## Strategies for Success, Course Expectations and Online Learning Policies

1. **Be self-motivated and independent**
   - Set your priorities and make a commitment.
   - Plan and stick to a regular routine for your course.

2. **Organize your work**
   - Keep your assignment schedule handy.
   - Take notes, use a notebook and use other strategies as you do in your regular classroom.

3. **Communicate**
   - Respond to your online learning mentor once a week via canvas assignment with complete and correct answers. Responses are due Wednesday but are accepted by Friday at 11:59PM. _Students who fail to reply will be placed 'on-campus' (virtual classroom) for their online learning course for additional support._
   - Email your online learning teacher, online learning mentor, and/or Apex student support if you need assistance.

4. **Complete and submit assignments regularly**
   - Submit work each week following your schedule. You can work faster.
   - If you are having trouble keeping up with the schedule, e-mail your online learning teacher and mentor immediately.
   - Avoid working slower—it will be reflected in your progress grades on Skyward Family Access.
   - Expect to work 4-6 hours a week in your course. Student must log in and make weekly progress. Refer to your syllabus/course calendar for details of assignments.
   - You will receive a Monthly Evaluation from your online learning mentor according to the Monthly Progress Evaluation Calendar. You are required to respond to your Monthly Evaluation via Canvas assignment. _Students who receive an Unsatisfactory Monthly Progress Evaluation or fail to reply will be put on a ‘Plan of Improvement’ and/or placed ‘on campus’ (virtual classroom) to receive additional support._

5. **Prepare for Unit Tests and Final Test**
   - Unit tests and a student’s Final Test must be taken during designated online learning proctored testing sessions. Parent/guardian partners with Online Learning to help us facilitate/proctor to ensure academic integrity.
   - Give yourself enough time to complete your test. If a student begins a test, they must finish in that session.
   - Students must complete all activities before they complete a test. Students must complete all work in the previous unit before they are able to move on to another unit.

6. **Follow school policies with your online course**
   - All school policies are in effect for online courses just like your classroom courses.
     - Academic Integrity – Cheating or plagiarism will result in a score of zero for the assignment and an administrator referral.
     - Computer and Network Use – All policies for acceptable use must be followed.
     - Attendance – On-campus online learning students must attend their online learning course regularly. If the district is not able to collect funding due to poor attendance, the student will be dropped from the course with an ‘F’.
   - **Drop Policy:**
     - Online courses dropped prior to the start of through the 10th day of the course do not appear on a student’s high school transcript/academic record.
     - Online courses dropped between the 11th day and the 20th day (inclusive) of the course appear as a ‘W’ on the student’s high school transcript/academic record.
     - Online courses dropped on or after the 21st day of the course appear as an ‘F’ on the student’s high school transcript/academic record.

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**Student Statement:** I have read and understand the strategies, expectations, and policies of my Online Learning course. I have accessed my course, the course syllabus, and reviewed the course schedule/timeline. I am aware of instructional materials and required textbooks for this course. I understand and have reviewed/signed all related documents to this online learning plan. _Student will acknowledge ‘Student Statement’ in Required Scavenger Hunt._