

# Aitkin Online School



## Parent/Student Handbook

2025-2026

Aitkin Public Schools  
Strong Relationships.  
Innovative Education.  
We are ISD 1.

### **Aitkin Public Schools Mission Statement**

To inspire and prepare our students with the tools and skills to succeed in an ever-changing world

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The purpose of this handbook is to provide information specific to teachers and students involved in the Aitkin Online School.

The structure and design of the online courses for the 25-26 school year will be through Edgenuity.

The Aitkin Online School will provide both core and elective courses. Students who are enrolled in an online course will remain in an online course until quarter break. If at the time of quarter break, the student is not doing well, a parent meeting will be set up to discuss in-person options.

- **[AHS Website](#)**
- **[Technology Documents](#)**
- **[Student/Parent Handbook](#)**

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## **Aitkin Online Classes**

- Courses are designed to be asynchronous.
- All students must come in person to take exams to ensure academic integrity is upheld.
- Course content designed to be released to students by semester class.
  - Full-time students are expected to complete 6 credits each semester to be on track to graduate
  - Failure to complete the class by the end of the semester will result in an F.
- Courses are aligned to the MN State Standards.
- Students will be enrolled in the grade-level required core classes and then students will work with their assigned advisory teacher to select their elective courses.
- Aitkin Online school does not participate in Aitkin High School class rank or Valedictorian or Salutatorian.
- Aitkin Online school does report honor roll students.

## **Attendance Policy**

- Students will be expected to engage with online coursework a minimum of five login sessions during each week (these may include weekends).
  - Teachers will record student attendance once per week on Mondays by 6:00 pm from the previous week.
- 5 logins is a full week of school. If you have missed 10 or more logins that are unexcused and/or 3 weekly advisor check-ins, then truancy may be filed. The Aikin Attendance Policy is found at:  
[https://home.isd1.org/uploads/1/2/5/6/12568878/503\\_student\\_attendance\\_\\_ba\\_12-16-24\\_.pdf](https://home.isd1.org/uploads/1/2/5/6/12568878/503_student_attendance__ba_12-16-24_.pdf)
- Email notifications from advisors will be sent to students and parents after 5 days of inactivity in Edgenuity.
- Email notifications will be sent to students, parents, and local district counselors or case managers when a student has been “absent” for six or more days and an intervention plan will be initiated.
- By the end of each quarter, a parent and student meeting with the principal may be held to determine if in-person learning should occur if adequate progress is not made in the online courses.

## **Communication Expectations**

- The Aitkin Online School will follow the same Aitkin Public Schools district calendar. <https://home.isd1.org/district.html> Found under “*District Quick Links*”
- To foster the teacher-student relationship it is expected that teachers engage in weekly communication with each individual student on Monday or Tuesday from 3:30-6:00 pm.
  - This can include the following types of communication: in person or video conference.
- The first initial class will be on Monday, September 8th at 4:00 pm. All online students will attend in person to check in with their advisor and get their courses set up.
  - The purpose of this first communication is for the teacher to introduce themselves to the student, share contact information, and to provide an opportunity for student questions or concerns prior to the start of the course.
- Students will be required to check in with their advisor in person on Monday or Tuesday each week between 3:30-6:00 pm.
  - During the check-in time the advisor will review:
    - Attendance
    - Course progress
    - Provide course support
    - Answer any questions you have and support as needed
    - Proctor exams
    - Writing conferences for essays/papers
- Students or parents can contact Ms. DeMars at any time on Monday - Friday from 7:30-3:30 and on Monday and Tuesday from 3:30-6:00 to ask any questions or seek help. Students can email their advisor anytime during the week with questions or to request help.
- Teachers will communicate their schedule with students if they are unable to meet with them on their scheduled check in.

## **Grading and Assessment**

The Online School assessment practices and policies will be followed in accordance with the AHS Grading and Assessment Practices. The assessment policies and practices that are appropriate to the online school setting are as follows:

- Grading and Assessment practices will be communicated to students, and families. While individual differences exist between courses, the goal is to have consistent practices in order to communicate and document student academic progress.
- Assessments will measure achievement toward learning outcomes. Outcomes are identified, communicated, and embedded into each course. Learner outcomes are aligned with Minnesota and national standards (when applicable) as well as local standards developed by teaching staff.
- Students will be able to demonstrate their level of proficiency through the Edgenuity courses.
  - “Additional student support” can include, but is not limited to, an individual meeting with the teachers, and the teacher providing supplemental learning resources for the student.
  - Online courses may have a final summative assessment. *(all assessments are required to be completed in person.)*
- Students in grades 7, 8, 10 & 11 will follow the State Assessment requirements for the MCA and will be offered the option to take the PSAT and ACT
- Course progress will occur throughout the semester to provide timely and regular feedback to the parent(s) and student. Parents will receive weekly progress updates from Edgenuity and/or the student’s advisor.

## **Academic Integrity Policy**

***Cheating is defined as a student's unauthorized use of information, materials, devices, sources, or practices with the intent to deceive an instructor in a dishonest way to get academic credit.*** Cheating misrepresents a student’s knowledge and proficiency, and undermines the instructor's ability to honestly and fairly assess these components. Examples of academic misconduct include, but are not limited to, the following:

- Submitting an assignment completed by someone else as your own, including summarizing or rewording the work of another student from an assignment they completed. **This includes using AI resources/programs.**
- Providing your work to another student to copy from or to reword as their own. This includes allowing another student to use your work on assessments.
- Collaborating with another student on coursework meant to be completed individually. This includes partnered activities such as labs where data is shared but question analysis is individualized.
- Rewording and/or copy-pasting answers or written work taken from a digital source such as an answer key.

- Plagiarizing from internet sources and claiming them as your own work.
- Using AI-powered tools to generate answers or written work and submitting as your own.

**CONSEQUENCE for any of the above: *One chance to redo the assignment and then subsequent offenses will be to restart the class.***

*If in doubt about academic integrity, always return to this default position: **Produce independent work unless you are told otherwise.***

## **Course Learning Environment Changes**

- **Transfer Out of Online:** Students may transfer out of the online learning environment to the in-person learning environment at the end of a quarter or by parent and principal determination.

## **Online Class Progress Notifications**

The intent of the progress notifications is to be responsive to student engagement and academic progress in an online class. Progress notifications will be emailed to the student, parent or guardian, counselor or case manager.

## **Intervention Plan**

If a student is not making adequate progress or has missed 5 days of inactivity in Edgenuity this will be the intervention plan:

### **Step 1**

Student course grade below 60% and/or student has not attended class for a one week period.

- Teacher emails the student, parent or guardian, and principal.
- Teacher schedules a 10 minute online or telephone meeting with the student to discuss strategies. This meeting may also be completed on site.

### **Step 2**

Student course grade continues to be below 60% and/or student has not attended class for a two week period.

- Teacher emails 2nd notification to student, parent or guardian, and principal.
- Teacher calls the parent or guardian.

### **Step 3**

Student course grade continues to be below 60% and/or student has not attended class for a three week period.

- Teacher emails 3rd notification to student, parent or guardian, and principal.
- An online or in-person meeting, set up by the principal, will take place with the student, teacher, and parent/guardian. Counselors may also choose to attend.

- Truancy will be filed.

If a student is failing an online course at the 6 or 12 week mark, a meeting will be set up with the parent or guardian, student and principal to discuss in person learning.

## **Technology Support**

MacBook/network or email account support: email: [helpdesk@isd1.org](mailto:helpdesk@isd1.org).

Edgenuity questions/support: contact your advisor.

Infinite Campus parent/student portal support, email: [ssanbeck@isd1.org](mailto:ssanbeck@isd1.org)



## **Aitkin High School Online Contract**

This course will be taught in an online environment. To maintain a safe and positive learning environment a set of expected digital citizenship behaviors need to be followed.

I \_\_\_\_\_, agree to:  
*Print name above*

- Use appropriate language within the online environment.
- Respect the privacy of my peers. I will not publish (i.e. cut and paste from one site onto another site) or share discussions that take place in our class to outside sources.
- I will not share my login credentials.
- I will follow the technology use guidelines as outlined in the Technology Handbook.
- I will follow the highest standards of academic honesty while participating in my online course(s). I will not plagiarize or use AI apps or generators to submit work that is not written or completed by me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Aitkin Online School Agreement Form**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Contact Number \_\_\_\_\_ Grad Year \_\_\_\_\_

I have read and understand the contents of the Aitkin Online School Teacher/Student Handbook. I understand that courses are not taught by Aitkin teachers. I know who to contact if/when I have questions or concerns in regards to the Aitkin Online School.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_