

Prague School District Online Handbook
Policies & Regulations & Application Information

Types of Enrollment Available:

1. Full time Independent –Student is enrolled in a complete schedule of online classes. Student works away from the school setting. A teacher is not necessarily available in person during the student’s class time, but is available for consultation by email or in-person by appointment. Student has to meet attendance policy and pass policy at a 60%. Students enrolled in this type of coursework are not eligible to participate in school activities. This type of enrollment will only be allowed for extenuating circumstances to be determined by the HS Counselor and HS Principal.
2. Dual or Blended Enrollment—Student takes a least four classes on campus including any class requiring extracurricular activity such as athletics; he or she takes one to three classes away from school. Student must meet attendance policy and pass policy at 60% in online classes as well as traditional.
3. Make-up Classes—Student takes classes previously failed or not offered, but also takes classes at the regular school to total seven.

Eligibility:

At the discretion of the principal a student may be placed in on-line classes. The determination is on a case by case basis and based on the best interest of the student. Parents and students must make application to the principal in order to take on-line courses.

Orientation with Principal and Counselor required before entry into an online course.

Student must be in grades 6-12.

Enrollment must occur during the first 10 days of each calendar semester.

Student and parent must complete an “enrollment application”

Students will be required to take all End of Instruction tests at Prague Middle School for their specified grade levels.

Students must follow all Prague School District Rules and Policies enrolled in on-line courses.

Special education students may apply. A committee consisting of an administrator, school counselor and special education teacher will meet to determine eligibility on a case-by case basis.

Any student who is enrolled in any school setting, must pass at least 5 classes to be eligible to participate in any activities governed by the Secondary Activities Association. He or she must also meet the same attendance requirements as the traditional student to be eligible. As noted

above, grades and attendance will be done on a weekly basis and will be turned in to the eligibility report done each week.

In order for student to participate in a school activity such as sports, speech & debate, band, etc. the Student must be enrolled in the activity on campus, plus one other course, must meet all eligibility and attendance policies.

Attendance:

A full week of attendance requires at least 15 hours of online seat-time a week-an average of 3 hours a day, and at least 15 lessons completed. Just because a student reaches the 15 lessons completed, he or she must continue working until 15 hours of seat-time are achieved. (Some lessons are short and might require just a few minutes). The 15 hours can be done anytime during the week as attendance is recorded at the end of each week. If 15 hours and 15 lessons are not recorded, then a student is absent one day a week for each three hours of seat-time that is missing. If only one or two hours are missing he or she is absent 1 day. On days of activities student must be logged in at least 1 hour plus attend the other 2 required courses to be taken at the school.

If a student does not meet the attendance requirements for 10 consecutive days, he or she is dropped from school. The student and a parent or guardian may make an appointment to inquire about and accept options for schooling or another try at online learning with more stringent boundaries.

Grades 9-12 Academic Policies

Regular Prague graduation requirements will be followed (24 credits). See Prague High School handbook for specific courses.

Students will be required to take all End of Instruction tests at Prague High School and pass all EOI State requirements.

Grades 6-8 Academic Policies

Students will be required to successfully complete 5 of 8 core semesters to pass to the next grade level. These courses include classes in the areas of mathematics, English, science and social studies.

Contract

This contract is between _____ and the Prague Schools. By signing this contract, I agree to abide by all of the rules and policies of the Prague School District. I understand that failure to do so may result in the loss of MY PRIVILEGE to attend online courses. I also understand that I am responsible for knowing the contents of the student handbook and that my involvement in the program will be reassessed on a continuous basis. I understand that an internet-based

approach to learning uses interactive online technology and requires active participation in each course. I understand that this modality requires a high degree of self-discipline and motivation and the ability to keep up with ongoing, sometimes very demanding expectations without the constraints of a fixed time and place setting. I understand that the content of online courses is as rigorous as that found in the "regular" school classroom and that I can expect to spend as many hours on the online course as I would if I were attending class in a traditional setting.

I understand and agree to abide by the following requirements for participation in **Prague High School online program:**

Maintain a regular schedule of logging on and accessing courses.

If course is not accessed for 10 consecutive days you will receive an incomplete and be dropped from On-line courses.

Orientation with Principal and Counselor required before entry into an online course.

Keep up with readings, course assignments, homework, quizzes and tests.

Do my own work and understand that I can be permanently dismissed from Prague Online courses for violations of plagiarism, cheating and fraud.

Communicate with the counselor and teachers in a professional manner in accordance with the "internet acceptable use" policy. The sending of offensive messages or pictures will not be sent, displayed or downloaded. District harassment policies apply.

Respect the rights and privacy of others. I will only use my assigned password/ID and will not trespass into the files, folders or work of other users.

Follow all Prague School District Rules and Policies.

PRAGUE ONLINE STUDENT CONTRACT

Prague Online School Application Information

Please answer the following questions in the blanks provided.

Name of student _____

_____ Current School year

_____ Date of Birth

_____ Age

_____ IEP YES or NO

_____ Current GPA or most recent report card if no GPA

_____ Current Number of Credits earned

_____ Grade level of Student by Credits earned

_____ Number of absences last semester—attach attendance sheet

_____ Original year of graduation

_____ Type of Program Requested

Student, please explain in a short paragraph your interest in On-line School and why you feel this is the best educational option for you.
