



# School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*



## Online Course Handbook 2020-2021

Dear 622 Families,

School District 622 is excited to announce the expansion of online course offerings, accessible to students at both of our High Schools. Online courses offer a great deal of flexibility for students and families. During the 2019-20 school year, 20 course options were offered to students, and we are thrilled to be able to offer additional courses for the upcoming school year. Students who choose to add an online course to their schedule should know that they are still getting the same experience by doing so, just a different classroom environment for learning. Online courses are taught by 622 certified teachers, so students have access to them for additional support and instruction as they navigate the course through our learning management system, Schoology.

It is important to know that online learning is not for everyone. Included in this handbook is information about time management, organization, and much more. Please take time to read the information carefully and decide if online learning is indeed for you. [You can take this short quiz from the Minnesota State Career and Education Resource Center to find out if online learning is for you.](#)

If you have any questions about online learning, please do not hesitate to reach out to your child's counselor.

Sincerely,

Kevin Wolff, Principal  
North High School

Ty Thompson, Principal  
Tartan High School

# **What skills are necessary to be successful in an online environment?**

## **Organization:**

Being organized is important in any course. Being a student online requires you to be responsible for not only learning the content but also for when you learn the content. It is important to schedule time to complete the work.

## **Time Management:**

As an online learner, you will be deciding when and where you complete the coursework. In an online classroom, you do not see your teacher in a traditional sense, so you must be able to manage your time well. Being flexible is a benefit of online learning, but it is important not to procrastinate. Setting a routine and study schedule is important.

## **Self- Motivation:**

Having daily or weekly face to face meetings with your teacher is motivating for some students. In an online environment, a learner has to be self-motivated to complete the course content. Since learning can happen anywhere at any time during the day, it is important to find a routine that works well for you and stick to it.

## **Basic Computer skills:**

The ability to create new documents, use a word processing program like Google Docs or Microsoft, navigate the Internet, and upload files are just some of the basic technical/computer skills needed by online learners.

## **Reading/Writing:**

Reading and writing are the main ways you'll communicate in an online course. Although some hard copies of textbooks might be required, you should be comfortable reading and writing on a computer.

## **Communications skills:**

Communicating with others is vital to the success of an online learner. It is important to use the tools provided by your school to contact your teacher. When communicating with teachers and other staff, use appropriate style and language for school. Online learners should write in full, grammatically correct sentences with a respectful tone.

# Online Learning Expectations

## **Attendance:**

Regular, active participation is required. In order to successfully complete the course, you'll need to login to Schoology and participate on a regular basis. Students must engage regularly throughout the trimester. To be considered in attendance, students must log in and access course materials at least twice Monday through Sunday, with the understanding that courses may require additional time based on the course workload as detailed in individual course syllabi. Students who fail to meet this requirement will face the same consequence as students who are absent from in-person courses. If you are absent for more than 15 consecutive days, you will be dropped from the course.

## **Course Completion:**

Online courses follow the same trimester format as the traditional face-to-face courses.

## **Course enrollment and calendar**

- Online courses follow the same calendar as the in-person courses.
- A student's load of online and in-person courses may not exceed seven courses in one trimester.
- Rules for dropping courses and grading (including pass/fail and incomplete) will be the same for online as for in-person courses.

## **Academic Integrity:**

This online course seeks to maintain the highest level of academic honesty and expects students to act in a responsible manner at all times. Students taking online courses will follow the same guidelines for academic dishonesty as outlined in the student handbook. It is essential that online students work through each assignment in the course and complete the course assessments and projects independently. Academic dishonesty includes, but is not limited to plagiarism, fabrication of information or citations, submitting the work of another person, copying information from another student's online exam, allowing another person to substitute for oneself in completing course work or taking a course test, submitting work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students.

**Teacher Commitments:**

- Establish a welcoming culture within the virtual environment
- Being approachable & available, instilling positive relationships
- Being a facilitator of collaborative learning
- Monitoring student progress closely, providing additional support and resources for students
- Supporting students to be organized, independent learners
- Ensuring students experience academic success in the course

**Student Commitments:**

- Learn Independently
- Ask for help and be vocal when there are problems, conflicts, or questions
- Build relationships by communicating effectively and consistently with the teacher and other students in the course
- Be organized and successfully complete course requirements
- Practice good time management and plan ahead for deadlines
- Maintain a good attendance record

## Online courses available for 2020-2021

<b>Course</b>	<b>Department</b>	<b>Grade Level</b>
Accounting I	Business	10-12
Accounting II	Business	10-12
Algebra 2	Math	11-12
Computer Programming I	Math	10-12
Computer Programming II	Math	10-12
College Comp	English	11-12
Creative Writing	English	11-12
Economics	Social Studies	12
English II	English	11
Fitness For Life	PE/Health	9-12
Forensic Science I	Science	11-12
Grammar	English	11-12
Graphic Arts I	Art	9-12
Health	PE/Health	10-12

Human Anatomy & Physiology	Science	11-12
Microsoft Office for College and Business	Business	11-12
Personal Finance	Business	11-12
Photography	Art	10-12
Political Science	Social Studies	12
Pre-Calculus	Math	11-12
US History	Social Studies	11