

# HPTS Online Class Application

Name \_\_\_\_\_ Your School Email: \_\_\_\_\_

Online courses are an option to expand the offerings that we have at Houghton High School (<http://www.mivhs.org/>). To help you understand these courses better, please visit the Online Learning Orientation Tool at <http://olot.mivu.org/>. If you would like to take a course, you must complete the following OLOT Units and attach the certificates to this form.

- Module 1, Unit 1: Online vs. Traditional
- Module 1: Unit 4: Online Tests
- Module 2: Unit 6: Discussion Boards
- Module 4: Unit 1: Basic Course Elements
- Module 4: Unit 4: Problem Resolution

**RETURN THIS FORM along with the MODULE CERTIFICATES to your School Counselor. This form is due by May 1<sup>st</sup> for Semester 1 enrollment or January 5<sup>th</sup> for Semester 2 enrollment.**

<b>Think about your readiness by answering these questions. These are not deal-breakers, but give us information about supports you may need.</b>	<b>Yes</b>	<b>No</b>
Can you create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?		
Can you ask for help, make contact with other students and the instructor online, and describe any problems with learning materials using email, texting and/or the telephone?		
Can you study and complete assignments <u>without direct supervision</u> and maintain the self-discipline to stick to a schedule?		
Do you have a strong desire to <u>independently</u> learn new skills, acquire knowledge and fulfill assignments in online courses because of an educational goal? Can you maintain that focus?		
Do you have the basic independent reading, writing, math and computer literacy skills to succeed in the class?		
Do you know how to open, create and/or save a document; use various technology tools; and identify various file formats?		
Are you comfortable using online video chat tools?		
Can you spend 5 to 10 hours a week per course?		
Do you have computer and internet access at home?		
Did you read the Online Class Completion Policy? (attached)		

**Parent Information and Agreement**

I understand the expectations and risks involved with online classes, and I approve of my son/daughter taking the above class(es) through this means. I understand that course(s) follow the HPTS calendar and that grades will be added to the transcript upon completing of the semester. Extensions will only be requested for extenuating circumstances. Monitoring of progress in the online classes will be available to me through my child's online portal, not PowerSchool.

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Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

This is a one-time form. Complete an Online Course Request form to select a course for enrollment.

## **ONLINE CLASSES**

The ability to take online courses will comply with current Michigan laws. Students interested in this option must see a school counselor in the previous semester to taking any course. Students, parents, mentors, and administrators must also work through the Houghton-Portage Township Schools Course Completion Policy.

### **HPTS Online Course Completion Policy**

**Online courses will be scheduled to match with the HPTS school-year calendar, and it is expected that all students finish their online courses by the deadline of each given term.** In the event a student is unable to complete the course in the given timeline, an extension request may be submitted. The deadline to make this request is at least 2 weeks prior to the end of the term. *(SENIORS: Your 2<sup>nd</sup> semester is shortened by nearly 3 weeks. Be aware of this timeline in scheduling a class.)*

To be considered for an extension, the following conditions must be met:

1. The student must have earned 45-59% of the total points available in the course.
2. The student must be actively engaged in the course (weekly logins, regularly completed homework/quiz/test submissions, regular communication with the mentor, etc.).
3. The student, parent, mentor, and school administrator must write, agree to, and sign a course completion plan that explicitly documents the student's plan to complete the course. This plan must also be approved and aligned with the course provider. This could include a discrete number of assignments per day, points per day, hours spent in the course per day, etc. (see example below).
4. Extensions must be requested by the mentor, and the student course completion plan submitted with signatures at least five business days prior to the end of the term.
5. Extensions will be granted for up to two weeks, with a monitoring review at the end of the first week. If adequate progress is not made in the first week, the extension may be terminated.
6. Extension requests beyond two weeks will be considered "Extenuating Circumstance Extensions," and students must document and present extenuating circumstances to the school administrator. The decision to grant Extenuating Circumstance Extensions will be made on an individual basis. The maximum extension allowed is four weeks (28 days) past the original end date for the term.

Once the extension request is received, the procedure is as follows:

1. HPTS will review the request and completion plan, and respond within two business days. If the course completion plan is approved, the agreed upon extension will be given an "extension hard due date" for both the school and student, with progress monitored in one-week increments.
2. If the school denies an extension request, it will document justification for why the extension should not be granted. This can include, but is not limited to:
  - Failure to meet any or all of the conditions above, with detailed, supporting evidence, and
  - Rationale explaining why an extension is not in the student's best interest.
3. Denied extension requests may be appealed by contacting the superintendent. The superintendent will make all final decisions for denied extensions.

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