



HOLTON PUBLIC SCHOOLS
“Rooted in Community, Reaching for Excellence”

2014-2015
SCHOOL YEAR

**APPLICATION FOR ONLINE COURSE
ENROLLMENT**

The State of Michigan, under Section 21f of the State School Aid Act, has recently enacted the opportunity for parents to request that their student(s), in grades 5-12, be enrolled in no more than two (2) online courses in place of a currently scheduled course. Holton Public Schools continues to support online learning, and as a school district, we continue to take pride in the innovative uses of technology that are employed by our highly qualified teaching staff to support students and their learning. Holton Public Schools strongly believes that a student should only choose online courses if the following are true: (1) a desired course is not offered by one of the Holton Public Schools, or (2) a student’s course schedule presents a conflict prohibiting the student from enrolling in a course that is offered at Holton Public Schools.

An online course should not be chosen if Holton Public Schools offers the course, and the course can be scheduled in the student’s daily schedule. In addition, a student may not enroll in an online course if any of the following are true: (1) The course is not offered for credit, (2) The credit offered is not consistent with the unit of credit required, (3) The student previously earned credit in the course, (4) The course is inconsistent with the student’s graduation requirements or post-secondary plans, (5) The student does not possess the prerequisite knowledge and skills to be successful in the course, (6) The student demonstrated failure in previous online coursework in the same subject, or (7) The course is of insufficient quality or rigor, as determined by Holton Public Schools.

Requirements: Online learning presents challenges that are different from the face-to-face classroom experience. This type of learning requires a high degree of self-discipline and motivation, the ability to keep up with ongoing, sometimes very demanding expectations without the constraints of a fixed time and place setting, and the ability to deal with isolation that may occur from this form of individual learning. To be successful in an online class, a student must be a self-starter with a strong sense of direction and the ability to set goals and follow through. A successful online student will work independently, stay on task and maintain a regular schedule of logging on and keeping up with readings, course assignments, homework and other expectations. An online class is different, not necessarily easier or harder, and the added factor of self-motivation and self-discipline may cause additional challenges.

Available Courses: A statewide catalog, maintained by Michigan Virtual University, contains the syllabi for online courses offered by any Michigan district and the Michigan Virtual School. Any online course in which a student chooses to enroll must be for credit, consistent with graduation requirements, and of sufficient quality or rigor. If not, Holton Public Schools may deny the student and parent/guardian request to enroll in an online course.

Cost: If Holton High / Middle School approves a student to enroll in an online course, the course must be one of the student’s six required classes per semester. If Holton Elementary School approves a student to enroll in an online course, the course must be one of the student’s seven required classes per semester. The district will pay for the cost of the course; however, the course may not exceed 1/12th of the district’s foundation allowance per pupil payment, as calculated in the State School Aid Act. The student/parent will bear the cost of any online course taken in addition to the student’s full-time class schedule (or any additional cost beyond the maximum amount allowed per pupil based on the district foundation allowance).

Students and/or their parent or guardian who have requested to take a course(s) online, and who are denied by Holton Public Schools, may appeal the decision in writing to the Superintendent of the Muskegon Area Intermediate School District.



HOLTON PUBLIC SCHOOLS
"Rooted in Community, Reaching for Excellence"

2014-2015
SCHOOL YEAR

APPLICATION FOR ONLINE COURSE
ENROLLMENT

1. Please complete the table below detailing the necessary student enrollment and contact information.

| |
|-----------------------------------|
| Student's Name: |
| Date of Birth: |
| Student's Grade in 2014-2015: |
| Parent / Guardian Phone Number: |
| Parent / Guardian E-mail Address: |
| Student E-mail Address: |

2. Please complete the table below describing the online course(s) you wish to enroll, along with the course provider, the semester of enrollment, and the course cost.

| | |
|-------------------------|-------------------------|
| Course Title #1: | Course Title #2: |
| Course Provider: | Course Provider: |
| Semester of Enrollment: | Semester of Enrollment: |
| Cost of the Course: | Cost of the Course: |
| | |
| Course Title #3: | Course Title #4: |
| Course Provider: | Course Provider: |
| Semester of Enrollment: | Semester of Enrollment: |
| Cost of the Course: | Cost of the Course: |

3. Please check the box below that describes the online course(s) that you wish to enroll in. If you select the third box below, please personally describe why you want to enroll in an online course(s):

- Holton High School does not currently offer the course(s) that I wish to enroll in.
- The course(s) that I wish to enroll in is offered by Holton Public Schools; however, the course(s) does/do not fit into my schedule for the school year.
- Reason other than those described above. Please explain below:

4. Please complete the following if you have previously enrolled in an online course(s):

Course Name(s) and Course Provider(s): _____

Date(s) of Course Enrollment: _____

Student's Grade Earned in the Online Course(s): _____



APPLICATION FOR ONLINE COURSE
ENROLLMENT

Holton Public Schools believes that in order for a student to be successful in an online course, he or she must possess the fundamental characteristics that are critical for student success in an online course(s). These critical skills include: Good time management, effective communication skills, independent study habits, self-motivation, academic readiness, and technological preparedness. Even students who are very successful in face-to-face courses can struggle in online courses because the student must be very self-directed, highly motivated to succeed, and diligent in managing one's time.

5. As a means to assess the student's readiness to be successful in an online course(s), please read each statement below and check those that apply to the student:

- I can create and maintain a study schedule throughout the semester without the face-to-face interaction of a teacher.
- I can ask for help, make contact with other students and the instructor online, and describe any problems that I may be having through the use of e-mail, text messaging, and/or the telephone.
- I can study and complete assignments without direct supervision while maintaining the self-discipline to complete an entire course of study.
- I have a strong desire to learn skills, acquire knowledge, and fulfill assignments to complete my coursework.
- I have the reading, writing, mathematics, and computer literacy skills to succeed in a class that is completely online.
- I am technologically prepared to succeed in a course that is 100% online.

6. Please explain in the textbox below your plan to ensure that the activities, assignments, and assessments of an online course will be completed successfully, as well as on time.

FOR OFFICE USE ONLY:

Student's Name: _____ Grade: _____ Date: _____

Approved – List the approved course(s) and the semester: _____

Denied

- The student has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course credit is inconsistent with credit unit requirements of Holton Public Schools.
- The online course is inconsistent with the graduation requirements or career interests of the student.
- The student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in the previous online coursework in the same subject.
- The online course is of insufficient quality or rigor.
- The District recommends the following alternate online course(s) that are of acceptable rigor and quality: