

# Rice Lake High School

Distance Learning Guidebook, August 2020



Information for Distance Learners during the  
2020-21 school year.

[Distance Learning Orientation and Overview Video](#)

**Distance Learning Platforms (Online Software):** Rice Lake High School utilizes two curriculum delivery software platforms and Google Classroom to support online courses. These two software platforms are:

1. [APEX](#)- APEX is used to deliver core courses in the areas of Science, English Language Arts, Social Studies and limited elective courses.  
[APEX Video](#)
2. [ALEKS](#)- ALEKS is the online software that Rice Lake High School uses to deliver Mathematics and occasionally, Chemistry. [ALEKS Student Video](#)

In combination, these softwares and Google Classroom allow for flexible, diverse and proven learning options. All platforms are web based, meaning that a distance learning student can access the software wherever they have internet access and a device (cell phones not recommended).

### **Definitions and Roles**

**Distance Learner (Student):** The distance learner is the student who will be participating in a distance learning (online) curriculum. The student, along with their distance learning coach (see below) is responsible for engaging in the learning process. This means that a distance learner should develop and possess important skills to learning. This includes:

- Maintaining a schedule conducive to learning. This means being “present” during the learning process in a way similar to if a student was attending school face to face. Students should be engaged in learning from 8:00 AM to 3:00 PM with breaks for lunch, etc, similar to a normal school schedule.
- Utilizing provided technology for its intended purposes. School district laptops should be used for school work only, not gaming, social media, etc.
- Students should be an active learner. This means the student should be taking notes, interacting with their distance learning teachers and demonstrating academic integrity.

**Distance Learning Coach (Parent/Guardian):** The Distance Learning coach (DLC) should be a parent or guardian. This person needs to be a support person for the distance learner. Learning at home is a large commitment by the student, family and school district. Taking an active role in the distance learner’s schooling is an important task of the Distance Learning Coach. The DLC should be present in the home to facilitate learning, monitor testing and quizzes and help the student maintain an academic schedule. The DLC needs to be committed to:

- Checking their email at least once a week for announcements.
- Notifying the high school of any address, telephone or email changes and providing a reliable connection to the internet.
- Monitoring academic progress and integrity.

**District Learning Teacher(s) (Teacher):** Distance learning students will be assigned to a set of Distance Learning Teachers (DLT) that will assist the distance learner with the content of their learning. It should be understood that distance learning is a commitment to independent learning, but the DLT can provide:

- Further explanation and lessons if a student is having a difficulty in a particular area or concept.
- Feedback on written materials, tests and quizzes.
- Assistance in resetting quizzes, tests and monitoring progress.

### **Attendance**

Each distance learner is held to the same attendance requirements as any other student in the district. For distance learners, this means spending at least **FIVE** hours per day actively learning. The amount of hours that a student spends in a program like APEX and ALEKS is available through reports provided in the software. Therefore, attendance is monitored through the distance learner's use of the software. Utilization of the reports in the software can determine if a student is actively engaged in the learning and if they are making progress. Just like in face to face learning, the Distance Learning Coach (parent) needs to report any absences to the attendance office. Per state policy, a student is allowed up to 10 days of excused absences (50 periods/hours) each school year. Any absences beyond 10 days, without a medical excuse, are considered unexcused and are subject to truancy. A student does get up to 10 days of pre-excused days per year. These days can be used if a student is attending an appointment, college visit or event. It is worth noting that a student can access the APEX and ALEKS platform wherever there is Internet/Wi-Fi availability. Students must attend school each day, just like if they were attending school in a face to face fashion. Students are not allowed to bank hours, such as working on school work for 3 hours one day and then 7 the next. Students are encouraged to work on school extra hours if they wish. Online classes can be completed before the nine week term is over and a new class can be added. This is important for students who are credit deficient or may want to graduate a semester early.

If you wish to know more about attendance protocol, please reference the [Rice Lake High School Handbook](#) .

### **Technology**

Distance Learners will be provided with a Chromebook style device-Available September 1st. This device will require the student to login using the student's district login, consisting of a username and password. This device is strictly for the students educational use. By utilizing the district device and having to log in to the device, browsing history and use can be monitored. A distance learners username and password should not be shared with anyone other than the learner and Distance Learning Coach (parent/guardian). Gaming, downloads, social media, personal emails and entertainment (videos, NetFlix, etc) are not allowed.

If a district device is not being used properly, the student and family could be responsible for repair costs or lose the privilege of using the device.

To learn more about the Rice Lake Area School District's Technology Use Agreement, and some specifics to Chromebooks and device insurance, please click [here](#).

### **Learning Process**

Please see the District Learning Success Skills by clicking [here](#).

Both the APEX and ALEKS online learning platforms allow for the students to progress at their own pace. This means a student can work as fast or as slow as their skill level allows. However, it is important to understand that a student needs to stay on pace for finishing their courses in 9 weeks or less. If a student is taking 12-15 weeks to finish a course, this will lead to credit deficiency. A typical class should take a student 30-50 hours of dedicated time to finish. This time interval has been established by years of data collecting. If a student is finishing a course in less than 30 hours, they may be demonstrating a lack of academic integrity and utilizing outside resources to "complete" the course. If a student is taking 60 or more hours to complete a course, they are either not engaged in the learning or are struggling with the content and not seeking the assistance of their Distant Learning Teachers.

Just like in a normal class, students MUST take notes as they progress through the learning content. A good place to start with notes is listing and defining all key vocabulary terms. All notes can be used on the quizzes and tests. Doing the learning right the first time, through reading, listening and taking notes, will allow the students to pass the quizzes and tests on the first trial. Students who try to jump immediately to the quizzes and tests will not be successful. The quizzes and tests will lock and therefore not be available to do until the Distance Learning Teacher unlocks them. The DLT will not unlock the quizzes or tests until the student can demonstrate they have improved their learning. This is done by the DLT asking to see the notes or doing a virtual meeting, where the student can orally share how they have relearned the material.

The Distance Learning Coach (parent/guardian) must be present when the student is taking unit tests. If a DLC cannot be present, then the student should make arrangements with their Distance Learning Teacher to do the test through a virtual meeting format, such as Google Meet.

\*Some courses will be delivered through Google Classroom. These courses will have learning materials posted on a weekly basis. Students should work at the pace that the teachers provide the curriculum. Attendance will be based on work completion and the attendance at various Google Meets and virtual lessons set up by the instructor.

**Distance Learning Students are not permitted to take tests without a level of adult supervision. Adult supervision should consist of the Distance Learning Coach or the Distance Learning Teacher.**

Students can log in to their Online Learning software by clicking below:

[ALEKS](#)

[APEX](#)

## Frequently Asked Questions about Distance Learning at Rice Lake High School

### 1. How do I get support from Rice Lake High School Teaching Staff?

**Answer:** For each course that you are enrolled in at a given time, you will have a teacher assigned to you for that course. This teacher will not deliver the content, as the software does that. However, this teacher can help you monitor progress, provide you with extra learning help, proctor tests and reset quizzes. Students in a course provided through Google Classroom will have interaction with their assigned teacher.

### 2. What if I determine that distance learning is not for me and I want to attend face to face courses at Rice Lake High School?

**Answer:** If a student elects to do distance learning, they must stay committed to that learning option until the end/start of a quarter. In other words, students cannot leave distance learning to return to face to face learning during a term.

### 3. If I am in the distance learning option, can I still be a part of any co-curricular groups, athletics, etc.?

**Answer:** YES! As a distance learner, you do not miss out on any of the opportunities and events that Rice Lake High School offers. This means that you can play sports, attend prom and be a member of the various student organizations at RLHS!

### 4. Can I take some classes at Rice Lake High School and also be a distance learner?

**Answer:** No. If you choose distance learning, you cannot take classes at Rice Lake High School. The reasoning is that this would cause too much inconsistency in student travel, course selections and attendance. If you like

learning through an online format (not distance) and want to take classes at Rice Lake High School, please see your counselor to learn more about the [Red Cedar School Program](#).

### **5. Are Advanced Placement courses offered through distance learning?**

**Answer:** Unfortunately, no. Many Advanced Placement courses have requirements that just can't be regularly met through distance learning. Students who select distance learning as an educational option would have to make their own arrangements for Advanced Placement courses at our local postsecondary schools. This would come as an expense to the family.

### **6. How are grades determined with distance learning?**

**Answer:** Letter grades will be provided for all distance learning courses. With the ALEKS software, a minimum of 68% completion in the course material is required for credit to be awarded. Final letter grades will be determined by the level of mastery and scores obtained on tests and assignments. [Here](#) is a link to the specifics on ALEKS grading.

In the APEX software, a minimum of 75% completion in the course material is required for credit to be awarded. Letter grades are determined by the scores obtained on assignments, quizzes and tests. Each APEX course has a number of units that must be completed. These must be completed at 75% and will correspond to a letter grade.

### **7. Do distance learners follow the Rice Lake High School and Rice Lake Area School District Calendar?**

**Answer:** Yes, distance learners follow the same calendars that any other high school student would follow. Therefore, if there is a vacation day in the calendar or a day with no school, distance learners would not be expected to work. The same procedure would be followed in the case of an inclement weather day. However, it is important to remember that the online curriculum is able to be used anytime if a student wants to work ahead, get caught up from an absence, etc.

### **8. Can I add and drop classes in distance learning? What is the process?**

**Answer:** At the high school, students can change their schedules within the first two days of the term. Distance Learning will focus on mostly the core requirements. With APEX, there are limited courses available in the elective areas. However, there are some electives to choose from. If you wish to change a class, that should be done with your counselor within the first two days of a term. Students are able to add classes during a term if they complete a course before the end of a term.

### **9. What if I am a senior and want to graduate early?**

**Answer:** All high school students must attend at least seven semesters. Therefore, a student who has met all graduation requirements could graduate at the end of the first semester of their senior year. If you plan to do this, you need to reach out to your counselor to obtain a form for early graduation.

### **10. What if I have an IEP? Can I do distance learning?**

**Answer:** If a student has an IEP and wants to participate in the distance learning option, an IEP meeting needs to be held. At that time, the IEP team will determine if distance learning is a good fit for that student and family based on the student's needs.

**If you have further questions, you may contact the following:**

Mark Beise, Assistant Principal: 715-234-2181 X-5114

Jessica Ebner, School Counselor (last names A-L): 715-234-2181 X-5470

Mike Shomion, School Counselor (last names M-Z): 715-234-2181 X-5335

Erika Spear, School Counselor (ACP Coordinator): 715-234-2181 X-5726

# Rice Lake High School Distance Learning Success Skills

 <b>Success Skills</b>	<b>Distance Learning Environment</b>		
	<b>Online Curriculum</b>	<b>Virtual Meetings</b>	<b>General Communication</b>
<b>Prompt &amp; Prepared</b>	<ul style="list-style-type: none"> <li>€ I have a schedule that simulates that of one as if I was attending school in a face to face model</li> <li>€ I complete my work on time.</li> <li>€ I take good notes on the material I am learning</li> </ul>	<ul style="list-style-type: none"> <li>€ I am on time to virtual meetings that are scheduled by an instructor</li> <li>€ I have my computer charged and all the needed materials</li> </ul>	<ul style="list-style-type: none"> <li>€ I initiate communication when I have a question, problem or issue.</li> <li>€ I follow up when I have questions in class and/or after an absence</li> </ul>
<b>Persistent &amp; Productive</b>	<ul style="list-style-type: none"> <li>€ I am patient in navigating in this new learning environment</li> <li>€ I consistently maintain a growth mindset, even when tasks are challenging.</li> <li>€ I stay actively engaged in my learning.</li> </ul>	<ul style="list-style-type: none"> <li>€ I stay on the topic of conversation and not have side chats</li> <li>€ I am not distracted by additional technology</li> <li>€ I am focused and attentive</li> <li>€ I will be an active participant in the meeting</li> </ul>	<ul style="list-style-type: none"> <li>€ I accept constructive criticism and use it to improve my learning</li> <li>€ I ask for clarification when I do not understand directions</li> </ul>
<b>Responsible &amp; Respectful</b>	<ul style="list-style-type: none"> <li>€ I demonstrate academic integrity by being truthful and honest</li> <li>€ I consistently use technology appropriately.</li> <li>€ I contribute to a quality learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>€ I keep the camera on and stay in the frame of the camera</li> <li>€ I speak clearly and look up when speaking</li> <li>€ I mute my microphone when the teacher or someone else is talking</li> </ul>	<ul style="list-style-type: none"> <li>€ I check my email multiple times daily during the school day</li> <li>€ I am polite and positive in my communication.</li> <li>€ I communicate during the normal school <u>day</u></li> </ul>

