



High School Distance Learning

# **PROGRAM HANDBOOK**

**Kirkwood**  
COMMUNITY COLLEGE

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## Glossary of Terms

<b>Online course</b>	Computer course via Apex program with Facilitator available.
<b>Facilitator</b>	Online teacher resource for Apex courses. Facilitator grades student assignments and tests.
<b>Correspondence course</b>	Textbook based independent study course.
<b>Course completion</b>	Student completes <u>all</u> course work and tests, with 60% average or higher.
<b>School Contact (SC)</b>	Receives Course Certificate when student successfully completes course. SC is Mentor for Apex courses who receives weekly student updates.
<b>Test Proctor (TP)</b>	Proctors, schedules, and submits course assessments. TP is Coach for online Apex courses and will proctor any tests.

*Note: A school representative can serve in both Mentor and Coach roles concurrently.*

# Introduction

Kirkwood High School Distance Learning (HSDL) has served more than 35 school districts throughout the state of Iowa in providing quality credits for high school students. Iowa State certified teachers facilitate courses in each content area offered by our program.

Join other High Schools from across the State of Iowa in providing online or correspondence courses to meet your students' needs.

This program is a great option if:

- Your school doesn't offer a specific course
- Scheduling conflicts
- Need recovery credit
- Looking for advancement credit to graduate early
- Need a summer school option

All Kirkwood HSDL courses are accredited and standards based. Schools will receive a certificate from Kirkwood High School Distance Learning when successfully completed to add to student file and enter on student transcript.

## HSDL Contact Information

**Kirkwood High School Distance Learning**  
**Kirkwood Community College, KLIFE**  
**6301 Kirkwood Blvd SW**  
**Cedar Rapids, IA 52404**

**Email:** [hsdl@kirkwood.edu](mailto:hsdl@kirkwood.edu)

**Website:** [www.kirkwood.edu/hsdl](http://www.kirkwood.edu/hsdl)

**Telephone:** 319-784-1517

**Fax:** 319-398-1049

**Registration:** [www.kirkwood.edu/HSDLregistration](http://www.kirkwood.edu/HSDLregistration)

# Key Features

<b>Enrollment</b>	Open enrollment, any time, year round
<b>Length of time to complete</b>	4 calendar months from registration date
<b>Course Formats</b>	Online and Correspondence options
<b>Course Semesters</b>	If a two semester course: S-1 = first semester, S-2 = second semester
<b>Online Courses</b>	Has Mastery Based Learning lessons require 60% before allowed to move to the next lesson
<b>Correspondence Courses</b>	Textbooks are selected for high interest, low readability to accommodate lower skill levels
<b>Standards</b>	HSDL courses use College and Career Readiness Standards (CCRS)
<b>Tuition</b>	\$175/per semester course
<b>Testing</b>	Online and Correspondence courses both require proctored testing
<b>Certificate</b>	Kirkwood HSDL certificate sent as official documentation of successful course completion

# Program Information

- HSDL courses are for high school credit only, not college credit or AP.
- The student's school (not the parent or student) registers for the course to ensure it will be accepted and applied towards the diploma.
- HSDL courses have online and correspondence options. Both course options require proctored testing.
- HSDL courses are self-guided. They do not have live instruction.
- HSDL has no face to face contact with the student. Note: this format works best if the student has self-motivation; the school/parent is monitoring the student's progress; or the student is in a supervised classroom.
- Students can be registered for courses any time of year. Since self-guided courses, it doesn't require following a traditional school semester schedule.
- Students have 4 months to complete a course after registration is processed.
- Online courses have a licensed teacher in that topic to grade any assignments or tests. The courses are self-guided, the teachers don't deliver daily lessons or feedback, but can be a resource if needing to ask a question about the course.
- Textbooks for correspondence courses were chosen for high interest, low readability and are often used in an alternative classroom setting.
- Online and correspondence courses are not for the same audience. For instance, the correspondence Earth Science course doesn't use the same book/assignments/tests as the online Earth Science course. They are intentionally different to cover a wider student skill range.
- Course cost is \$175 per semester course. The school pays when registering the student. If a school wants the parent to pay instead, that is negotiated between them and the parent.
- Upon successful course completion, the school will receive a certificate from HSDL. This certificate can be used as an official record for the student's file and then added to the student transcript by the school.
- High schools across Iowa can use HSDL. It is also used by many University of Iowa Nursing and Pharmacy students who need the HS Physics course for their program as a pre-requisite.

# Registration

- The school determines which course is needed, not the student or parents
- The school decides if Correspondence or Online course is best format for student
- School will register the student at **[www.kirkwood.edu/HSDLregistration](http://www.kirkwood.edu/HSDLregistration)**
  - Will need:
    - Student demographical information including date of birth and email
    - School district information including emails for the school contact and test proctor
    - School official signature
- Select the semester of course (if applicable)
  - Some courses are spread over two semesters, S-1 and S-2
  - Only register for one semester at a time
  - The 4-month due date starts from registration date, not when S-1 finishes
- Enrollment for HSDL courses is year round
  - Our courses are open enrollment, any time of year
  - Students have 4 calendar months to complete a semester course
  - The 4-month time begins once the registration is processed
- Course payment:
  - Each semester course registration is \$175
  - School district pays for the course
  - If school wants parent/student to pay, arrangement is made between those parties
  - School districts are invoiced once a week

# Refund Policy

- State reason in writing (email [hsdl@kirkwood.edu](mailto:hsdl@kirkwood.edu))
- Course tuition refund will be issued if requested within 14 calendar days of enrollment and course work was not started
- Courses are not transferable to any other student

# Course Completion

Courses are complete when all work is finished and assessments are at a 60% or higher level

- Depending on the course, the work could include:
  - Study guide assignments
  - Textbook assignments
  - Readings
  - Writings
  - Lessons
  - Practices
  - Projects
  - Discussions
  - Journals
  - Labs
- Depending on the course, the assessments could include:
  - Quizzes
  - Unit tests
  - Chapter tests
  - Computer Scored Tests (CSTs)
  - Teacher Scored Tests (TSTs)

***After the course is successfully completed, then Kirkwood HSDL will create a certificate and send to the school contact.***

## Grading

- All course work must be completed and assessments are 60% or higher
- Certificate will say P (for Pass) and the overall course percentage
- School can use their own grading scale to determine letter grade, but Certificate won't be sent for anything below 60%

# How Do Online Courses Work?

## School receives:

- Apex login information if new
- Unit tests (TSTs) emailed to Proctor as PDFs
  - *Note: the final exam needs to be requested separately after all other tests and course work is completed*
- Weekly progress report for the student

## School responsibilities:

- Proctor Unit tests (TSTs) for the student
  - Scan completed tests to [hsdl@kirkwood.edu](mailto:hsdl@kirkwood.edu) for grading
- Monitor student progress
- Advocate for student if necessary

## Student receives:

- Apex login information if new
- Greeting and contact info from Facilitator

## Student responsibilities:

- Complete all lessons in the Apex course.
  - Depending on the course, lessons could include:
    - Reading, writing, practice, assignments, discussions, projects, labs, journals, quizzes, exams, or other work to submit
- Maintain appropriate pace and motivation to complete a self-guided course
- Schedule a time with your school for each Unit test
- Ask questions when needed

## HSDL responsibilities:

- Send login information
- Email tests (TSTs) to the proctor
- Ensure Apex is working properly for student
- Reset passwords as needed
- Grade any student work and tests within two business days
- Answer course or content questions
- Send certificate to the school when student successfully completes the course



# How Do Correspondence Courses Work?

## School receives:

- Textbook to give to student
- Course Study guide to give to student
- Chapter/Unit tests emailed to Proctor as PDFs
  - *Note: the final exam needs to be requested separately after all other tests and course work is completed*

## School responsibilities:

- Proctor all student tests.
  - Scan completed tests to [hSDL@kirkwood.edu](mailto:hSDL@kirkwood.edu) for grading
- Ensure student is on track for pacing and work
- Mail in, scan in, or confirm that student completed Study guide and all other work required for the course
- Mail textbook back to HSDL when course is completed
- Advocate for the student if necessary

## Student responsibilities:

- Read textbook chapters/units
- Complete requirements in Study guide
  - Study guide requirements could include:
    - Reading, writing, worksheets, vocabulary, projects, other assignments
- Take chapter or unit tests
  - Must have at least 60% average
- Turn in Study guide and required work

## HSDL responsibilities:

- Mail textbook and Study guide to school
- Email tests to the proctor
- Grade chapter or unit tests within two business days
- Send certificate to school when student successfully completes the course

# Testing For HSDL Courses

- HSDL course Unit/Chapter tests are required to be proctored
- The school assigns the Proctor when registering
- Proctor receives tests by email
  - Except the final exam
    - The final exam must be requested separately, once all assignments and previous tests are completed and verified
- No electronic devices (cell phones, I-touch devices, Wi-Fi compatible, or wearable technologies etc.) are allowed
- No notes, textbooks, or study guides are allowed
- Calculators are encouraged for math and physics courses
- Student writes the answer to the questions with a blue or black ink pen or dark pencil
  - It needs to be legible after scanning to HSDL for grading
- Proctor signs front of test to indicate it was proctored & all assignments for that Chapter or Unit were completed
- Completed tests are scanned/emailed back to [hsdl@kirkwood.edu](mailto:hsdl@kirkwood.edu) for grading
  - Or fax tests to 319-398-1049
  - Or bring tests to the Kirkwood HSDL office on main campus

## Accommodations

- Kirkwood HSDL doesn't need IEP or 504 for student
- The school can communicate with HSDL to make appropriate adjustments to course work or proctoring assessments
- Assessments are not timed for any student

# Correspondence Course Tests

- Student will contact proctor to arrange a time for testing
- Proctor prints off emailed pdf test
- Proctor verifies that course work and Study guide is complete
- Student takes test in presence of proctor
- Student prints FULL NAME on each test page
- Student writes the answers to the questions with a blue or black ink pen or dark pencil
  - It needs to be legible when returned to HSDL for grading
- Proctor signs front of test to indicate that it was proctored and all homework is complete
- Proctor returns test to HSDL

# Online Course Tests

- Student will contact proctor to arrange a time for testing
- Proctor prints off emailed pdf test (TST, Teacher Scored Test)
- Student shows proctor they have completed all lessons and CSTs (Computer Scored Tests) for the Unit
- Student prints their FULL NAME on all pages of the test
- Student writes the answers to the questions with a blue or black ink pen or dark pencil
  - It needs to be legible when returned to HSDL for grading
- Proctor signs front of test to indicate that it was proctored and all homework is complete
- Proctor returns test to HSDL

*Note: Apex Computer Scored Tests (CSTs) don't require proctoring unless special case below:*

- *If Online course doesn't have TSTs, only CSTs*
- *HSDL would notify school if that is the case for the course*
- *CSTs will be proctored instead of TSTs*

# University Students Taking Physics Courses

University of Iowa students needing High School Physics courses can register themselves, without school permission

- Call 319-784-1510 to register
  - Have credit card information ready
- Physics courses are online only
- Nursing and Pharm students often need both Semester 1 and Semester 2
  - Check with your University advisor if not certain
- Register for one semester at a time
- Courses are four months to complete
  - You can go at a faster pace than four months if beneficial
- The four months begin from registration date, not college Fall/Spring/Summer semester calendar
  - Wait to register until you are ready to begin course
  - It's an online course, so won't run out of "seats" for students
- Don't register for Semester 2 at the same time as Semester 1
  - Both courses would have the same start/end date if you did
  - Registering at separate times allows S-2 to have a separate four months than S-1
- Unit tests need to be proctored
  - University of Iowa Test Center is common
  - Email [hsdl@kirkwood.edu](mailto:hsdl@kirkwood.edu) if alternative testing location is needed

# Information for Parents

The school registers their student for a High School Distance Learning (HSDL) course and will receive a completion certificate when successfully finished. The school can use that certificate as an official record to put on the student's transcript and apply those credits towards the student's diploma/graduation. If the school has questions about a course meeting appropriate standards, HSDL would be happy to have that conversation with them. If a registered course is not functioning properly (for instance, not allowing a student to log in to their online course) then HSDL will look into the problem and have it fixed.

If a parent feels the need to advocate for their child, the school should be involved since it's their student and their registration. The student belongs to the school, not HSDL, so any questions or concerns should include them.

If a parent doesn't understand how a course fits with their child's education, they can discuss that with the student's school. If a parent is curious about their child's grade or assignments, they can ask the school (or their child). The school wouldn't want HSDL giving out information about their student in accordance with FERPA. HSDL doesn't have a signed release form with parent names listed.

HSDL courses can start/stop any time of year since they don't have scheduled daily classroom instruction. As such, courses are self-guided and require student independence and self-motivation. If a student is not capable of that, then a different format for courses would be better for them. If needed, the school can monitor their student (and/or the child can communicate with their parent) for anything they are working on. The school receives a weekly progress report (if an online course) and will proctor all the course tests, so would know how their student is proceeding.

Online courses also have a facilitator. They are licensed teachers that can answer topic questions and will grade any assignments and tests. They do not provide daily instruction since it's a self-guided course. They do not ever see the student, so difficult to provide daily motivation. Again, it is expected that the student has some responsibility for completing the requirements of the course and/or the school has structures in place to ensure their student stays on track.

For both online and correspondence courses, all tests are proctored to ensure course integrity. It is important that the school can verify their student has acquired the subject's skills and knowledge since they are using that as credit towards the diploma being issued. Having a parent act as a proctor may be more convenient, but also increases the possibility that the student didn't actually earn the course credit or learn the material completely.

HSDL courses are supplementing the education the high school is providing for your child. Kirkwood's HSDL program is not AP or college credits, the student is not enrolled at Kirkwood Community College.