th grade, students interested in pursuing online high school classes with eSchool are encouraged to take an online course during the summer session immediately following completion of 8th grade. High school level courses taken after completing 8th grade will have the ability to accumulate high school credits.
- A unique summer session provides the opportunity for students to complete a **half-credit course** in an accelerated paced format. (See **Summer Session**)

Intra-District Full-time Open Enrollment

Full-time online student status for AASD resident students involves applying by the last Friday in April for the following school year. Students applying for full-time

status after the last Friday in April will be considered for enrollment on a case-by-case basis.

- Full-time online student enrollment requires a planning meeting with the student and their parent/mentor/coach with an eSchool staff member as a part of the enrollment process.
- Full-time status for a high school student is defined as enrollment in an equivalent of 6.0 credits for freshmen, sophomores and juniors, 5 credits for seniors.
- Full-time status for a middle school student is defined in cooperation with your eSchool coach. This includes enrollment into at least the core subject areas.
- Students are expected to have successfully completed at least one online course with a grade of “C” or better prior to enrollment as a full-time online student. If they have not done so prior to applying for intra-district open enrollment they would be expected to do so during the spring or summer term prior to their anticipated full-time enrollment. This is intended to ensure that the online learning environment is a good fit for the student.
- Full-time online students are eligible to participate in co-curricular activities and athletics in their high school of residence. The same guidelines apply for traditional students and online students. If interested, students must contact the activities director at their assigned high school for additional information. Students will have the opportunity to participate in opportunities offered through the resident campus school. All eSchool students may participate in athletic teams and may be active members of other clubs and organizations of the resident campus school (or Partner School when allowed) as appropriate to their grade levels. In addition, eSchool students may also participate in any co-curricular program offered by the resident campus.
- As noted in the core beliefs, the Appleton eSchool Governance Board firmly believes that some experiences in a traditional classroom are an important part of a high school education. Therefore, every effort will be made to provide some traditional classroom course experiences for full-time online students.
- A full-time student not making adequate progress toward graduation or meeting participation expectations (as defined by school personnel) may be reassigned to their local school of residence.

Returning Students Without Diplomas

Appleton Area School District residents who have not graduated and have not reached the age of 20 (Age 21 for EEN) are eligible to enroll in online courses to complete their diploma requirements through Appleton eSchool whether or not they attended an AASD high school. The student must meet minimum attendance requirements or they will be administratively dropped.

Returning Students Age 20 or more

Appleton Area School District residents, or former Appleton high school students, who have passed their 20th birthday and are within 6 credits of completing their diploma requirements, may be considered for enrollment on a case-by-case basis.

Home School Students

Home School students may enroll in up to two district courses per semester and still maintain their Home School Status. Either or both of these could be on-line courses.

Private School Students

Appleton Area School District resident students attending a private school may enroll in up to two locally provided courses per semester. Either or both of these could be on-line courses.

Enrollment Options for Non-Residents

Full-time Open Enrollment

A student, whose application for open enrollment was approved by the district during the state of Wisconsin open enrollment is eligible to participate in eSchool courses for the following school year. Information, timelines and forms for Full-time Open Enrollment are available at the Department of Public Instruction website.

<http://dpi.wi.gov/open-enrollment>

Open enrolled eSchool students will be able to participate in co-curricular activities at the AASD high school closest to their home residence measured how the “crow flies.”

Course Options *(Formerly Part-Time Open Enrollment)*

Students attending the local public school in their community of residence are eligible to apply for Course Options.

- Appleton eSchool offers continuous or rolling enrollments (September through February) subject to availability in the requested course.
- In accordance with the DPI processes, it is preferred that requests should be made 6 weeks prior to the time the requested course would begin.
- Information, timelines and application forms for Course Options Open Enrollment are available at the Department of Public Instruction website:

<http://dpi.wi.gov/courseoptions>

Contract Students

Students from outside of AASD can take online courses under a contract with their resident school district based upon their district pre-approval of the course for credit and course availability.

Private Payment Students

Non-resident students can enroll in online courses through private payment with prior approval of the course credit from their resident high school. Private payment requests are subject to course seat availability.

Summer Session - Partnership with Fox Valley Summer Consortium

A unique summer session provides the opportunity for Fox Valley students to complete a half-credit online course in an accelerated format. (See Summer Session page 15)

Steps in the Ongoing Course Request & Enrollment Process

Students requesting full-time placement must complete an online application found at the website www.appletonschool.org and provide a current transcript if they have earned any high school credits.

AASD Students looking for ongoing course enrollments as part of a blended schedule, September – February, will log into the eSchool system with their AASD credentials to request the course.

Step 1 (*non-AASD residents only*) From the Appleton eSchool website, www.appletonschool.org a parent/guardian creates an eSchool account. After the parent/guardian has created an account, the student account will be created in the eSchool online system.

Step 2 The student and/or parent will select a desired course from the online registration system and submit the course request electronically through the eSchool online account.

Step 3 After requested, the course will need to be electronically approved by eSchool and the student's school counselor. In addition, all students are required to upload a current eSchool student contract to their eSchool profile before the course request will be approved by the eSchool.

Step 4 After the course request is approved by eSchool, the student will be enrolled into the online orientation course. The student is required to successfully complete the online orientation. Successful retuning students only need to complete an abbreviated version of the online orientation course.

Step 5 Once the online orientation mini-course has been successfully completed the student will be enrolled in their requested online course. (**Summer session requires new students to attend an advertised first day of class session in June**).

NOTE: Open Enrollment and Course Options involves paperwork or electronic applications located on the DPI website: <http://dpi.wi.gov/open-enrollment> or <http://dpi.wi.gov/courseoptions>.

Expectations for the Mentor/Coach

Every online student is required to have an identified Mentor/Coach. Typically it is a parent but it can be another adult who has regular contact with the student, a positive attitude about online learning and influence on the student. Recruiters, resource teachers, adult siblings and many others have successfully fulfilled this role. (NOTE: The Mentor/Coach must be over 18 years of age.)

The mentor/coach has a Guardian Account so they can monitor student progress in their Gradebook at any time to ensure that the student is on pace. This is particularly important early in the course. The mentor/coach is expected to provide support and encouragement to the online student. They may need to assist the student in managing and structuring their time in order to maintain adequate progress in the online course. If any challenges or issues arise, it is the role of the mentor/coach to assist the student in resolving those issues. The Mentor/Coach should regularly review the student Gradebook to ensure the student is on pace. The Mentor/Coach is an important liaison between the student and the teacher.

Parents must inquiry with the eSchool office to request a parent/guardian account. If an account already exists, the credentials may be recovered on the eSchool login page.

Something to Consider: Students who are actively engaged in their online course within the first 48 hours after completing their First Day of Class tend to be the most successful. The longer students delay becoming active in their online course, the less successful they tend to be.

Getting Started with an Online Course

Student Contract

All students and parents will agree to sign a current school year or summer student contract in agreement with specific policies related, but not limited to:

- Progress & Attendance/Failure to Participate Expectations
- Drop Policy & Trial Period
- Acceptable Use Policy
- Academic Honor Policy
- Final Exam & Grading Policy
- 2 week trial period (full-time student)

Drop Policy

Since online courses may not be a good fit for all students, there is a **2-week drop window beginning on the course start date**, in which students can drop the course without consequences. (Note the Drop Policy for Summer Session, page 16)

- The student or parent must submit an official drop request from their eSchool profile/account with their intent to drop the course.
- Parent/Mentor/Coach will need to confirm their support for this decision either by email or phone call to the Appleton eSchool office.
- The student may be **administratively dropped** from the course for either of the following reasons:
 - Student does not successfully submit at least one appropriately completed assignment within 7 calendar days of their First Day of Class session.
 - Student is not On Pace by the end of the second week in the course and has not been making sincere efforts to get up to speed.
 - “Failure to Participate” – Students that have greater than 20 assignments missing in a 2 week period of time.
 - **Additional Note for Full-Time eSchool Students:**
 - Students may be administratively dropped from the online orientation and removed from the Appleton eSchool if the orientation is not completed within 3 days.
 - Truancy may also be initiated during the orientation course.

Pace Plan

Based on student goals for course completion, the Pace Plan is determined by the start and end date of the course to be completed. Students have the flexibility to accelerate, or extend their pace one time per semester course if desired. Students can also complete a semester course within a traditional semester. The Pace Plan assigns Due Dates for all assignments that then become the benchmarks of progress to support the completion goals.

- Students may be held to these Due Dates just as they would be in a traditional classroom.
- Teachers may reduce the point value for assignments submitted beyond the Due Date.
- Students have the option to revise their Pace Chart once during each semester course.
- Students always have the option of working ahead of their Pace Chart and are encouraged to do so whenever possible.
- If students will not have access to their course for several days, for example, because of an upcoming vacation, they are expected to work ahead so that all assignments due during their absence would be completed prior to their departure. If a course expires, students must meet with an eSchool teacher/coach to regain access to the course.

Attendance

Attendance in online courses is performance based. It is measured not only by logging on to the computer, but by successful assignment completion and submission, participation in course activities such as threaded discussions, and communication with the online teacher.

The **Minimum Attendance Requirement** is to **successfully submit at least one appropriately completed assignment for each online course every calendar week**. Any student not meeting that expectation is considered truant for that week.

Not meeting the Minimum Attendance Requirement for any 3 weeks in a semester for any course (or combination of courses if enrolled in more than one courses) is considered **Habitual Truancy** and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15(1)(a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

Truancy Court

The Appleton Area School District has adopted a truancy court process for local AASD students chronically not in attendance.

- Full-time AASD resident eSchool students are expected to participate in the AASD supported truancy court process.
- eSchool students enrolled in blended schedules are expected to participate in the AASD supported truancy court process.

E-Mail Accounts

Students must have a working email account. AASD students are assigned an AASD email. AASD students are expected to check their AASD email on a daily basis.

Parent/Mentor/coaches are asked to use email addresses* that readily identify them. Most internet email accounts allow people to change email addresses. Many parent/mentor/coaches find that using their "work" email account is the most efficient and effective in communicating with the online teachers.

**The Appleton eSchool staff will use this information only for the benefit of supporting your efforts and those of your student. They will not share this information with anyone else without your direct permission.*

Email Etiquette

Students are expected to communicate with teachers, other students, and the school using appropriate language. Students should be sure to sign their emails as well as use proper punctuation and grammar when communicating via email.

Communication of Student Progress

1. The Parent/Mentor/Coach has access to the student Gradebook 24/7 to check on student progress at any time as compared to the Due Dates and completion goals of their Pace Chart. Either have the student log in or request a guardian account with eSchool.
2. The Parent/Mentor/Coach can email the online teacher at any time about questions or concerns they have regarding the student's progress. They can

request a phone conference by including in their email, a phone number and times they are available for the teacher to contact them.

3. At least once each month the online teacher prepares a Progress Report and is sent via email to the student and parent in the student profile. A notice is sent to the Parent/Mentor/Coach at the email address designated on the registration.
4. Teachers may notify the eSchool coach or guidance counselor if there are other student concerns. eSchool coaches or counselors will be expected to contact students and report any extenuating circumstances to the eSchool staff.
5. Course work assistance with the online teacher may be available as needed via a Virtual Office, Whiteboard, phone call or in person. Prior arrangements need to be made with the online teacher to schedule such assistance.

Summary of Responsibilities

Student Responsibilities	Parent/Mentor/Coach Responsibilities	Teacher Responsibilities
<ul style="list-style-type: none"> • Log on to the course regularly each week • Ask questions if you don't understand something • Stay on pace (Reference your personalized pace plan in BrainHoney..) • Communicate regularly with your online teacher 	<ul style="list-style-type: none"> • Ensure access to necessary technology • Monitor Gradebook and Pace Chart • Provide support and encouragement • Provide structure and guidance as needed • Be a liaison between student and teacher as needed • Attend student/parent training events as needed. 	<ul style="list-style-type: none"> • Return phone calls and emails by the end of the next school day • Grade by the end of the next school day • Provide progress reports at least monthly to Parent/Mentor/Coach. • Meet with students online in the Chat Room or Whiteboard as needed, by phone or in person as the situation warrants.

Online Course Assessment Strategies

Anything graded by the teacher in an online course is considered an assessment. Online students are assessed using a variety of thinking and learning strategies. Here are a few examples.

- Knowledge (quizzes, oral quizzes, exams, worksheets)
- Comprehension (projects such as PowerPoint, brochures, newsletters)
- Application/Problem Solving (applying concepts to real life problem solving)
- Critical Thinking/Analysis (essays, reports, reflective journaling)
- Synthesis (create a brochure, write a song, design a collage etc)
- Evaluation (write a persuasive essay or speech)
- Teamwork and Collaboration (Threaded Discussions, Chat Room and Whiteboard activities)

Grades

Many of the online assignments are graded by the teacher just like they would in a face-to-face course. Others may be auto graded within the course, providing immediate feedback.

- **Full Credit**
 - Students will have the opportunity to demonstrate mastery of learning standards as determined by the teacher.
 - Students will be allowed to redo or resubmit any assessment for full credit.
 - The teacher syllabus or course expectations document will define specific conditions for each course.
 - Late Work
 - Points will not be deducted for late work. Rubrics or grading practices will not be based on behavior.
- The GRADEBOOK button indicates current grade standing in the course.
- Students may drop or be dropped from a course within the first 14 days after their First Day of Class session with no consequence.
- A drop after that date would result in a grade of an “F” or “W/F”.
- The AASD high School Grade Scale is applied for online courses completed by resident students.
- For Non-resident students the grade for the course(s) is reported as a percentage and letter grade. The local district of residence has the discretion to determine the official letter grade based on their local Grade Standards.

Final Exams

Students must pass the semester exam in order to be awarded credit for the course no matter what grades have been earned throughout the course, unless knowledge of content can be substantiated.

- Final exams are to be taken in a proctored setting for students seeking high school credit.
- Final exams for middle school courses not awarding high school credit may be taken in a non-proctored setting.

Academic Honor

All submitted work must be authentic, representing original ideas and/or citing all relevant sources for researched information if it is not completely original. There is “no tolerance” for work plagiarized or completed by another person.

- Submitting plagiarized work or work completed by another will result in receiving a failing grade for the assignment and possibly for the course. Students will be required to complete the assignment without credit in order to continue in the course.
- Oral quizzes in person or on the phone are a common means of assessment in the online learning environment. Students may be asked to discuss the process used in research for a project, paper or other course activity.

Course Numbers and Schedules

Online courses will include the word “online” in the course requests and transcript systems in the AASD Student Information System (Infinite Campus). Retaking an equivalent course with eSchool (an equivalent course will typically have the same course number) results in the higher of the grades prevailing.

Credits and Transcripts

Grades and credit for online courses appear directly on the transcript within a month of the traditional semester end dates. The student’s transcript reflects the Appleton eSchool or school of residence within the Appleton Area School District depending on the type of enrollment with eSchool.

Graduation Requirements*

Beginning with the graduating class of 2017, AASD Students are required to complete 23 credits to earn a high school diploma and meet the AASD graduation requirements, which include: 4 credits of Communication Arts, 3 credits of Science (at least 1 credit of Physical/Earth Science, 1 credit of Life Science), 1 credit of Civics, 1 credit of US History, 1 credit of a World Studies, 3 credits of Mathematics, 0.5 credit of Health, 0.5 credit of Personal Financial Management, 1.5 credits of Physical Education, 1 credit of Fine Arts and 8.5 credits* of Electives.

Graduating classes prior to 2017, the requirements are the same with the exception of Math (2 credits), Science (2 credits) and Electives (8.5) credits.

*Math, Science and Elective Graduation Requirements are still pending. Because several of these requirements are currently pending, reference the AASD website for current graduation requirement information.

“Online Course Ready” Badge

The Online Course Ready badge is an easily identifiable credential visible on the official student transcript. This badge alerts educators and employers that the student has a proven level of online learning success. This badge recognizes and identifies the powerful attributes that come with a successful student; therefore, understanding how these attributes translate into the workplace, college and life success.

Badge Criteria:

- **Complete one online course successfully with a grade of B or better.**

This badge will be awarded on at least the eSchool AASD transcript. It will be added either with a physical stamp or electronic stamp in our Student Information System. Students are responsible for ensuring the badge is added to their transcript properly.

Students who have an academic honor violation with eSchool may not be determined eligible for the badge. Students who have more than one academic honor violation will not be eligible for the “online course ready” badge.

Diploma for eSchool Students

eSchool students who complete at least the final semester of high school with the Appleton eSchool will be eligible to receive an eSchool Diploma. Full-Time eSchool students may walk with their resident AASD high school and receive an Appleton eSchool diploma. AASD residents may request a diploma from their home attendance school.

Disciplinary Procedures

All AASD School Board Disciplinary policies apply following the appropriate Due Process guidelines, as explained in the following steps.

Step One - Contact the teacher. If it is a serious issue, you may wish to schedule a meeting rather than discuss it on the phone.

Step Two - If no resolution has been reached, or if your concern is broader than a single course issue, contact Matthew Mineau 832-6212, the Administrator of record.

Step Three – If resolution is still not reached, contact Ben Vogel the Assistant Superintendent assigned to Appleton eSchool.

Step Four – Unresolved issues may be appealed to the Superintendent of Schools, at 832-6126.

Step Five – The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to President of the Board of Education, AASD Administrative Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019.

Fees and Supplies

Any supplies or other materials not provided directly in the course are the responsibility of the student. (Examples: cost of CPR training for Health, drawing and painting supplies for Art 2D, summer session registration fee).

No Transportation or Food Service Available

No transportation or food services are provided for Appleton eSchool students. Charter school students and their families are responsible for any costs related to transportation or food. Appleton eSchool students will want to check with Valley Transit for information for the AASD Student ID Ride Program:

<http://tinyurl.com/9ld57lp>.

Computers and Internet Access

Access to the technology utilized by eSchool courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance. All district technology policies apply in this learning environment. These policies are available on the district websites. Please refer any questions to the local district contacts.

Appleton eSchool (as part of AASD and the passage of the February 2014 referendum) provides a computing device; however, does not typically provide internet access for students in their homes.

- Issued computing device will need to be returned in accordance to AASD checkout and return policies.
 - Specifically this applies at course completion, exiting eSchool or enrollment termination.
- Students attending their resident high schools may access their online courses on campus subject to availability and building policies.
- Access during the school day cannot be guaranteed for all students taking online courses.
- Students are encouraged to use their school issued computing device at school to work on eSchool in appropriate and respectful manners.
- Students may utilize opens computer stations when available (LMC, Labs, Various learning spaces throughout AASD)
- Students are encouraged to bring their personal computer device ([BYOD](#)) to complete eSchool courses at their resident school.

Co-Curriculurs:

Full-time online students are eligible to participate in co-curricular activities and athletics in their high school of residence. The same guidelines apply for traditional students and online students. If interested, students must contact the activities director at their assigned high school for additional information. Students will have the opportunity to participate in opportunities offered through the resident campus school.

- All eSchool students may participate in athletic teams and may be active members of other clubs and organizations of the resident campus school (or Partner School when allowed) as appropriate to their grade levels. In addition, eSchool students may also participate in any co-curricular program offered by the resident campus.

Summer Session:

Through a partnership with Fox Valley Summer Consortium, online courses are available to students in any of the consortium schools during a unique and very fast session.

NOTE: The online orientation, First Day of Class for new eSchool students and proctored exam dates are NON-NEGOTIABLE. **New eSchool students are required to attend a First Day of Class session** in person. If the student is not available on the first day of the summer session, the student will not be eligible to enroll.

Dates:

The summer session is typically scheduled to begin the Monday after the Appleton Area School District traditional student calendar year officially ends and runs for about six consecutive weeks.

STEPS TO ENROLL IN THE APPLETON ESCHOOL SUMMER SESSION:

See the eSchool website for all registration details: www.appletonschool.org.

Registration

- Courses available for the summer session would be listed on the website www.appletonschool.org and provided to all of the Consortium Summer School Coordinators as well as the AASD middle and high school guidance counselors. The information will also be provided in the newsletters distributed by the AASD high schools.
- Registrations will close about a week before the start of the summer session. The exact date will be published on the eSchool website.
- All registration information is confirmed by a parent and a school counselor to ensure that course selections and numbers are accurately recorded.
- Incomplete and/or incorrect registrations will not be processed.

Orientation mini-course

- All students with a completed and processed registration on file in the eSchool office will be activated in the Orientation mini-course on the advertised date. Information will be emailed to the Parent/Mentor/Coach and Student email addresses indicated on the registration.
- Students are required to complete the summer orientation course before they are eligible to be enrolled into their requested course.

First Day of Class session *(new eSchool students only)*

- The student must attend one of the First Day of Class sessions scheduled during the first day of the summer session.
- All applicable Appleton eSchool policies are in effect during the Summer Session and are outlined in the Student Contract.

Drop Policy

During the summer session the second Friday of the session is the last date to drop a course without consequences.

Course Work

- Students are responsible to meet the due dates on the pace chart provided for them.
- Students can always work ahead to accommodate other activities but may lose points for assignments submitted after their Due Dates.

Proctored Final Exam

- If students have not completed their final exam before the advertised final exam session, students must attend the proctored semester exam session scheduled for their course during the last day of the summer session.

Physical Education (PE) – Additional Information

- PE students may have a personal fitness assessment with the instructor at the beginning and end of the course.
- The first PE Assessment may be completed at the time of the First Day of Class session.
- PE students have the option to attend supervised activities throughout the summer session. A schedule of the options will be available within the course. Every effort is made to schedule at various times of the day throughout the session.
- The final PE assessment is done during the proctored final exam.

Profile of a Successful Online Student

The following characteristics appear to be common with students who find success in the online learning environment:

Computer literate	Highly motivated	Independent learner
Manage Time well	Self-directed	Assertive
Self-disciplined	Self-advocate	Problem Solver
Follows detailed directions	Effective oral and written communication skills	

****Takes ownership for their learning**

Not all students taking online courses have these skills initially but with support and guidance they often develop them. The less of these characteristics students possess initially the more structure and support they need to be successful.

**This appears to be THE most critical indicator of potential success in online learning.

Keys to Being Successful in an Online Course

1. Schedule time regularly to work on the online course. (Keep in mind that it takes at least as many hours to complete an online course as it would to attend a traditional class and do homework.)
2. Keep Pace Chart handy and readily visible in your workspace.
3. Read - Don't skim the course information. The directions for completing assignments are written in the course!
4. Communicate often with your teacher. (If you're going to be out of town for several days during the week, let your teacher know).

Challenges of Online Learning

Time Management
Technology – Quality & Access

Misconception: Because it's online, it's easier
Adequate Communication

The Top 2 Known Enemies = PROCRASTINATION & UNRESTRICTED GAMING!

Note: All Appleton eSchool students are required to have their **current immunization** records on file in the school district.

Disclaimer

This document contains guidelines but is not all inclusive and is not intended to supersede or conflict with the Appleton Area School District board of education policies, state statutes for federal regulation or individual building procedures. Other policies and procedures developed throughout the year will be announced on the Appleton eSchool website. The foregoing information is subject to revision and is in effect for the current school year.