
2013-14

STUDENT HANDBOOK – HIGH SCHOOL



FREEDOM TO REACH YOUR POTENTIAL



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DISCOVERY

At Learning² eSchool of Wichita, we blend online learning with optional face-to-face activities for a truly customized and interactive learning experience. Online learning is best suited to individuals who are self-disciplined, strongly motivated, and committed to furthering their education. The online curriculum allows students to progress as quickly as they like at a 70% master or higher; however, students are not allowed to work as slowly as they wish. All students are required to earn at least three .5 credits each nine weeks to stay on track for graduation.

MISSION

It is our mission to provide instruction, appropriate resources, and support to students and families, maximizing their personal potential in a safe, collaborative, online environment.

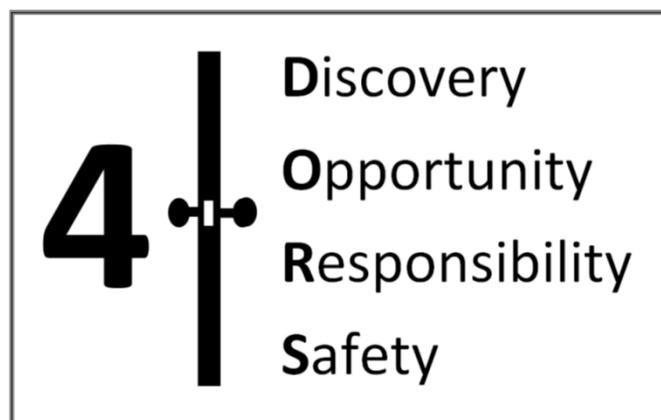
VISION

We envision an online learning community where students develop into literate, interconnected, and responsible global citizens.

VALUES AND BELIEFS

- We believe all students deserve the opportunity and resources to reach their own potential.
- We believe an emotionally and physically safe environment is vital to our students' success.
- We believe students should develop into learners who can collaborate, learn, unlearn and relearn.

Learning² eSchool worked with students, staff, and parents to identify specific shared core values and created the following to better articulate how these core values guide everyday school life. We call these common themes "Four at the Door".



STUDENT CORE VALUES

Discovery	Opportunity	Responsibility	Safety
Don't be satisfied with minimum effort; discover what you are made of!	Don't give up—take the next opportunity to be successful.	Do the right thing even when others aren't around.	Look out for your fellow students and involve appropriate adults as needed.
Actually learn, don't just get your work done.	If you get discouraged, think of your long-term goals and the opportunities ahead.	Cheating is a shortcut that does not create success; it is an illusory solution.	Respect the people around you.
Discover each other's unique talents and help each other out.	Take this opportunity to make new friends.	Treat others the way you want to be treated.	Respect yourself.
Don't be satisfied just learning the curriculum—discover more!	Strive for the best grades possible, take this opportunity to shine!	When you need help, ask for it; don't remain anonymously lost.	Help make school a safe place.

STAFF CORE VALUES

Discovery	Opportunity	Responsibility	Safety
Build positive relationships with students, families, and staff.	Provide essential academic and community resources.	Openly communicate with staff, students, and families.	Maintain a culture of courtesy, respect, and dignity.
Model life-long learning.	Encourage rigor and ambition in the students' learning environment.	Participate actively in PD, PLC, and JAM time.	Nurture an emotionally and physically safe environment.
Encourage student engagement and inquiry.	Promote student improvement through feedback and continuous instruction.	Effectively define expectations and consistently apply those expectations.	Advocate an open, welcoming, and approachable atmosphere.
Promote collaboration amongst the eSchool community.	Utilize MTSS to provide appropriate placement, instruction, and support.	Be prepared and professional when interacting with students, families, and other staff members.	Look out for your fellow staff members and help as needed.

The students and staff work each day to embody these core values in everything we do, creating a learning community of discovery, opportunity, responsibility, and safety for all. We invite you to join us in our quest. Together we can make the district's mission possible.

USD 259 MISSION STATEMENT

The mission of the Wichita Public Schools, Unified School District 259, where diversity is valued, is to ensure all students learn the skills and acquire the knowledge necessary for success at the continuing stages of their lives.

PARENT CORE VALUES

Discovery	Opportunity	Responsibility	Safety
Relationships with staff and other family members – communication.	Learning with your student (model lifelong learning).	Engage student in academic conversation.	Maintain an emotionally and physically safe environment for your child.
Rediscovering who/how your children are as individuals.	Encourage your child to set long-term goals.	Check your child’s progress weekly.	Establish an open, welcoming, and supportive environment for your child.
Help your child explore and expand their responsibilities.	Encourage your child to take the opportunity to explore new interests.	Support staff – work as a team.	Model an attitude of respect.
Help your child understand that struggle and mistakes are part of the path to success.	Provide opportunities for your student to engage socially with others.	Advocate for your child.	Teach my child safety skills.

GUIDELINES FOR SUCCESS

In addition to academics, teachers provide the students with specific information about attitudes, traits, and behaviors that will help students succeed in school and though out their lives. Though our guidelines for success have been created especially for online learning, it is not a stretch to see how these skills can help students in many areas beyond school. Use this simple anagram to remember the guidelines for success. Always remember, you are **ABLE** to succeed!

Ask Questions

Be Persistent

Log in Every Day (attend to the task regularly)

Engage with Teachers

Learning is not attained by chance; it must be sought for with ardor and attended to with diligence.

– Abigail Adams



OPPORTUNITY

LEARNING² ESCHOOL IS AN INDIVIDUALIZED PROGRAM

- Students move through the course work with flexible pacing, focusing on a small number of courses more intensely via our Block scheduling of four nine week sessions.
- Students' online attendance is made up of flexible days and times to make it possible for students to build their own personalized school schedule.
- Students learn motivation, commitment and persistence are the keys to self-directed learning.

There are always multiple ways to learn at Learning² eSchool! Tutoring opportunities are available with your teacher and can be completed via email, Skype, or in person by scheduled appointment. The Math Lab is open during regular school hours.

SCHOOL HOURS

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Office & Tech Support	7:30 – 4:30	7:30 – 4:30	7:30 – 4:30	7:30 – 4:30	7:30 – 4:30
Proctoring & Tutoring	8:00 – 4:30	8:00 – 4:30	12:00 – 3:30	8:00 – 4:30	8:00 – 4:30

Learning² eSchool follows the USD259 calendar and will be closed for district holidays and in-services. The Superintendent will make the final decision if school will be open regarding bad weather. Also watch the announcements in Edmodo for special events at our school which may affect our schedule.

TRANSPORTATION

Parents are expected to provide appropriate transportation both to and from school for their student as needed. Transportation at the conclusion of Computer Scored Tests (CSTs) and tutoring is expected to take place in a timely manner. City bus transportation is available and services our location. Student/parent parking is available across Main Street in the parking garage on floors 3 and 4. Everyone must use the building's front door for entering and exiting the building.

PARENT AND STUDENT ORIENTATION

Kansas Virtual Education Requirements designate that all parents and students are required to attend orientation. The student orientation must be completed before each student is able to start school. The student orientation will consist of school expectations, rules and regulations, school procedures, curriculum software training, goal setting, and communication with teachers. Parent orientations will be scheduled at the time of enrollment and are mandatory for your student to remain in good standing with the school. Parent orientations will include, but is not limited to state/local assessment requirements, training for online attendance documentation and Apex training.

TUTORING

Face to face tutoring is available during regular school hours. Check Edmodo for the tutoring opportunity for each of the classes you are enrolled in as tutor times vary by subject area and staff member. Math teachers will expect you to bring any notes you have and the problem(s) you are struggling with showing your steps so that they can easily diagnose the problem and get you back on track. Other tutoring opportunities are available with your teacher and can be completed via email, Skype, or in person by scheduled appointment.

COUNSELING

We have a full time counselor at Learning² eSchool who can help you unravel the mystery of getting through high school and planning for your future. Please take advantage of the great resources and conversations to be had with Briana Renich (brenich@usd259.net).

SCHEDULE CHANGE POLICY

We want our students to be successful. In order to provide the best chance of success, we want each student to have the maximum amount of time to complete classes. Schedules will not be changed and classes will not be dropped after the first week of each nine weeks for the following reasons:

- Change of mind about the course.
- Parent request.
- Coaches request.
- Behind in classes.

Classes MAY be changed or dropped for the following reasons:

- Class incorrectly sequenced or student does not meet the prerequisite
- Student lacks a class needed for graduation.
- Inappropriate skill level for the class (as determined by the teacher).
- Principal approves an exception.

Students should expect to be working 6 hours per day to complete all courses on time. Failure to do so does not necessitate dropping a class.



KANSAS BOARD OF REGENTS QUALIFIED ADMISSION REQUIREMENTS

Students in the Class of 2014 must meet **one of the following** requirements to qualify for admission to any of the six Kansas Regents universities (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, or Wichita State University):

- Achieve an ACT composite score of 21 or above, or
- Rank in the top one-third of your high school's graduating class, or
- Complete the Qualified Admissions Curriculum with at least a 2.0 GPA on a 4.0 scale
 - 4 units of English
 - 3 units of natural science (1 unit required in Chemistry or Physics)
 - 3 units of mathematics (Algebra I or above)
 - 3 units of social studies

Beginning with the Class of 2015, students must earn a minimum of a 2.0 GPA on the Qualified Admissions Curriculum (above) **and** meet one of the following requirements:

- Achieve an ACT composite score of 21 or above, or
- Achieve a 980 on the Math and Critical Reading sections of the SAT, or
- Rank in the top one-third of your high school's graduating class

KANSAS BOARD OF REGENTS SCHOLARSHIP REQUIREMENTS

In addition to the Qualified Admission Curriculum, you must meet the following requirements to be eligible to apply for a Kansas Board of Regents Scholarship:

- English – No additional units required
- Natural science – Biology, Chemistry and Physics
- Mathematics – One additional unit above Algebra II
- Foreign Language – 2 units of foreign language required

Kansas Board of Regents Scholarships includes the Kansas Ethnic Minority Scholarship, Teacher Service Scholarship, Nursing Service Scholarship, and the Kansas State Scholarship, among others. See the Kansas Board of Regents website (<http://kansasregents.org>) for more information.

2013-2014 ACT TEST DATES

Test Date	Registration Deadline	(Late Fee Required)
September 21, 2013	August 23, 2013	August 24–September 6, 2013
October 26, 2013	September 27, 2013	September 28–October 11, 2013
December 14, 2013	November 8, 2013	November 9–22, 2013
February 8, 2014*	January 10, 2014	January 11–24, 2014
April 12, 2014	March 7, 2014	March 8–21, 2014
June 14, 2014	May 9, 2014	May 10–23, 2014

The school code for the Learning² eSchool is: **173-205**

Registration information and practice materials are available in the counselor's office or at www.actstudent.org.

2013 PSAT TEST

The PSAT/NMSQT is the test used to determine National Merit Scholars. It will be offered this year on **Wednesday, October 16**. Please see the counselor or visit www.collegeboard.com for more information.

RESPONSIBILITY

Progress must be made toward graduation. All students enrolled in the school are expected to maintain continuous academic improvement while in pursuit of completing the high school graduation requirements as designated by the Wichita Public Schools. As virtual learners, parents and students take on the responsibility for maintaining progress. **Students who fail to earn credits towards graduation may be exited to their base school at semester.**

ATTENDANCE

Regular attendance online is both an expectation of our school and directly related to academic achievement. **KSDE (Kansas Department of Education) requirements for Virtual Learning require students to work a minimum of six (6) hours each day in their coursework.** If you are unable to attend to your school work for a period of more than 3 days, you must make contact with the office or your advisor to let them know why you are unable to work. **Lack of online attendance and failure to make progress in coursework may result in truancy notification protocols being set in motion and is grounds for dismissal.** When attending in person for testing, tutoring or other activities, students will be required to sign-in and sign-out on the time clock at the front desk and required to wear school issued student identification.

GRADUATION REQUIREMENTS

Graduates of our school are awarded a Wichita Public School's Learning² eSchool diploma. The student's transcript will show courses completed and grades earned from "eSchool". Graduates must meet all USD 259 requirements for their graduating class for a total of 23 credits.

There will be specific deadlines for seniors wishing to walk at graduation. Make sure you are attentive to senior announcements in Edmodo as graduation nears. Learning² eSchool will loan you a cap and gown at no charge. You will be allowed to keep your tassel. If you wish to purchase your cap and gown you may do so through Jostens. You may also purchase graduation announcements through Jostens.

CURRICULUM AND ASSESSMENT

The State of Kansas requires the proctoring of tests for virtual schools. **All work must be turned in for the unit a minimum of 24 hours prior to sitting for the end of unit CST.** The student must achieve 70% mastery before proceeding to the next unit of study.

STATE ASSESSMENTS

All students are required to attend scheduled testing sessions for their grade level. Students failing to attend assessments will lose their special transfer to Learning² eSchool. Any student who has taken any of the state assessments prior to joining Learning² eSchool will need to provide proper documentation to be exempt. High school juniors will take Math, Reading, and Science; seniors will take the Social Studies assessment. Juniors will be required to take the state math and reading assessments in the fall and if they do not score proficient, they will need to retest in the spring. All other junior assessments are given in the spring.

STANDARDIZED TESTING

Wichita Public School requires that all students participate in AIMSweb testing three times a school year; fall, winter, and spring. Learning² eSchool may also require additional testing to best meet the needs of individual students. All freshmen are required to take the ACT EXPLORE and all sophomores are required to take the ACT PLAN.

ADVANCED PLACEMENT CLASSES

Advanced Placement (AP) courses offer our students the challenging opportunity to work towards earning college credit at little to no cost while still in high school. In addition, AP courses add an impressive boost to your transcript when applying for college and for scholarships. The Apex Curriculum offers many AP courses. Additional in-person laboratory hours, lectures, discussion sessions, and/or tutoring will be required on site depending on the class.

Note: Advanced Placement (AP) courses will have **additional mandatory due dates** throughout the course. Assignments submitted after the corresponding due dates will result in reduced points or a score of zero for the assignment. Teacher and counselor approval must be obtained prior to enrollment in any AP course.

COMMUNICATION

Students will be advised and evaluated on an ongoing basis to assist them in meeting their graduation goals. Staff members are available to students via email, instant messaging, or in person by appointment at the school. You can call and leave a message; however, we prefer the use of electronic communication to facilitate a quicker response to your needs. If a student repeatedly fails to progress according to his or her plan, the teacher may request that administration evaluate the student's continued participation. You should expect a response from your teacher within 24 hours when leaving a message or sending an email.

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences will occur twice a year. Parents are strongly encouraged to participate. To help students find success, individual conferences may also be required outside of these school-wide conferences for students who are failing to make progress.

ADEQUATE PROGRESS

Apex has a wonderful "stoplight" system for helping students and parents stay on top of the students' school work. There is never a reason a student and parent should not know exactly what assignments are required to finish a class on time. It is the expectation of Learning² eSchool administration that parents will play an active role in their students' education, monitoring their students' progress on a daily basis if needed. This can easily be accomplished by checking the Weekly Progress reports sent from Apex. If you need assistance setting up this email notification, please contact your students' academic advisor or contact eSchool Technical Support immediately.

GRADES

Upon satisfactory completion of a course, or at nine weeks, the final grade will be posted on the student's academic achievement record at USD259. Partial credits will not be awarded.

PLAGERISM

Plagiarism is taking someone else's work or ideas and passing them off as your own. **You cannot copy and paste answers from any website and use them as your own.** All work submitted must represent each student's original ideas and each student will appropriately cite all relevant sources if it is not completely original. Failure to do so can result in receiving a failing grade for the assignment and possibly for the course. Your student may be required to complete the assignment without credit in order to continue in the course. No other person, student or adult, can complete any portion of an assignment, activity or exam or make revisions to any assignment, activity or exam. Doing so will result in a failing grade.

GRADING PERIODS

Learning² eSchool works on a double block schedule where most classes are taken for 9 weeks rather than 18. Students will begin with 3 double blocked 9 week courses and a semester long math course.

Nine Week Period	Number of School Days
1. August 14-October 9	40
2. October 14 – December 19	45
3. January 6 – March 13	46
4. March 24 – May 22	42
Total Days	173

Students are responsible for having their work finished and turned in by the end of the school day, 3:30 PM on the last day of each nine weeks. All papers requiring grading should be turned into the Edmodo dropbox (www.edmodo.com) where it will be time stamped and you can see that your file was successfully uploaded. Your work is your responsibility, so always keep a copy on your computer until grades have been issued. No extensions will be provided.

COMPUTER, EQUIPMENT, AND BOOK CHECKOUT

Learning² eSchool checks computers, printers, scanners, headphones, textbooks, library books, and other materials out to students and families. All items must be returned in clean and working condition. A reimaging fee of \$20 will be charged per computer, per year, regardless of the length of time checked out. You and/or your parents are responsible for all materials checked out. Remember, if you lose it or break it, you pay for it. Items stolen or lost while in your possession are still your responsibility. **Families will be responsible for the full replacement cost of any item stolen/lost/missing while in their possession.** If something is stolen, you must file a police report and bring a copy to the eSchool office.

Replacement cost:

Lenovo ThinkPad Laptop	\$444.00	HP LaserJet Printer	\$100.00
Lenovo Netbook Laptop	\$348.00	Brother LaserJet	\$100.00
A/C Adapter	\$ 20.00	USB Cable	\$5.00
Power Cord	\$ 5.00	Power Cord	\$5.00
Carry Case	\$ 20.00		
		Brother Scanner	\$ 130.00
Damaged/cracked Computer Screen	\$100.00	USB Cable	\$ 5.00
Damaged/cracked Hinges	\$100.00	Carry Case	\$ 5.00
Damaged keyboard	\$20.00	Headset/Microphone	\$ 50.00

Any outstanding balance for non-payment of replacement or repair fees will be turned over to a collection agency. The total amount due plus all fees charged by the collection company will be the responsibility of the student and family.

COMPUTER CARE

To avoid damage to your laptop, follow these tips:

1. Never place it on the floor. That's a great way to get it stepped on by you, another person, or a dog. Yes, dogs are heavy enough to crack LCD screens.
2. Always have it on a flat and stable surface.
3. Don't run the power cord where it could be tripped on.
4. Don't put anything heavy on top of it. Books especially are a no-no.
5. Don't put it in a bag with anything else.
6. Always close the screen when you aren't using it. If it were to get bumped or fall, it would absorb the shock better closed.
7. Be careful not to put added pressure on the hinges by the opening the screen too far.
8. Avoid leaving your laptop in extreme temperatures, hot or cold. Do not leave the laptop in a parked car.
9. Keep food and drink away from the computer. If a drink is spilled on it, immediately turn the computer off, unplug it, remove the battery, and call Tech Support.

Remember to be careful with your laptop. Laptops can be fragile sometimes and all it takes is one drop or bump and WHAM your screen is shattered.

SAFETY

POSITIVE BEHAVIOR PLAN

Learning² eSchool uses *Safe and Civil School's* positive behavior model which revolves around teaching clear expectations and procedures to students and rewarding good behavior with positive feedback. Core Values, Guidelines for Success, and ACHIEVES are all part of the master plan.

CLASSROOM ENVIRONMENT

Children, toddlers, and babies are not allowed to be in the classroom during orientations, tutoring, test proctoring. The only individuals allowed to be present in the classroom are those currently enrolled in the school and parents or guardians; do not invite your friends to school. Please remember:

- Food, drink, or anything else that can spill or stain, are not welcome in the school.
- Cell phone use is not allowed while testing or receiving tutoring. Cell phone use of any kind during testing will result in a failing grade and the student will be sent home immediately. Cell phones should never be heard, so keep the sound off and take phone conversations to the hall.

STUDENT ID

For the safety of all students and staff, IDs will be clearly visible, readable and on your person at all times. IDs will be on a lanyard or clipped to their shirt. **Students will be asked to wear a temporary ID when attending without their ID.** Repeated visits without your ID will result in disciplinary action. Lost IDs will need to be replaced for \$5.00 and students will need correct change.

DISCIPLINE

Staff will work with and respect all students. Staff will treat each student as an individual and will strive to build relationships, help and assist students to accomplish their goal to complete their curriculum to receive a high school diploma. The staff will have high expectations for all students and all students will need to follow the school rules and regulations.

BEHAVIOR EXPECTATIONS

Students are expected to be respectful to all staff and students and to follow the school rules, both on and off campus. Students are guests in a community building and will be held to a high standard of behavior. Disrespectful and inappropriate behavior will not be tolerated. If a student continues to not cooperate with staff and not follow the rules, he or she will be sent home for the day and parents will be contacted. Continued misbehavior can result in student's special transfer being revoked. Possible cause for loss of special transfer and/or disciplinary hearing includes the following:

- Disrespecting staff or other students
- Disruptive behavior
- Cheating
- Repeated failure to wear official student ID
- Inappropriate usage of the Internet and/or computer
- Vandalism and destruction of school property
- Vulgar language, profanity, obscene gestures, fighting
- Using/possessing narcotics, drugs, alcoholic beverages, controlled substances
- Theft/robbery
- Possessing a weapon



POLICIES

DRESS POLICY

Students are expected to dress in an appropriate manner when attending in person or via web cam. A student who is not dressed appropriately will be sent home or disconnected from video. The appropriateness of student dress will always be up to the discretion of the administration.

- No sagging
- No hats
- Shoulder straps need to be at least two fingers wide.
- Exposed cleavage is not appropriate at school.
- Midriffs and backs must be completely covered.
- Undergarments must not be visible.
- Skirts and shorts must be fingertip length or longer.
- Shoes must be worn at all times.
- Clothing items that include profanity or give the impression of any gang affiliation, alcohol, drugs, sexual or racial slurs are not acceptable.

INTERNET POLICY

Students will adhere to USD 259 policy regarding Internet usage. Use of the Internet should be in support of your educational goals, not entertainment. Sites such as shared music sites and YouTube use too much bandwidth; please do not use them when on site at Learning² eSchool.

CELL PHONES

To maintain a quiet working environment, student cell phones must remain on silent and are not to be used for placing/receiving calls. If a call must be made to secure a ride, students are to move to the lobby and take care of their personal business prior to returning to the classroom. Continued abuse of the policy will result in the student being sent home for the day. Occasional texts are allowed.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Learning²eSchool supports an ACADEMICS FIRST policy for students wishing to participate in any extra-curricular activities. Students will not be eligible to participate in any extra-curricular activities sponsored by Learning²eSchool if they are in danger of failing any class as designated by the RED spotlight in Apex. Extra-curricular activities would include, but are not limited to the following: yearbook staff, student newsletter/newspaper staff, student leadership team, school sponsored trips off campus, school sponsored activities on campus (dances, movies, game nights).

SMOKING

USD 259 is a Tobacco Free School District. Smoking is not permitted on any school property regardless of age. This includes the parking lot and sidewalks around the building, within the boundaries of Main, Waterman, Lewis, and Market Streets. Smoking materials seen in the classroom will be confiscated.

HARASSMENT

USD 259 believes all students are entitled to receive education in an environment free from harassment. The range of unwelcome behavior may include:

- Inappropriate touching
- Sexual gestures
- Suggestive verbal comments
- Sexual joking/teasing
- Inappropriate written comments
- Open display of intimate affection between partners (kissing, fondling etc.)
- Bullying
- Racial slurs

Students who are being subjected to harassment in person or online should tell the teacher or administrator immediately. It is your right to feel safe at school!

TIME ON CAMPUS

Students may check in and check out for CST and tutoring at times that fit your family schedule. However, parents should not expect to drop off their student for extended periods of time on campus to work. To ensure our continued funding as a Virtual School with the state of Kansas, students and parents should expect to be on campus only for those times needed for CST and scheduled tutoring. Parents must have transportation arrangements made that support these face-to-face policies. Continued failure to provide transportation in a timely manner can result in loss of your special transfer to Learning² eSchool. Students will be clocking in and out on our time clock and this information is available upon parent request.

Online Student Readiness Agreement

Student success in an online course is dependent on many factors. Academic ability, reading skills, computer skills, habits of mind, parent support, and technology access are among these essential factors. The Online Course Readiness Agreement and the Online Course Contract must be signed by the student and his/her parent or guardian prior to enrollment. The following readiness factors should be considered prior to enrollment in an online course of study:

Academic Ability: Much of the content of an online course is conveyed through written material. It is therefore important that students have strong analytical reading skills.

Computer Skills: Students should be comfortable working with a computer, navigating a website, and downloading/uploading documents. Strong typing skills are a must. Students must be comfortable accessing and reading information on a computer for long periods, and have some basic ability to troubleshoot technical issues that may be encountered.

Habits of Mind: Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from home, managing assignment due dates, and asking for help when they need assistance. Students must access the course on a daily basis and check email regularly for communications from the teacher.

Parent Support: Parent/guardian support is important to the success of online students. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Parents of K-8 students are taking on the additional responsibility of teaching their child with academic support from the school.

Technology Access: Online students must have daily access to a computer with a high-speed internet connection and a processor capable of downloading/uploading streaming video and large multimedia files. The computer should be equipped with a word processor (preferably Microsoft Word), web browser, and speakers.

Ethics Policy: Online students are expected to complete and submit original work. If a student breaks this code, then the Ethics Policy will be enforced, which will result in no credit for the assignment, quiz, or test. **See Academic Honor Policy.**

Communication: Students must log into their courses daily to complete assignments. Students must check their email daily. It is the student's responsibility to contact the teacher should difficulties completing coursework be experienced. Parents/guardians should also be in frequent contact with the teacher and inform him/her of any concerns with the course or learning problems that arise.

Face-to-Face Meeting Requirements: Students may be required to attend face-to-face meetings with their teacher as determined by course content. See teacher for more information about an individual course's face-to-face meeting requirements.

We, the parent/guardian and student, have read both the Online Student Readiness Agreement and the Learning Online Course Contract. We understand the expectations of this online school and agree to the conditions stated. Failure to adhere to these policies may result in the student's immediate removal from the school.

Parent/Guardian signature

Student signature

Date

Learning²eSchool Online Course Contract

Access to the technology utilized by Learning²eSchool 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 website. Please refer any questions to your teacher and to your assigned advisor.

Acceptable Use Policy

1. I will use resources provided for all online courses for authorized purposes only.
2. I will use appropriate and respectful language in all communications. Inappropriate language or messages will not be tolerated. In the case of a grievous offense a student could be taken to expulsion even if it is a first offense.
3. I and/or my parents are liable for any improper use of the Internet and/or email as outlined in the district's acceptable use policies. I understand that anything done on the computer can be retrieved and printed at any time. My online course access privileges may be restricted or removed. My course message accounts should be used for class purposes only. I am expected to protect the privacy of students and staff and not publish or distribute message addresses outside of the class members. Any improper use will result in loss of use of district/state equipment and services.

Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas and/or I will appropriately cite all relevant sources if it is not completely original. Failure to do so can result in receiving a failing grade for the assignment and possibly for the course. I may be required to complete the assignment without credit in order to continue in the course.
2. I understand that no other person, student or adult, can complete any portion of an assignment, activity or exam or make revisions to an assignment, activity or exam. Doing so will result in a failing grade.
3. I understand that all high school assessments are proctored and that participation in all state and local assessments are mandatory. Failure to participate in scheduled state and local assessments will result in removal from the school.

Course Progress Expectations

1. I understand that online courses may not be a good fit for everyone.
2. I am expected to maintain dependable and regular internet access at my residence.
3. I understand that I am expected to maintain accurate records of online and offline activity on the provided Academic Activity Log and that I must make this Activity Log available for state auditing purposes.
4. If technical problems occur, I am expected to work those out immediately by accessing my onsite Technology Specialists.
5. If I have questions regarding content, I should immediately initiate communication with my teacher.
6. If I am not ON PACE by the end of the second week in the course(s) and I have not been making sincere efforts to get up to speed, I will be in danger of failing my courses.
7. I understand that adequate attendance is measured by a schedule of six (6) hours of school daily and is necessary to stay on target toward successful completion of classes.
8. Attendance for my online course(s) is also measured by successful completion of assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher-directed activities and interaction with the online lessons.
9. I understand that all assigned work needs to be completed according to Due Dates provided to maintain adequate progress.
10. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
11. I understand that I am expected to communicate with my teacher on a regular basis and read and reply to any messages that the teacher sends (If those messages require a reply).

Parents of Online Distance Learners

As a parent/guardian enrolled in Learning²eSchool through the Wichita Public Schools, I agree to take full responsibility for the success or failure of my student. For concerns or questions, parents will contact the teacher(s) directly. Parents or guardians also assume responsibility for course completion by the end of each quarter/semester as published on the school calendar.