Online Learning Plan

Student: «Last_Name», «First_Name»  School: «School»
Course: «Class»  Provider: «Provider»
Issaquah Course Code: «Course_Code»  Start Date: «Start_Date»
WA State Course Code: «State_Code»  End Date: «Stop_Date»
Credit: .50 credit/semester  WA Cert Online Teacher: «Teacher»
Online Learning Mentor: «Mentor»  Materials: Additional Materials

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
   • 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.

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 computer scored activities and tests in a 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.
     o Academic Integrity – Cheating or plagiarism will result in a score of zero for the assignment and an administrator referral.
     o Computer and Network Use – All policies for acceptable use must be followed.
     o 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’.
     o 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.

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.