Intermediate School District 917

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Working in Partnership with Students, School Districts, Communities, and Industries

DCALS Independent Study

Students who choose to enroll in school as Independent Study **(IS)** students are expected to adhere to the guidelines that follow. IS credit can be earned by completing written work, projects and with online courses in the Odysseyware system. It is required by the state of Minnesota that IS students attend school weekly; therefore, **DCALS requires IS students to come to school once each week.** It is required that IS students stop in the main office and sign in at Kristin's counter upon arrival and sign out as they leave.

Students can complete written work or projects in any subject area. It is up to the student to communicate with the teachers by email to schedule a time to ask for, get help with or turn in written work. IS students should not drop in without notice and interrupt teachers during class time.

The Independent Study program is for students who are motivated to complete schoolwork without reminders or prompting. The majority of the work is done independently, and students must seek out help when they need it. **IS students complete credits at their own pace.** If a student has been inactive or has not been to school for seat time in several weeks, their online course will be placed on hold. The student will need to make arrangements with the appropriate teacher to get started again.

It is best for students to contact teachers by email rather than telephone. The district website is useful to find teachers email addresses. The ISD 917 website: www.isd917.org
From the main page, click on the For Parents tab, then Alternative Learning/DCALS. From there a drop-down list of the teacher's names will appear. Click on the name of the teacher and find contact information and subject area details on each teacher's page. Use the email address to contact the teacher and schedule a time to meet.

Student _____Date _____

Parent _____Date _____

DCALS Online Class Procedures for Odysseyware

Please read this information carefully.

All online courses use our Odysseyware program, and you are expected to work on your class every week. If you are not working or completing courses, you will have your account disabled to open the opportunity for another student. If you are unable to work during a given week, you must communicate this to me (pamela.biegler@isd917.org) to keep your account active. If your account is disabled due to not working or communicating you will need to come in and meet with me so we can discuss resuming your class. Independent Study students are required to be on campus at least once a week. When you are on campus for your seat time, you should meet in my classroom, 2-805.

Earning Credit
- Credit will be awarded based on the amount of work completed. Up to 1 semester credit per class can be earned.
- Some online classes will be set for credit recovery. When this is the case, each of the units will have a pretest. If you score 65% or higher on the pretest that will be your score for the unit and you will be able to skip that unit. If you score lower than 65%, you will be assigned lessons and quizzes based on the answers you gave on the pretest. The passing score for lessons, quizzes and tests is 60%.
- You must answer all questions. If you choose to skip an essay question or put "idk" or other non-answers, that question/lesson will be reassigned. If you do not answer it, you will only receive half of the credit for that lesson/quiz/test.

Academic Integrity

All information used in the online program should come from Odysseyware, not internet searches. You are encouraged to take notes as you are working on lessons to use on quizzes and tests. Some students copy questions into a search engine and use those answers. *This is cheating/plagiarism and is not allowed*. If this happens, you will fail that class and all future classes will be assigned without the credit recovery option. If there is a second occurrence you may be removed from the program.

Login information

The website is: isd917.owschools.com (*don't* put "www" Before the website address)
Your username is: firstnamelastname
Your password is: lastname
All login information is lowercase with no spaces.

Using the program
- When you are finished working on your online class, please be sure to click the button to logout of the program. This will allow other students to log in and work on their class.
- When you are taking any quiz, test, exam, or pretest, be sure you have enough time to answer all of the questions. The program will not let you return to it if you leave once you have started. If for some reason you time out of the test, you mistakenly exit out of it, or your internet gets interrupted you may need to request a reset from the teacher. Click on the appropriate button and I will get a message to reset it for you. I will reset it as soon as I notice it.
- As you are working, you will occasionally run into a question that the program will not allow you to answer. These questions will be indicated with a gray arrow above the question number at the top of the screen and are intended to be skipped.

If you have further questions, you can send an email or message in Odysseyware.
Pam