



## Brown County High School

Brown County Schools prepares students to achieve success through quality instruction.

### **BCHS Digital Curriculum & Online Course Policy**

Plato Courseware selections available to students and staff at Brown County High School have been expanded for the 2016-17 school year. Our course offerings now include the Academic Course Library, the Foreign Languages Course Library, and the CTE Course Library in addition to several electives.

Plato Courses are delivered online. As with traditional courses, they are selected for students based on their academic goals, graduation requirements, and interests in mind. However unlike most traditional courses, students enrolled in a Plato course are not charged for access to textbooks or consumable materials. All the learning materials they need are web-based and fall into the category of **Digital Curriculum**. The cost for accessing online Plato course content is **\$35.00 per credit/course**. Courses are semester based and equate to 1 credit per semester.

#### **For example:**

Plato Course Biology A = 1<sup>st</sup> semester of Biology worth 1 credit, has an access fee of \$35.00

Plato Course Biology B = 2<sup>nd</sup> semester of Biology worth 1 credit, has an access fee of \$35.00

So, if a student needs to retake Biology and takes the course on Plato, they would be charged \$35.00 each semester for a total of \$70.00.

#### **BCHS students may be approved to enroll in a Plato Course for one of the following reasons:**

1. As credit recovery for a course
2. As 1<sup>st</sup> time credit attempt for a course (*due to scheduling conflicts or other graduation requirement issues*)
3. As a course retake (*aka course audit & found in BCHS course guide*)
4. If the course is available only through Plato (*e.g., CTE Elective or to finish a course started through another school*)

Once you have been enrolled in a 2016-2017 Plato Course, go to <https://ple.platoweb.com> or the Plato Courseware link on the right side of the Brown County High School webpage.

#### **Login Information:**

**Website:** <http://ple.platoweb.com>  
**Account Login:** browncok12  
**User name:** Student's first initial, last name, 2-digit graduation year (ex. JDoe15)  
**Password:** Student's lunch code # (other ID # in Skyward)



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### Required Supplies

- Headphones/Ear Buds:
  - You are required to bring your own headphones/ear buds to use with any PLATO audio.
  - The use of cellphones, iPods, MP3 players or listening to music is not allowed during testing.

### Grading

- To receive credit for the course, you must pass the course with a 60% or better.
- If your final grade falls below a 60%, you may speak with the instructor or guidance counselor to discuss how you can improve your score.
  - The instructor or counselor will assess your effort via notes, mastery test scores, and time on task to determine whether a retake is warranted.
  - This assessment may include additional effort on your behalf (redoing sections, completing additional assignments, etc.) in order to achieve a higher score.
- Grading Scale is as follows:
  - 30% Midterm
  - 30% Posttests
  - 40% Final (End of Course Assessment)

### Pretests

- A staff member will proctor the pretest.
- There is a pretest at the beginning of each unit. If the test score is high enough, the computer system will exempt you from specific mastery tests within the unit.
  - It is to your advantage to take the pretests as seriously as any other test.
- If the activity is exempt, there will be a **lowercase "e" in a star** on the progress page.
- No Internet or notes may be used on the pretests.

### Tutorials

- These serve as course lessons.
- All notes taken directly by you and in your handwriting may be used for any mastery test and any posttest unless otherwise stated.
- The mastery test will assess your understanding of the tutorial.

### Application

- Depending on which course(s) you are taking, you may or may not have application activities. This should be completed prior to attempting the mastery test.
- In some cases, the system may lock the mastery test until the application is complete with accuracy.



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### Mastery Tests

- Only notes approved by an instructor or counselor may be used on tests. These must be taken by you and in your handwriting.
- The Internet cannot be used during testing.
- The computer will indicate if you can “move on” by stating whether or not you met the 60% requirement.
- If you need to retake a mastery test, the test will automatically lock itself until you review specific material.
  - The specific material is often the tutorial or application practice.
  - The lock will automatically disappear when you are eligible to retake the mastery test.
- After 3 resets of any specific mastery test, the test automatically locks. A PLATO supervisor must unlock the mastery test at this point.
- In order for the PLATO supervisor to unlock the test, you **MUST** present handwritten notes you have taken while viewing the tutorials and application practice.
- Any questions left unanswered when you log off are marked incorrect and the test is over. These tests are worth 30% of your final grade, unless otherwise stated.
- You must complete ALL mastery tests in order to receive credit in the course.

### Posttests

- **All posttests must be completed at Brown County High School under the supervision of a staff member (unless given prior authorization by Ms. Janowski, Mrs. Alwine or Mrs. Evans).**
- A posttest is given at the end of each unit. Unless stated otherwise, handwritten notes taken by you may be used on the posttests, but no Internet is allowed.
- In order to use notes on the posttests, you must present the notes to the PLATO supervisor prior to the test for review and approval. You must pass each posttest with at least a 60% to complete the course. You should allow ample time to complete the exam.
- Any questions left unanswered when you log off are marked incorrect and the test is over. These tests are worth 30% of the final grade, unless stated otherwise.
- You must complete ALL posttests in order to receive credit in the course.



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### End of Course Assessments (Final Exams)

- Unless given prior authorization by Ms. Janowski, Mrs. Alwine, or Mrs. Evans, **all Final Exams must be completed at Brown County High School under the supervision of a staff member.**
- You may take the Final Exam only after you have successfully completed the entire course.
- You should allow ample time to complete the exam. Any questions left unanswered when you log off are marked incorrect & the test is complete.
- Unless otherwise stated, the Final Exam is worth 40% of the final grade.
- **Notes MAY NOT be used while taking the final exam.**

### Passing the Course

- To receive credit for PLATO courses, you must earn an **overall course score of 60%.**
- Any overall course score below a 60% will require you to retake the lowest scored test(s), complete other supplemental work to demonstrate knowledge gained in the area of concern, and/or retake the course.
- Your PLATO instructor, school counselor, building principal, or assistant principal will work with you to determine if you have passed a course.

### Need Help?

If you have any questions or concerns about your online courses, you should contact the teacher that is responsible for your course – via e-mail:

<i>Mrs. Adams</i>	<i>Social Studies</i>	<a href="mailto:aadams@brownco.k12.in.us">aadams@brownco.k12.in.us</a>
<i>Mr. Miller</i>	<i>Math</i>	<a href="mailto:tmiller@brownco.k12.in.us">tmiller@brownco.k12.in.us</a>
<i>Mrs. Newlin</i>	<i>French</i>	<a href="mailto:hnewlin@brownco.k12.in.us">hnewlin@brownco.k12.in.us</a>
<i>Mr. Noriega</i>	<i>Science</i>	<a href="mailto:mnoriega@brownco.k12.in.us">mnoriega@brownco.k12.in.us</a>
<i>Mrs. Spiece</i>	<i>Spanish</i>	<a href="mailto:lspiece@brownco.k12.in.us">lspiece@brownco.k12.in.us</a>
<i>Mr. Wrightsman</i>	<i>English</i>	<a href="mailto:kwrightsman@brownco.k12.in.us">kwrightsman@brownco.k12.in.us</a>
<i>Mrs. Alwine or</i>	<i>All other courses</i>	<a href="mailto:dalwine@brownco.k12.in.us">dalwine@brownco.k12.in.us</a>
<i>Ms. Janowski</i>		<a href="mailto:kjanowski@brownco.k12.in.us">kjanowski@brownco.k12.in.us</a>

☺ If you have any PLATO related questions....please e-mail or ask your instructor!!! ☺



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### Request for Digital Curriculum/Online Course

Student Last Name	Student First Name	Current Grade Level

Please list course name(s) & check the reason(s) for this request			
Course name	Credit recovery	Scheduling issue	Placement by BCHS admin. or guidance office

**Guidelines for Enrollment:**

1. The current form of Digital Curriculum @ BCHS is through the PLATO program. Plato houses a variety of online courses matched to our Indiana Standards and that fulfill our BCHS High School Graduation Requirements.
2. You are able to access the Plato program anywhere there is Internet access. However, you are required to attend Plato classes at school – unless other arrangements have been approved by the administration or guidance dept.
3. Students using Plato will receive letter grades which will be reported on their report cards and transcript. These grades will be included in your grade-point average calculation.
4. You may not begin Plato in the same semester as a course in which you are currently enrolled – unless assigned by a guidance counselor or the administration. For example, you may not use this program to gain credit for Algebra I if you are currently enrolled in the first semester of Algebra I.
5. Students removed from a class by the administration may be placed in Plato courses.
6. You will receive an “F” for any course that is not completed in a semester – unless an extension has been granted by a guidance counselor or the administration.
7. All final exams must be taken on site and proctored. Notes may not be used during tests! Tests may only be taken one time.

I, \_\_\_\_\_ have read, understand, & agree to the above policy and guidelines for digital curriculum/online courses on PLATO.

**Student Signature:** \_\_\_\_\_ date: \_\_\_\_\_

I, \_\_\_\_\_ have read, understand, & agree to the above policy and guidelines for digital curriculum/online courses on PLATO.

**Parent Signature:** \_\_\_\_\_ date: \_\_\_\_\_