

Box Elder Adult Education Online Policy

The Box Elder Adult Education program offers an online/distance education program for students who wish to complete their diploma or prepare for passing the GED tests. The following are the procedures for students wishing to enroll in this program.

Enrollment Requirement

All adult education students, including online students, are required to participate in an individual intake and orientation meeting. In this meeting we will review the requirements and expectations to be successful in our online program. We will identify what courses are needed based on the student's entrance test and transcript. We will then help the student set goals for monthly progress and eventual completion

In addition to the orientation meeting, **Box Elder Adult Education Students (BEAE) must complete the following to be enrolled:**

- Complete Intake and Registration forms

- Pay Registration Fee

- Complete CASAS testing

Complete a minimum of 12 in person contact hours (Period of Participation must be done within the first two weeks.)

These initial 12 hours are critical for online students. During this time students meet their mentor, learn how to navigate the online platform, and have a chance to practice with a mentor there to help. This face to face time ensures the student is ready to work independently and be successful in an online environment. After the initial 12 face to face hours, students may work at home if they choose.

If needed, there is someone available to help students or proctor tests Monday through Thursday from 8:00am – 3:00pm and from 4:00pm – 7:00pm.

All online students are assigned a mentor. This person provides support, encouragement, and is available to provide personal instruction when necessary. The mentor will contact them at least weekly.

Each course has a final cumulative exam that students must pass to receive credit.

After the initial 12 hours, students are expected to complete a minimum of 10 hours online each week not including idle time. Time and progress are recorded by the online platform. All hours are verified by the clock time model, meaning the online platform tracks the hours spent working. The mentor/teacher then enters these hours into the data management system.

Course Requirement

Students can be assigned up to 4 courses at one time. Students must complete 4 courses every 6 weeks. The mentor will help set target dates to stay on track. If this goal is not being made, administration may choose to disable courses. A \$5.00 fee may be assessed to reopen each course. **Remember: It is expected that students actively work a minimum of 10 hours per week on assigned courses.**

****All tests (topic, unit, and cumulative) on Edgenuity must be taken during class time with the teacher proctoring the test. Absolutely no cell phones are to be out during testing****

90 day drop

If a student goes 90 days without contact, they will be dropped from the program and courses will be disabled. Students will then be required to re-register and pay a \$15.00 re-registration fee.

Additional Policies

-According to federal law, possession and use of drugs, alcohol, tobacco, or E-cigarettes are not permitted on school property.

-During daytime school hours (8:00 – 3:40), Adult Ed students are only allowed in designated Adult Ed areas in the building. Mingling with Sunrise high school students will not be permitted.

-Please note that Adult Education does not qualify as full-time student status. This is sometimes asked on applications for Social Security, Vocational Rehabilitation, Department of Workforce Services, etc.

Student contact information

Adult Ed students will be required to join the REMIND communication texting app. Updates, current information, class cancellations, and emergency situations will be sent through this app. This app allows Adult Ed students to message their teachers and other Adult Ed staff with questions or concerns.

Tessa Leslie

tessa.leslie@besd.net

435-734-4834

A proud partner of the  **americanjobcenter**® network