



Appleton eSchool  
Your Digital Learning Hub

# Policies and Procedures

Approved by Governance Board  
March 2019

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## **Founding Historical 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.

## **Historical 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.

## ***Appleton eSchool Core Beliefs (updated 2018):***

1. **Student Agency** – Empowered students activate their learning.
  - a. Enable an element of control for students over their learning.
  - b. Connect with and utilize coaches and mentors.
  - c. Choose from an expansive catalog of standards aligned courses.
2. **Flexibility** – Student learning and individual responsibility working together.
  - a. Embraces anytime and anywhere ongoing courses.
  - b. Provides access to dynamic high quality standards aligned content.
  - c. Allows for content and systems to update continuously to stay on innovative edge.
  - d. Supports today's needs of both in person and online learning.
3. **Skills & Experiences** – Success today generates post high school readiness tomorrow.
  - a. Experience at least one online course in high school and earn an online course ready badge.
  - b. Advocate by asking questions.
  - c. Communicate effectively with email, messaging and video.
  - d. Understand and utilize resources to learn.
  - e. Collaborate with students across Wisconsin.

## ***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 9 – 12 may request full-time or part-time enrollment in eSchool courses. AASD Students in grades 7-8 may request part-time enrollment in eSchool courses. Middle school students 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.appletoneschool.org](http://www.appletoneschool.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 part-time 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 interim session immediately following completion of 8th grade. High school level courses taken after completing 8<sup>th</sup> grade will have the ability to accumulate high school credits.
- A summer interim session provides the opportunity for students to complete a **half-credit course** in an accelerated paced format. (See **Summer Interim Session**)

### **Intra-District Full-time Open Enrollment**

Full-time online student status for 9-12 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.
- 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 20<sup>th</sup> 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.”

### **Part-Time Open Enrollment**

Students attending the local public school in their community of residence are eligible to apply for Part-Time Open Enrollment.

- 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 Part-Time Open Enrollment are available at the Department of Public Instruction website: <https://dpi.wi.gov/open-enrollment/ptoe>

### **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 Interim Session**

The summer interim session provides the opportunity for students to complete a half-credit online course in an accelerated format. (See Summer Interim Session)

## ***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](http://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](http://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.

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 Parent/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.

## 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. We recommend installing the AASD email on your smartphone in addition to checking it on your chromebook or computer.

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

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

## 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 AASD 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.**
- **In good standing with Appleton eSchool academic honor policy.**

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.

## **Appleton eSchool Summer Interim Session**

- Select Appleton eSchool courses are available to incoming 9<sup>th</sup> – 12<sup>th</sup> grade AASD students.
- Students may take one 0.5 credit course during interim.
- Students must successfully complete the summer interim online orientation mini-course to be enrolled into their requested interim course.
- Students must successfully complete the proctored final exam to earn credit for the course.

### **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 INTERIM SESSION:**

See the eSchool website for all registration details: [www.appletonschool.org](http://www.appletonschool.org).

### **Registration**

- Courses, timelines and registration information for the summer interim session will be listed on the website [www.appletonschool.org](http://www.appletonschool.org).
- Registrations will close about a week before the start of the summer interim. The exact date will be published on the eSchool website.
- All registration information is confirmed by a parent and shared with a school counselor to ensure that course selections and numbers are accurately recorded.
- Incomplete and/or incorrect registrations will not be processed.

### **Registration Process for Interim**

- Part 1: Request summer interim online course in eSchool profile.
- Part 2: Print student contract to have signed by student & parent **AND** upload to eSchool student profile.
- Non-AASD residents also will need to complete and submit part-time open enrollment paperwork to the AASD enrollment department.

### **Course capacity & wait-lists**

- Spots for summer interim courses will be assigned based on the time/date stamp of the electronic course request **AND** uploaded signed student contract in the eSchool system (genius).
  - Acceptance into requested courses will be determined based on time/date stamp of the electronic course request. The signed student contract uploaded to the eSchool student profile must be completed within 48 hours to hold & confirm spot. After 48 hours, the requested course spot will be released to other students.
  - Wait-lists will be assigned based on time/date stamp of electronic course requests.
  - Wait-listed students will be notified via email if space becomes available.

## **Online Orientation Mini-course**

- All students with completed and processed registrations will be activated in the Online Orientation mini-course on the advertised date. Information will be emailed to the Parent/Mentor/Coach and Student email addresses indicated in the eSchool profile.
- Students are required to complete the online summer interim orientation course before they are eligible to be enrolled into their requested course.
- All applicable Appleton eSchool policies are in effect during the summer interim session and are outlined in the Student Contract.

## **Drop Policy**

During the summer interim 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 are encouraged to work ahead to accommodate other activities that may conflict with their eSchool course.
- Students are responsible to communicate with their online teacher directly.

## **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.

## **“Online Course Ready” Badge**

The Online Course Ready badge is an easily identifiable credential visible on the official AASD student transcript. Students who successfully complete the summer interim course and match the below criteria will be eligible:

- **Complete one online course successfully with a grade of B or better.**
- **In good standing with Appleton eSchool academic honor policy.**

Refer to [www.appletonschool.org](http://www.appletonschool.org) for the latest information about Appleton eSchool summer interim.

## 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 fewer 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.