Crestwood Online Learning Program Handbook

Howard-Winneshiek Community School District

I. Program Overview & Mission

Mission Statement

"Our goal is to empower and guide students in effectively taking responsibility for their own learning. We support each student's ability to manage their time, take pride in their schoolwork, and grow emotionally as an active, contributing member of society."

The Crestwood Online Learning Program offers an adaptable, personalized educational pathway. Designed for students seeking a flexible environment, the program promotes self-paced learning while preparing students to navigate the demands of a global society.

While the program provides environmental flexibility, **success is entirely dependent on the student's daily commitment, self-discipline, and proactive engagement**.

The Howard-Winneshiek Community School District offers career and technical programs in the following areas of study; online programming may have limited access to:
• Agriculture, Food and Natural Resources
• Applied Science, Technology, Engineering and Manufacturing
• Arts, Communication and Information Systems
• Business, Finance, Marketing and Management
• Health Services
• Human Services

II. Daily Student Roles & Responsibilities

To maintain enrollment in the Crestwood Online Learning Program, students must transition from passive learners to active leaders of their own education. Daily success is evaluated through the following core expectations:

1. Daily Attendance & Progress Monitoring

- **Daily Engagement:** Students are required to log into the online platform every scheduled school day and actively participate in coursework.
- **Pace-Based Attendance:** Attendance is tied directly to progress.
    - Students maintaining or exceeding the expected course pace will be marked present.
    - Students who fall behind schedule and show no active progress within a class will be marked with an **unexcused absence**.
- **Consequences of Poor Attendance:** Chronic absenteeism or a persistent lack of progress is grounds for immediate administrative review and potential removal from the online program.

2. Academic Integrity & Technology Standards

- **Independent Work:** All submissions must represent the student's own thought and effort. The unauthorized use of Artificial Intelligence (AI), plagiarism, sharing materials, or using proxy test-takers is strictly prohibited.
- **Connectivity and Support:** Students must maintain reliable internet and device access. Technical issues must be reported immediately to the online coordinator or tech support to prevent falling behind. Daily communication via school email or phone calls with the instructor is required.

3. Proactive Communication

- **Self-Advocacy:** Students are expected to monitor their own grades and progress. When concepts are challenging, students must proactively contact instructors via email or phone to seek assistance.
- **Staff Commitment:** In return, Crestwood staff commit to providing a supportive, respectful learning environment, guiding students toward academic success, and maintaining open communication with families.

4. Mandatory On-Site Assessment Policy

- **State Testing:** Students must complete all state-mandated exams, including the *Iowa Statewide Assessment of Student Progress (ISASP)*, in person at the school.
- **Midterm & Semester Exams:** To ensure academic validity, all midterm and semester exams must be completed on-site under school supervision. Unit tests may also be taken on-site per teacher or administrator request.
- **Failure to Attend:** Refusing to attend scheduled, on-site testing can result in immediate removal from the program.
- **Exam Retake Policy:** To qualify for a quiz or midterm retake, a student must complete all corresponding guided notes and present them to the instructor prior to testing in person again.

III. Enrollment Eligibility & Procedures

Admission to the Crestwood Online Learning Program is selective and relies on demonstrating the maturity required for remote learning.

Eligibility Criteria

1. **Self-Assessment:** Completion of an online learning readiness evaluation.

2. **Grade Level:** Students must have completed the prior grade level (Middle School entry: completion of 6th grade; High School entry: completion of 8th grade).

Admissions Process

- **Step 1:** Contact the school at **(563) 547-2764** to express interest and schedule an interview with the program coordinator.
    - Middle School: Mr. Wedemeier (Middle School Principal)
    - High School: Trish Hartman (High School Guidance Counselor)
- **Step 2:** Attend a 60-minute registration interview accompanied by a parent/guardian.
- **Step 3:** The applicant must prepare and present three personal academic/professional goals and explain their rationale for choosing online learning. A parent/guardian signature is required to finalize enrollment.

IV. Graduation Requirements & Curriculum

Online courses are delivered through the *Subject* platform. To graduate from the Howard-Winneshiek Community School District and receive a Crestwood High School diploma, high school students must earn a minimum of **48.0 credits**:

Subject Area	**Required Credits**
English	8.0
Mathematics	6.0
Science	6.0
Social Studies	6.0

Physical Education	4.0 (requires documented activity verification each semester)
Electives	18.0
Total Required Credits	**48.0**

Note: Students may also earn up to 2 credits toward graduation requirements through approved Work-Based Learning (On-the-Job Training/OJT).

V. Code of Student Conduct & District Policies

Students enrolled in the Crestwood Online Program remain bound by all standard district policies, rules, and expectations.

- **Conduct Jurisdiction:** The Code of Student Conduct applies to all online environments as well as "at school" (on school premises, buses, or at school-sponsored events).
- **Academic & Social Support:** A safe, supportive, and respectful environment is expected. Bullying, harassment, or abuse of any kind will not be tolerated and may be referred to law enforcement.
- **Substance Abuse Policy:** The possession, use, or distribution of tobacco, vape products, alcohol, or controlled substances on school property or during school activities is strictly prohibited and subject to disciplinary action up to expulsion.
- **Mandatory Conferences:** Parents and guardians are required to schedule and attend conferences with the online coordinator during both fall and spring conference periods to verify academic progress.