

# **KIEL eSchool**

## **Policies and Procedures**



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# Kiel eSchool Policies and Procedures

## KIEL ESCHOOL GOAL AND MISSION STATEMENT

All Kiel eSchool students will be provided an environment that promotes their social, emotional, academic, and vocational growth and development in a nontraditional school setting. The Kiel eSchool will: foster a safe, caring environment that accepts and encourages diversity; nurture personal growth through increased self-awareness, individual responsibility, and healthy risk-taking; maintain a learning environment characterized by academic achievement; encourage students based on their needs and life-long interests; strengthen school, community, and family partnerships; and contribute to the community through developing a well-trained work force.

## ENROLLMENT POLICY

Kiel eSchool will provide additional/alternative-learning opportunities for students whose educational needs may be better met, in whole or in part, outside the traditional school setting.

Students in grades 7-12 may participate part-time or full-time; students in grades 5-6 may participate on a part-time basis.

## OPEN ENROLLMENT POLICY

All open enrollment students will be assigned to the Kiel High/Middle School. All Kiel Area School District and Open Enrollment students will follow the eSchool application process listed below.

## FOCUS AND DIRECTION

Our focus is to meet the needs of the Kiel Area School District students by providing them with online course opportunities that will assist them in obtaining a Kiel Area School District diploma. It is not our intent to have students online all four years of their high school career. The Kiel eSchool may be a temporary full-time school placement for some students to meet their individual goals; the Kiel eSchool's goal is to transition students into the traditional school. Kiel eSchool may also be utilized by students on a part-time basis. Home-school students may utilize the Kiel eSchool to supplement their existing programming.

### *Student Selection Criteria*

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
Credit deficient/Retention	Homebound	Other available slots will be chosen through lottery
Home school students	Schedule conflicts	
School age parents	Enrichment/Gifted and Talented	
Expelled students recommended by the board	18-20 year olds that have not received their diploma	

Failed classes	Habitual truants	
Health Issues	Remedial	
	Transfer students	

The status of the student will periodically be evaluated by the Local Mentor/Teacher based on individual performance, learning needs and available resources.

## APPLICATION PROCESS

All applications, including those from full-time and home-schooled students, should be turned in to Guidance Department.

Referrals to the Kiel eSchool for Kiel Area School District students may come from a guidance counselor, a parent, an administrator, a teacher, a student, etc. The application will be reviewed by the Client Service Team (CST), which consists of the Principal, Associate Principal, Guidance Department, Local Mentor/Teacher, eSchool Principal, School Nurse, School Psychologist and the Director of Student Services. The CST approves or denies the application for part-time eSchool enrollment. If the CST denies an application, the guidance office will notify the student. Part-time students will not be allowed to take courses that are comparable to the traditional school unless extenuating circumstances exist.

The Mentor/Teacher will work with the Director of Student Services and Guidance Counselors to meet the unique needs of individual students. Students with Individual Education Plans will work with the special education department.

### *Course Enrollment/Registration Procedure*

- All placements are contingent upon space and finances being available.
- The student and guardian fill out the information on the online application and complete the contracts online.
- The guardian receives a username and password.
- Kiel eSchool accepts the student into the system.
- The student then receives his/her username and password.
- Student or guardian logs into the eSchool system and requests the course.
- Course request is emailed to student and guardian, which needs to be printed off and completed.
- Student returns signed contract to the guidance office.
- The CST will review all applications.
- A Personalized Education Plan (PEP) is developed.
- The Local Mentor/Teacher initiates the enrollment process in the appropriate course(s).
- The Local Mentor/Teacher arranges an orientation.

- Teacher completes “welcome” email and call within the first week.
- Student/Teacher/Local Mentor/Teacher determine if the student will be successful in the online course within 21 days into the course. It is the responsibility of the students to notify their Local Mentor/Teacher in writing that they are requesting to drop the course within the first three weeks. If the student is not officially dropped from the course during the 3-week drop window and the student does not successfully complete the course, the student will receive a failing grade on his/her transcript.

## CURRICULUM

A Personal Education Plan is created for each full-time student.

Middle school students participating on a full-time basis in the Kiel eSchool have the option to participate in the exploratory classes in the traditional school. If they choose this option, the student is required to take the full exploratory track for their respective grade level. Transportation is the responsibility of the parent.

Full-time high school eSchool students may participate in electives as prescribed in their Personal Education Plan.

Students requesting individual eSchool courses that are available through the traditional school will not be given priority unless extenuating circumstances exist. Part-time eSchool students cannot take classes comparable to regular KASD program offerings unless approved by the Client Service Team.

## CREATIVE ELECTIVES

A student needs to make a proposal following the Independent Study guidelines. The Client Service Team will determine if credit will be given for this activity and what portion of a credit it will be. Approval for the creative elective needs to take place prior to the actual participation in the activity to award credit.

## PACE CHART

A pace chart is generated when the student is enrolled in the course. The pace chart is located in the “gradebook” within each online course. Students and guardians should regularly monitor the gradebook to assure the student is staying on pace and will finish the course within the timeframe allowed.

## COURSE PROGRESS EXPECTATION POLICY

1. Students may be terminated for not keeping pace with assignments. Attendance for Kiel eSchool students is measured by a log of their work submission of assignments and activities, communication with the teacher, discussion threads and any other teacher directed activities and interaction with online lessons.
2. If a student fails to be actively involved in a course for consecutive days without cause and prior teacher communication, the student will be terminated.

If using KASD equipment, the following also applies:

**Termination of access** - Progress on coursework is a necessity to continue access to equipment and Internet service. If a student is terminated from a course, the Kiel eSchool equipment must be returned immediately or prosecution will result.

## DROP WINDOW

Students may drop the online course within the first 21 days of being enrolled (with no grade recorded on their transcript). It is the responsibility of the students to notify their Local Mentor/Teacher in writing that they are requesting to drop the course within the first three weeks.

If the student is not making adequate progress and is not viewed as being successful in the online course within the first 21 days of the course, the student will be dropped from the course with no grade. If a student doesn't complete a course or drops after the three week drop window, a failing grade will be placed on the student's transcript.

*\*\*\*\*Students taking an online course as part of their Kiel High School schedule will refer to the Kiel High School Student Handbook for details in regards to dropping a course.*

## CURRICULUM ALIGNMENT AND ASSESSMENT

The curriculum is aligned with local, state or national standards. Courses will be selected to meet the needs of each individual student. The cost of the purchased curriculum courses from various providers is the responsibility of the online eSchool.

Students are required to participate in district and state assessments.

## ASSESSMENT STRATEGIES

1. Critical thinking (essays, reports, reflective journals)
2. Problem solving (multimedia or text-based scenarios)
3. Demonstrations (videoconferencing, verification by workplace mentor, site monitor)
4. Self-management (journal, autobiography, portfolio, learning contract)
5. Information access/management (database development, bibliography, problem solving)
6. Exams and quizzes (written exam with local proctors, quick feedback through multiple choice, true/false matching, short answer tests)
7. Designing (portfolios, projects using video or the Web)
8. Communicating (debate, role play, PowerPoint presentation, report journal, essay)
9. Teamwork and collaboration (e-mail, listserv, or conferencing discussions/debates)

## DOING THE ONLINE WORK DOESN'T MEAN BEING ONLINE ALL THE TIME

Even though this is an online course, some course work may be completed off-line. Students can print out lessons or copy and paste lessons into Microsoft Word, complete work on paper and then submit it. You may also be asked to read books, etc.

## GRADES

Assignments are graded just like they are in a face-to-face course. The student will receive comments from the teacher on completed assignments. There is a gradebook for the student or parent to check on student progress/grades at any time.

Upon course completion, the online teacher submits a percentage which is converted to a letter grade based on the district grading scale. Each 0.5 credit is equivalent to about 67.5 hours of seat time.

## PROCTORED SEMESTER EXAMS

Semester and Final Exams must be-taken in a proctored environment. Student must pass the exam to pass the course. These exams will be scheduled through the Local Mentor/Teacher.

## COURSE COMPLETION

If a student is taking an online course as part of the school day (as part of their day, during a block, in their schedule) the student will need to finish that course within 15 days of the terms' completion. If a student is not complete at the end of the term, an INC will be placed on the report card. If the student is not done within 15 school days, the grade will turn to an F. This is the same policy for students at Kiel HS taking a course in the traditional classroom. Refer to the Kiel High School Student Handbook for further information.

## HIGH SCHOOL DIPLOMA/TRANSCRIPTS

Students taking online courses will need to meet all KASD requirements for obtaining a high school diploma.

## GRADE ADVANCEMENT

Promotion of students will follow Board Policy 5410 for grade advancement.

## MS/HS CREDIT

Kiel eSchool will follow the policies and guidelines of KASD in regards to awarding high school credits and the impact of High School GPA. If KASD is lacking a policy or guideline for a specific course, Kiel eSchool will follow the following policy:



Students are not eligible to earn high school credit until they have completed 8<sup>th</sup> grade. Once the student finishes their 8<sup>th</sup> grade year they are considered a 9<sup>th</sup> grade student so incoming 9<sup>th</sup> graders will earn high school credit during the summer between 8<sup>th</sup> and 9<sup>th</sup> grade.

## HOME BASE

The home base for the Kiel eSchool is the lower level of the Kiel Area School District Office.

## STUDENT SUPPORT SYSTEM

**Local Mentor/Teacher** – The Local Mentor/Teacher serves as the local education guide for the students. The Local Mentor/Teacher will remain in contact with the student, guardian, and teacher.

**Teacher** – The student will have an online instructor. Students are able to communicate with the online instructor through e-mail, phone calls, web conferencing, discussion boards, etc.

**Guardian** – The student’s guardian utilizes their provided guardian account to monitor student progress and pace chart while encouraging the student to be successful in the online learning environment.

## SUPPORT SERVICES

Existing district support services such as guidance, library, school nurse, English Language Learners, special education, police school liaison, school to work program, reading specialist, school related technology support, etc. are available to all students in the Kiel eSchool.

## SCHOOL ACTIVITIES

Kiel eSchool students are allowed to participate in traditional school co-curricular/extracurricular activities. In order for students to be eligible to participate in sports, the student needs to continue to show adequate course progress, meet the co-curricular expectations, and abide by the co-curricular code.

School dress code will apply for all eSchool students when they are on school grounds or in contact with the Local Mentor/Teacher.

## KEYS TO BEING SUCCESSFUL IN AN ONLINE COURSE

1. Schedule time each day to work on the course, show active involvement in the course.
2. Carefully read the information. The directions for completing assignments are written in the course.
3. Communicate with the teacher on a regular basis via e-mail or by phone. Notify your teacher and Local Mentor/Teacher if you will be inactive in your course.

## STUDENT RESPONSIBILITIES

- Stay on pace.
- Log on to the course regularly each week.
- Ask questions if you don't understand something.
- Communicate regularly with your online teacher and Local Mentor/Teacher.

## COMMUNICATING

Students communicate with teachers and Local Mentor/Teacher in various ways:

1. Electronically completing assignments
2. E-mailing
3. Phone/text
4. Person (if applicable)
5. Other web based conferencing tools such as Hangout, Blackboard, etc.

Students should contact the teacher or Local Mentor/Teacher when something is not understood.

## ACADEMIC HONOR POLICY

1. Exercise responsible, ethical behavior. Remember that Internet information ranges from being useful and scholarly to being incorrect and offensive.
2. Work submitted must represent a student's original ideas or cite all relevant sources if it is not completely original. If authenticity is in question, a student may be required to take a proctored test, defend a project or paper, or respond to oral questions on the phone or in person.
3. No one other than the enrolled student can complete any portion of an assignment, activity, or exam.
4. No one other than the enrolled student can make revisions to an assignment, activity, or exam.
5. A student is not to submit work completed by anyone else.
6. Students are to properly cite any information from online or other sources.
7. Exams will be taken in a proctored environment. Student must pass the exam to pass the course.

## ACADEMIC INTEGRITY (PLAGIARISM) POLICY

Kiel eSchool regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a

student should be a true reflection of that person's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

*Plagiarism* is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include the following....

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Kiel eSchool will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student
- B. Referral to the school principal or assistant principal
- C. Call to parents by the principal or teacher
- D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C." Failure to rewrite the assignment will result in an "F" for that assignment.

A second plagiarism offense will automatically result in an “F” for the course and will make the student ineligible for membership in the National Honor Society.

## TECHNOLOGY POLICIES

Access to the technology utilized by Kiel 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.

1. Kiel eSchool course resources should be used for authorized purposes only.
2. Use only legal versions of copyrighted software in compliance with licensing agreements.
3. Students are expected to protect the privacy of students and staff and not publish or distribute e-mail addresses outside of the class members. This information is for class purposes only.
4. Inappropriate language or messages will not be tolerated. Keep in mind that anything done on the computer can be retrieved and printed at any time.
5. Students will follow rules, written and unwritten pertaining to Internet etiquette and communicate respectfully to all people. Students will not attempt to bypass security protocols.
6. Internet Access with e-mail - You are liable for any improper use of the Internet and/or e-mail. If using a district Internet account, your e-mail and Internet use will be tracked. Any improper use will result in loss of use of district equipment and services.
7. The Kiel eSchool will follow the Kiel Area School Board Policy regarding computer and software.

## E-MAIL NAMES

Student should use their Kiel School District provided email.

## STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

See Kiel Area School District Board Policy 7540.03.

## CONSEQUENCES FOR VIOLATIONS TO KASD SCHOOL BOARD, STUDENT HANDBOOK, OR ESCHOOL POLICIES

1. All KASD School Board Policies and Kiel eSchool Policies apply. Policies are located at [www.neola.com/kielarea-wi/](http://www.neola.com/kielarea-wi/)
2. Any on-campus online school activities are governed by policies and rules in the Kiel High School or Middle School student handbook. Refer to the Middle and High School Student Handbooks.

3. A student may drop or a teacher may drop a student from a course any time during the first 21 days without penalty. Withdrawal from course after the 21-day grace period will result in an 'F' on the student's transcript. Students taking an online course part of their school day will follow the Kiel HS drop/add policy.
4. All assigned work needs to be completed according to the due dates on the student's Pace Chart.
5. Parent or guardian of students who fall two weeks behind pace will be contacted.
6. If an additional week passes without course activity, the student will be dropped from the course.

## REMOVED FROM ESCHOOL

If a student is removed from eSchool or does not finish an online course which they previously started, they will not be allowed back into the eSchool unless the Client Service Team and the eSchool have reviewed the situation and determined that eSchool is a good fit for this student.

## HOME SCHOOLING

For students enrolling from a home-based education program, Board Policy 9270 will apply. If a student leaves the eSchool to go to a home school situation, they need to reapply for home schooling and follow the normal withdrawal procedure; otherwise, the student will be considered truant.

## ROLE OF THE GOVERNING BOARD

The leadership of the online charter school is the responsibility of the Governing Board. It is essential that the Governing Board have some structured guidelines with which to operate. Below are the principles on which the Governing Board must structure its governance.

The Governing Board must continually focus on the goal and mission of the online charter school.

"All Kiel eSchool students will be provided an environment that promotes their social, emotional, academic, and vocational growth and development in a nontraditional school setting. The Kiel eSchool will: foster a safe, caring environment that accepts and encourages diversity; nurture personal growth through increased self-awareness, individual responsibility, and healthy risk-taking; maintain a learning environment characterized by academic achievement; encourage students based on their needs and life-long interests; strengthen school, community, and family partnerships; and, contribute to the community through developing a well-trained work force."

The Governing Board must explicitly address the fundamental values of the online charter school. These values must center around the students in the online charter school. All policy and procedure decisions must address how they will affect the academic and character development of the students.

The Governing Board must focus on the concerns and needs of the parents who send their children to a school of choice. The online charter school must process parental concerns in a responsible manner.

The Governing Board must encourage the results of the students to be measured. It is important that the educational achievement of the students be measured against the past performance of the individual student as well as the performance of other students in the district, state, and nation.

The Governing Board must concentrate on the larger issues of governance and focus less energy on the small issues. The large issue is the stated goal and mission of the online charter school.

The Governing Board needs to exercise leadership and focus on governance that creates an opportunity for the long-term success of the online charter school. The Governing Board must be thinking of the issues that will enhance the long-term stability and operation of the school.

The Governing Board must create an environment that encourages and enables individuals to responsibly express their opinions, and at the same time bring all the members together in the support of the online charter school mission.

Non-staff members are asked to at least make a one-year commitment as a representative on the Governing Board.

A quorum will consist of a majority of the Governing Board committee members.

The Governing Board must exhibit its leadership to develop policies and procedures that allow for the efficient management of the online charter school. They are to set the general direction of the online charter school, not manage it on a daily basis.

The Governing Board shall foster relationships with the staff, the school community, and the community at large and oversee the budget.

A high value for professionalism and the success of the school is mandatory. Motivation for serving on the Governing Board shall be to help facilitate the educational success of students.

Governing Board members are encouraged to attend training, workshops, conferences, etc. to gather information and network with colleagues to bring back ideas for improvement of our online charter school.

All Governing Board members should remember that public relations are one of their roles.

Meetings are held three times per year. Agendas are published 48 hours in advanced.

All Governing Board members are asked to sign a confidentiality statement.

## CONFIDENTIALITY STATEMENT

Members of the Governing Board

for

KIEL eSchool

The Family Educational Rights and Privacy Act (FERPA) as well as Wisconsin Statute have very strict guidelines regarding confidentiality of student data and records, especially in the case of special needs students. All students' personal matters and records are confidential and are not to be shared beyond the governing board. While you are working as a member of the Governing Board for Kiel's eSchool, you may have access (either in verbal or written form) to student information. This information is only to be shared amongst the governing board members and is to be used for the sole purpose of making educational decisions. By law you must respect the rights of that child, the child's family, and yourself by not divulging any information that might be detrimental.

I understand it is my obligation as a member of the governing board to abide by the laws pertaining to access to student records. It is also my obligation to seek knowledge of the respective laws from appropriate school staff if I am not familiar with the requirements of the laws pertaining to student records.

I understand that during the course of my duties I may have access to information about students. I will respect the confidentiality of this information.

\_\_\_\_\_  
Governing Board Member

\_\_\_\_\_  
eSchool Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## MONITORING COMMITTEE

The Monitoring Committee (a subcommittee of the Governing Board) will consist of the Local Mentor/Teacher, Principal, Special Education Coordinator, Curriculum Director and the grade appropriate Principal. The purpose of this committee is to meet as needed to discuss confidential or pressing issues. They may need to be called on from time to time to address specific student issues.