21f Online Learning

Romeo Community Schools
Office of Academic Services

Our Mission

Embracing our community while engaging, educating and empowering students to inspire the future.

Our Vision

Forging pathways through academic exploration guided by…
- Passions of our students
- Dynamic learning environments
- Invested community advocates

Romeo Community Schools
21f Online Learning

This guide was created using resources from the Michigan Department of Education, Wayne RESA, MVU, and Lake Orion Community Schools, Lake Orion, Michigan.

SECTION 1: OVERVIEW

The State of Michigan, under Section 21f of the State School Aid Act, has created the option for parents to request that their student(s), in grades 6-12, be enrolled in no more than two online courses in place of a currently scheduled course. Romeo Community Schools supports online learning, and we pride ourselves on using technology innovatively to support learning. We encourage parents to consider carefully if a 100% online course is ideal for their child given the fact that they will be forfeiting face-to-face teacher classroom instruction and support.

While there are many benefits to online learning experiences, parents should carefully consider the unique qualities of their child when investigating if an online class is right for them. These factors may include:

- Can your student create and maintain a study schedule without face-to-face interaction of a teacher?
- Can your student self-advocate and seek help within a virtual setting?
- Does your student possess the independent study habits needed to complete an entire course online without direct supervision?
- Does your student have the reading, writing, math, and computer literacy skills to succeed in a class that is completely online?

It is important to note that the Section 21f option is limited to choices available from the online classes listed in the state online course catalog (https://micourses.org). While all of these classes have been reviewed from each sponsoring local district, these courses may not necessarily meet the rigor of courses for Romeo Community Schools from a credit or graduation requirement perspective and are, therefore, subject to administrative approval. Additionally, availability of courses is not guaranteed. Courses may have a class size limit, and should that limit be exceeded, students will be placed into the course on a lottery basis.

It is critical that parents of students involved in an online learning opportunity under Section 21f understand these important points:

- The highly qualified teacher providing content for the course will only be available remotely via email or possibly phone and will not be a faculty member of the Romeo Community Schools.
- Students will work independently outside of the traditional classroom setting and will not be present with their current teacher or classmates during that subject.
- Students will be monitored by a Romeo staff member.
- Changes to the existing students schedule could be made.
- If approved, both parent and student must agree to and sign the 21f Online Learning Student Contract (see Appendix B).

Parents should use the Online Course Request Form found in the Appendix of this handbook in order to enroll their child in an online course under Section 21f.

Enrollment in this program for future school years will follow the established course selection timeline at the secondary level. All requests must be made to the counseling office by May 1st.

SECTION 2: ONLINE LEARNER READINESS RUBRIC

The Online Learner Readiness Rubric was developed by Michigan Virtual University and is intended to for use as a resource to help identify specific areas where students may need additional support to better ensure success with online learning opportunities. Students, parents and educators should carefully evaluate an individual student's readiness before engaging in online learning.

	Less ready			More ready
Technology skills	Student has little, if any, experience using a computer or the Internet, and has minimal desire to develop more skills in this area.	Student has limited experience using a computer and the Internet, and has expressed a strong interest in developing more skills in this area.	Student has strong computer skills and detailed experience using a word processor, email application and web browser.	Student has excellent computer skills and significant experience using a word processor, email application and web browser, and is comfortable downloading information from the Internet and using other technology tools and applications.
Work and study habits	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5-10 hours per week on each online course.	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment.	Student rarely needs reminders or assistance in completing routine assignments and has demonstrated good independent study habits.	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course.
Learning style	Student is not a self-directed learner and often requires real-time feedback from teachers regarding basic directions and follow-up support.	Student is beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support.	In general, the student is self- directed and does not require real-time feedback from teachers regarding basic directions and follow-up support.	Student is a self- directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support, and deals well with ambiguity.
Technology and connectivity	Student does not have consistent access to a computer and a reliable connection to the Internet from home or from school.	Student has limited access to a computer with low-speed service to the Internet from school or from home.	Student has consistent access to a computer with moderate-speed service to the Internet from home, and from school.	Student has daily access to a computer with high-speed service to the Internet at home and at a convenient location in the school building before, during and after regular school hours.

Revised May 2023

	Less ready			More ready
Time management	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes.	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities.
Interest and motivation	Student has little or no interest in the content area of the online course offering and has a negative or unrealistic attitude toward online learning.	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning.	Student has an interest in the content area of the online course offering, and has a positive and realistic attitude toward online learning.	Student has a strong interest in the content area of the online course offering, is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning.
Reading and writing skills	Student is reading below grade level and has experienced difficulty with routine writing assignments.	Student is reading at grade level and has demonstrated limited proficiency with writing assignments.	Student is reading at or above grade level and has demonstrated success with variety of writing assignments.	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments
Support services	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance.	Student support system is limited. Parents and school personnel are somewhat supportive of enrollment in online courses.	Student has open access to school- based mentoring/ counseling service and parental support	Student has regularly scheduled access to school- based mentoring/ counseling services. Parental support is strong and district has adopted policies and identified best practices to support students as online learners.

Appendix A
21f Online Class Enrollment Form

21f Online Learning
Class Enrollment Form

ONLINE COURSE REQUEST FORM
Section 21f Online Learning Courses

APPLICANT/STUDENT INFORMATION	
Student Name:	**Building:**
Date of Birth:	**Grade Level** 6 7 8 9 10 11 12
Home Address:	**City:**

COURSE INFORMATION	
School Year: 20____-20____	**Anticipated year of graduation:**
SEMESTER 1	**SEMESTER 2**
Course title:	**Course title:**
Course provider:	**Course provider:**
Course in lieu of:	**Course in lieu of:**
Reason for request: □ **RCS does not offer the course** □ **The course is offered but will not fit in my schedule** □ **Other reason (applicant must provide a reason for wanting to enroll in an online course)**	**Reason for request:** □ **RCS does not offer the course** □ **The course is offered but will not fit in my schedule** □ **Other reason (applicant must provide a reason for wanting to enroll in an online course)**
Course title:	**Course title:**
Course provider:	**Course provider:**
Course in lieu of:	**Course in lieu of:**
Reason for request: □ **RCS does not offer the course** □ **The course is offered but will not fit in my schedule** □ **Other reason (applicant must provide a reason for wanting to enroll in an online course)**	**Reason for request:** □ **RCS does not offer the course** □ **The course is offered but will not fit in my schedule** □ **Other reason (applicant must provide a reason for wanting to enroll in an online course)**
Have you previously enrolled in an online course(s): □ **No** □ **Yes. If so, please complete the information below:** **Date of online course(s):**	

Name of online course(s): Grade earned in online course(s):	

Online Learning Review and Self-evaluation

Due to the uniqueness of the online learning program, certain standards and behaviors are expected of students. Parents and students are expected to review the following documents prior to enrolling in the program. Please review all of the documents listed below and initial in the spaces provided. **These documents can be found in the building offices or online at www.romeo.k12.mi.us**

Documents to Review	Parent Initials	Student Initials
Parent Guide to Online Learning		
Online Readiness Questionnaire		
21f Student Contract		

PARENT INFORMATION

Parent/Guardian Name:	Telephone No.:
Parent/Guardian Email Address:	

Acknowledgment and Understanding

I acknowledge and understand the expectations and guidelines for participation in this opportunity and would like to continue pursuing enrollment into the course(s) identified in this above.

Parent/Guardian Signature:	Date:
Student Signature:	Date:

FOR DISTRICT USE ONLY

Date Received:	By:

□ **Approved: List approved online courses and semester below:**

□ **Denied for reason(s) indicated below*: (check all that apply)**
□ **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 required by RCS.**
□ **The online course is inconsistent with the remaining graduation requirements or career interests of the student.**
□ **The student has demonstrated failure in the previous online coursework in the same subject.**
□ **The online course is of insufficient quality or rigor.**
  List the names of alternate online course(s) recommended by the District that are of acceptable quality and rigor.

*If a student's request to take a course online is denied, the student and parent may appeal the decision by writing the superintendent of the Macomb Intermediate School District.

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Appendix B
21f Online Learning Student Contract

21f Online Learning
Student Contract

Due to the unique nature of an online learning program, certain standards and behaviors are expected of students. Parents and students should complete the Online Learner Readiness Rubric in section 2 of the 21f Online Learning handbook.

Student Name	School

The student should read the following agreements and initial in the box provided next to each statement.

1		I understand that it is my responsibility to have access to a computer with Internet connectivity while enrolled in an online course and to gain access to any software required.
2		I can create and maintain a study schedule without face-to-face interaction with the teacher.
3		I will adhere to the school's timelines for completion of course requirements. The District's policies will take precedence in meeting program/course requirements.
4		I understand that certain standards are expected of me. Appropriate use of the Internet is expected at all times as outlined in the District's Acceptable Use Policy.
5		I understand that all course work and submission that I do may be retrieved and/or monitored by the mentor teacher at any time.
6		I will follow procedures specific to the course(s) I am enrolled in.
7		I must communicate with my mentor and my on-line teacher on a weekly basis. More than two (2) unexcused weeks of contact may result in removal from the program.
8		I must follow all other rules as specified by the district, mentor, and on-line teacher. Ex: Pick a designated work area and lunch time
9		I will be committed to the courses and adhere to the course schedules as prescribed. Drops will be allowed only as outlined by the online provider and the school's add/drop procedures.
10		I understand that the online course(s) will be listed on my transcript. The grade assigned will be part of my record and will be included in my cumulative GPA.
11		I must take local and state assessments, as scheduled, including MEAP, MME and other applicable assessments.
12		I understand that all requirements outlined in the school's Code of Conduct apply to students enrolled in online learning.

Consequences for Violations:

1st offense: I will be given a verbal warning. My parents will be notified.
2nd offense: I will be given a written warning. My parents will be notified.
3rd offense: A parent meeting will be scheduled to review program placement.

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Severe Misconduct:

Regardless of whether the offense is a first time offense, I may be removed from the course and/or program with a grade of "Failing" and will fall within the jurisdiction of reassignment to on campus classes at my school.

Section 21f Waiver Signatures

Student Acknowledgment and Understanding:
I have read, understand, and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

_____   _____
Student Signature   Date

Parent/Guardian Acknowledgment and Understanding:
I have read and understand the student policy and stated expectations for my child and agree to support the Section 21f Online Learning Courses expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore, I will monitor and support my student in his/her studies. I agree to be accessible and readily available to the mentor or online teacher to discuss my child's progress and development. I understand time management and attendance is vital to my student's success. I understand acceptance into this program may be based on class size and my child must fulfill program expectations in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

_____   _____
Parent/Guardian Signature   Date

_____ I give my permission for my student to leave campus during the online portion of their day.
Parent Signature

*** **Should the scheduled online class fall at the end of the day only.** RHS is a closed campus and students may not leave in the middle of the day.

FOR OFFICE USE

_____   _____
Designated School Official/Title   Date

_____   _____
Mentor Teacher   Date

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