



On Line Opportunities for High School Students

APPROVED PROGRAMS – TALK WITH YOUR CONSULTANT, COUNSELOR OR HIGHLY QUALIFIED TEACHERS AT MCP

1. APEX/Aleks courses [our on line product] *MCP Teacher to meet with student regarding APEX/Aleks courses. Lab time is open during the week to come in and work independently to stay on track. **2016-1017 year students will be required periodically to come on campus and take the unit tests if there are alerts from for student performance.
2. Digital courses through OSPI.
3. K-12 [National Program that is a virtual school] class meets on line at a certain time with a teacher *K-12 sends a transcript to parent and then families bring in the transcript in our counselor when the course is completed and it will then be put on the KSD transcript – YOU MUST REQUEST a transcript to be sent as well as pay for this transaction – we can't take a print out of the grades
4. Others on approval of meeting the same course guidelines as other courses offered across the district – these courses may need you to request a transcript when finishing the course and for your child to meet with a highly qualified teacher in the district monthly to track progress. You would need to pay for the transcript request fees charged by the institution you are taking a course through. We can't accept unofficial transcripts.
5. If you choose to take an on line course you will need to report to our lab at least one hour a week for the first month of school. Please see the times of our open lab which vary from year to year.
6. On line programs must be approved by the state for ALE programs or must have gone through the district and school board adoption process and is accessible to all students.

Enrolling and Guidelines

- A. All online courses need to be requested through our counselor and put on a request form
- B. On line classes are generally limited to high school students at MCP. We are not a virtual school program but the on line opportunities provides needed flexibility at times for families
- C. Freshmen = 1 on line class [up to 1 credit]
- D. Sophomores = up to 2.5 credits of successful on line classes
- E. Juniors and Seniors = credits pending previous success with on line courses

Grading and grades in on line programs

The various programs may vary on how a student progresses and the grades they earn. The number of topics to accomplish will range for courses. Some courses you must finish a certain percent of the topics in order to earn a letter grade. Other courses will be assigning a percent as you move through the course. This information is available through your counselor when you sign up for the course or our APEX/Aleks coordinators. On line courses must be completed by the next to the last week of the school year. Most finals are taken on campus at MCP. Depending upon progress during the year you may be required to come on campus for quizzes in your program too.

END of COURSE or Due Date Window of completing On Line Classes with Aleks or APEX

Students will be assigned the grade they have earned in the on line classes at the end of the term whether it is in January for semester classes or June for full year classes [or a semester class that began S2]. If a student has not completed the course but is relatively very close and they have recently demonstrated that they could finish within 10 days after the term from first semester only then students will be allowed to finish after talking to their APEX/ALEX teacher and then receive a change of grade after the 10 days completion window. This would be granted on a student by student basis with a review of their circumstances surrounding the class. A student would not qualify if they have not shown recent improvement within the last 20 days or is so far behind that ethically it would not be a solid strategy for learning the content. This *opportunity is not available second semester* as teachers end their contract on the last day of school. Use of the program through managing their time both time spent in sessions and the pattern of getting into the program weekly would be reviewed as a skill set for:

Expectations of time with the program is similar to a regular classroom setting of 5 hours per week. Adhering to the quality of assignments in the unit[s] and utilizing the resources suggested as homework would also be reviewed as a learning skills set with one of the above three ratings. Students would then take the grade whether it is passing or not and potentially face retaking the class if it was a class that they were receiving no credit and needed for graduation

Is an online program a good choice for me? [or my child?]

Many online classes offer flexibility in doing the lessons and quizzes on line in your own time frame each week. They also offer the opportunity to take courses that we may not offer in person in a particular year at MCP. Some students also desire to take a group class at their home high school such as band, choir or ROTC and again an online class may be the best route to combine classes they would miss on site at MCP and your desire to increase your talents in other areas. There are a variety of resources on line to support the learning experience and to get the most out of the program. Primarily it takes a certain level of discipline and responsibility to stay both on track as well as spending quality time on the lessons.

We match the APEX and ALEX courses with a highly qualified teacher at MCP to review progress and to check in with the student on a regular basis. Students also have an opportunity to meet with their HQ teacher to bridge part of the engagement that they miss in a traditional class setting especially if they are having a problem

understanding the learning. There are no questions that are too unusual that can be helped by coming in and meeting with the teacher of record. Please make an appointment to match your hours.

Parent role for high school students in on line courses

While the home school experience changes as students become high school students it is still important to maintain the integrity of a successful contract learning experience that parents help with the parameters of success. Primarily having the following in place on a regular basis will aide in this success.

1. Maintaining a working computer at home and if it fails then have a back-up plan for another computer
2. Internet connection working on a regular basis
3. An agreed upon time that can be spent on the computer without interruptions that equal 1 hr per day
4. Quality time spent by the student on the computer to utilize the suggested supplementary resources of videos and other materials on line
5. Proctor the tests and quizzes taken at home and request the apex coordinator to unlock a test when you are ready to take the quiz and have it monitored at home.
6. Check in with your child on progress in the program and success on units on a weekly/daily basis – USE THE ROLE OF BEING A MENTOR AND ASKING YOUR STUDENT WHAT THEY MAY NEED HELP IN OR WHAT THEIR PLAN FOR COMPLETING THE PROGRAM WILL BE. IF THEY FALL BEHIND, GET SICK AND CAN NOT GET BACK INTO THE PROGRAM OR HAVE OTHER INTERRUPTIONS THEN FURTHER CONVERSATIONS NEED TO TAKE PLACE REGULARLY
7. The more kinesthetic your student is or one that likes to learn through doing, moving and touching or experiencing the learning process the more your support is needed for this type of learning environment that lacks these types of experiences.

Student success in on line courses

- 1 Commit to a regular time each week to spend on line – your APEX classes will have the course of study lined out for you and what you should accomplish each week. It will give us codes of you being on track or not until you complete the course. Dedicate an hour each day to course work.
- 2 Utilize the resources available for each unit – Doing the readings and watching videos are passive acts but are like sitting in a classroom listening to a lecture and important for learning.
- 3 Use the quizzes and other tools to enhance and check your learning
- 4 Check in with your HQ teacher to enhance understanding
- 5 If your program has forums to interact with peers then respect the discussion forms, wikis and or blogs on how your postings contribute to cultivating the necessary emotional connections among class members
- 6 Take notes during the unit in order to be successful on the quizzes
- 7 Take quality time in completing quizzes to attain a 70% or higher

- 8 If you are in question of your potential success then you need to consider taking a shorter course on line and one that is not as high stakes to see if you can keep up the pace of the assignments on line. Please see our counselor for suggestions that meet graduation requirements.

Problematic considerations for on line experiences for high school students

If your child exhibits the following then *we would recommend that you think twice* before for this experience is paid for by the district. [failing the course over time and losing needed high school credit].

1. Kinesthetic learners who like to move and have a personal experience in the learning process will not have this opportunity in the on line program
2. Reading, writing, and mathematics require more skill and precision than other subjects such as English and history so if you are challenged in this area then different processes of concepts and methods can be challenging in these subjects and you may need to check in with your teacher more often.
3. Poor reading skills or struggling readers having difficulty in comprehending material on their own. Parents may need to assist in reading skills or many need to read the content without doing the work.
4. Student lack of experience in technology or who do not like reading on line will be challenged in this experience.
5. Students who do not like to be isolated in learning and would rather share their ideas with others may not enjoy the experience

When the on line program is not progressing successfully for me then what can we do?

1. Needing to take the same quizzes up to three times – *TALK TO YOUR HQ AND TAKE NOTES ON THE UNIT*
2. Being locked out in the unit and not being able to move on due to failing quizzes three times and needing the Apex coordinator/HQ to unlock your program –take more time and effort in taking the quizzes and *SEE ABOVE*
3. Not logging in and falling behind in the pace of the program – programs will tell you how much of the program you have completed – *REVIEW YOUR GOALS, AVAILABILITY OF YOUR HOME COMPUTER AND YOUR PERSONAL SCHEDULE TO MAKE A NEW PLAN*

What will happen if you are not successful

If you are unsuccessful in the online program and fall behind you will be **scheduled** to come on site weekly for a month and work on a scheduled basis until you are out of the danger zone of being behind. This would be a part of your intervention plan. If this is not taken as a serious endeavor then filings for truancy may be enacted or you will be withdrawn from the course.

*If the course is monitored by our own highly qualified teacher you will **not** need to provide an **official transcript after completing the course**. The HQ will enter a final grade in PowerSchool at the end of the term. It will appear on your KSD transcript. If the*

course is taught by another instructor on line or from other academies that are approved you will need to pay for an official transcript and submit it to our program in the sealed envelope or have it sent to us to input in our transcript system. It is always a good idea to order an official transcript for your records too.

DISCRIMINATION/HARASSMENT:

The Kennewick School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:

Doug Christensen – HR Director

Doug.christensen@ksd.org

509-222-5010

Title IX and 504 Officer:

Jack Anderson – Student Services Director

Jack.anderson@ksd.org

509-222-5003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: **Kennewick School District 1000 W. 4th Ave Kennewick, WA 99336** or view at: www.ksd.org

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: www.ksd.org and go to Title IX page.