**Online Learning Expectations**

**Grand Blanc Community Schools**

General Requirements

* All online learners will participate in an Online Orientation by taking the online mini-course before beginning their actual online coursework.
* Online learners are expected to have regular and reliable access to the internet in order to participate in their online courses.
* Online learners are expected to have basic proficiency in computer skills such as use of word processing software, use of internet and online learning platform.
* All policies contained within the Grand Blanc Community Schools Rights and Responsibilities Handbook are applicable to online courses and students.
* All online learners will be provided with a way to access their online course either prior to or within the first week of school.
* Each online class may require the online learner to engage in a variety of activities (i.e. reading the course syllabus, participation in discussion boards, etc.) that are specific to the class.

Attendance

Attendance in an online course is as important as attendance in a traditional classroom. Online learners are expected to “attend” class regularly throughout the semester by logging into their courses daily. When logging in, online learners should check course announcements, messages, and actively engage in coursework. Online learners should expect 5-10 hours of online work per week for each online class.

The online courses are set up in a sequential manner; content information and formative assessment completion will be necessary to complete before accessing summative assessments. It is essential that students maintain the expected pace of the course pacing guide and engage in class regularly. Students may be removed from online classes and/or receive a failing grade for not attending or participating.

Assessments and Grading

* Summative assessments will account for 70% - 90% of the final grade.
* Students will need to demonstrate the completion of necessary assignments to access formative assessments. Students will need to demonstrate proficiency on formative assessments and completion of unit assignments to access summative assessments.
* Students may retake unit assessments according to teacher discretion. To inquire about a retake and the required activities to qualify for a retake, students must contact their instructor.

Online Code of Conduct

* Grand Blanc Rights and Responsibilities Handbook is found at: [**http://tinyurl.com/gbstudenthandbook**](http://tinyurl.com/gbstudenthandbook)**.** All policies contained within apply to online learners.
* All work submitted must be the student’s own work. If other sources are used, the student is required to cite sources. Cheating (copying of another person’s work and taking credit for it or having someone else do your assignments and assessments and claiming it as your own), plagiarism (direct copying from any media without the proper citation), and other forms of academic dishonesty are subject to consequences which could include a failing grade for the course.
* All online learners are expected to act in accordance with standards of reasonable behavior, respect, and civility. Behavior that is disruptive or interferes with the teaching/learning process such as posting of inappropriate materials, use of obscenities, personal attacks on fellow students or instructors, sexual harassment, or demeaning/disrespectful comments are prohibited.

Communication

* Students and parents should contact the instructor or course mentor first in order to get their questions answered or concerns addressed. If questions remain or concerns are not addressed after initial contact with the online mentor and/or instructor, high school students and parents should contact the High School Counseling Office at (810) 591-6647. Elementary or Middle School students and parents should contact their school counselor or Principal.

General Guidelines for a Successful Online Experience

* Keep in mind that everything you write is recorded. On the internet, there are no take backs.
* Keep in mind that anything considered inappropriate in the classroom is inappropriate online.
* Typing in capital letters is considered shouting.
* Avoid making generalizations. Back up your opinions with facts.
* Be careful with humor and sarcasm. Both can be easily misunderstood in the online environment.
* Acronyms (i.e. LOL) and emoticons are not academic writing.
* Manage time well – set specific hours of each day for school work.
* Set your own deadlines based on your schedule – stay in advance of the suggested pacing.
* Don’t wait to ask for help.

Sources

1. Online Student Expectations – Davison High School
2. <http://eschool.k12.hi.us/students/student-role-a-expectations>
3. <http://online.mpls.k12.mn.us/student_expectations>