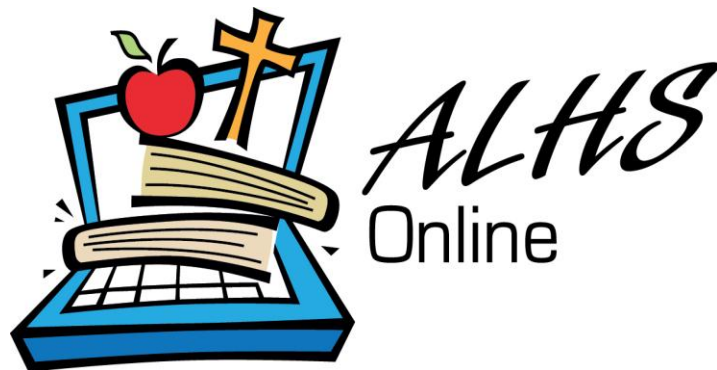


Handbook for ALHSO Teachers and High Schools



Approved 5-10-11 by ALHSO Administrative Council
Latest updates 5-30-11 by J. Grunwald, Interim Project Director

ALHSO Handbook for ALHSO Teachers and High Schools

Table of Contents

Introduction.....	3
WELS and Christian Education	3
WELS and Lutheran High Schools	3
Association of Lutheran High Schools.....	4
Organization of ALHSO.....	4
Mission of ALHSO.....	4
Philosophy of ALHSO.....	4
Goals of ALHSO.....	4
Governance and Administration of ALHSO	5
Association of Lutheran High Schools (ALHS).....	5
Administrative Committee (AC) Responsibilities	5
Organizational Policies.....	5
Financial.....	5
Project Director - Qualifications.....	6
Project Director – Job Description	6
Cooperating Schools.....	7
Teachers.....	7
Qualifications.....	7
Expectations.....	7
Remuneration.....	8
Course Proctors	8
Course Offerings	8
Students	8
Target Audience	8
Expectations.....	9
Enrollment in Courses.....	9
Host School	9
Appendices.....	10
Intellectual Property Rights: ALHSO Online Courses.....	10
Payment for Design/Construction of ALHSO Courses:.....	10
Teacher Remuneration	11
Registration Form:.....	12

Introduction

This handbook is for teachers and high schools involved in the Association for Lutheran High Schools Online (**ALHSO**) learning program. This document:

1. Provides information about those responsible for organizing and implementing the Association for Lutheran High Schools Online (**ALHSO**) learning program.
2. Acquaints those closely involved with ALHSO with the policies and procedures of the program.
3. Gives historical information about WELS Christian education.

WELS and Christian Education

The Wisconsin Evangelical Lutheran Synod (WELS) is the third largest Lutheran church body in America. In 2010 WELS had 1,279 churches; 389,545 baptized members; and 308,640 communicant members. Since its founding in 1850 WELS has actively supported full-time Christian education. That support is currently demonstrated as WELS:

1. Operates Wisconsin Lutheran Seminary (WLS) in Watertown, WI, where future pastors receive their training prior to serving in WELS congregations and mission fields.
2. Operates Martin Luther College (MLC) in New Ulm, Minnesota, where future teachers are trained for teaching in early childhood ministries, Lutheran elementary schools, and Lutheran high schools. Also at MLC future staff ministers are trained for congregational service, and future pastors are trained for enrollment at Wisconsin Lutheran Seminary.
3. Operates two preparatory schools, Michigan Lutheran Seminary (MLS) and Luther Preparatory School (LPS), whose purpose is to prepare students for future enrollment at MLC.
4. Includes the Commission on Lutheran Schools in its organizational structure. This commission provides resources, training, and personal assistance for starting and strengthening Lutheran schools.
5. Supports Northwestern Publishing House which publishes curriculum materials and other educational resources.

In addition to Christian education efforts supported by the WELS, congregations or organized groups support other educational efforts. The 2010-2011 records show that the WELS educational system includes 388 early childhood ministries, 328 Lutheran elementary schools, 25 Lutheran high schools, and Wisconsin Lutheran College (WLC).

WELS and Lutheran High Schools

The WELS education system includes 25 area Lutheran high schools located in 11 different states. These schools are owned and operated by local groups and/or Lutheran congregations. The enrollment in these schools for the 2010-11 school year totaled 5313 taught by 464 teachers. The mission of Kettle Moraine Lutheran High School, Jackson, Wisconsin, is typical: *Empowered by God's Word, Kettle Moraine Lutheran High School educates, encourages, and equips God's people for life and for eternity.*

Only a few years after the founding of WELS in 1850, the synod opened its first preparatory school. Currently the synod supports two preparatory schools: Luther Preparatory School, Watertown, Wisconsin, and Michigan Lutheran Seminary, Saginaw, Michigan. These two schools, owned and operated by WELS, enrolled 555 students in the 2010-11 school year. These single purpose schools strive to prepare students for enrollment at MLC with the goal of having those students enter the public ministry.

Association of Lutheran High Schools

The WELS Lutheran high schools (this includes the two preparatory schools) have banded together to form the Association of Lutheran High Schools (ALHS).

In its February 2009 meeting the ALHS asked one of its member principals to study the feasibility of offering online high school courses. This initial study resulted in the following:

1. The ALHS approved the appointment of the Administrative Committee (AC) who decided to use the following title for its online program: **Association of Lutheran High Schools Online (ALHSO)**.
2. The AC:
 - a. Selected an official logo to help create a visual identity for ALHSO.
 - b. Planned, with ALHS approval, a two-year pilot program. The first online classes in this pilot program will be offered in the fall of 2011 with a second set offered in the spring of 2012.
 - c. Will arrange for additional course offerings for the second year of the pilot program, including summer offerings in 2012 and 2013.
 - d. Will plan for additional course offerings beyond the two-year pilot program to give continuity to the program with the anticipation that it will continue after the pilot phase ends.
 - e. Developed policies and procedures to guide the program during its pilot phase.
 - f. Decided to use the open-source course management system (CMS) *Moodle* to host and manage the course offerings of the ALHSO. MLC Network Services has agreed to provide the server and *Moodle* support needed to administer the pilot program free of charge.
 - g. Appointed one of its members to serve as interim project director with the understanding that a part-time project director would be hired when funding becomes available.
 - h. Engaged a consultant to seek additional grants to help with the initial funding of ALHSO.

Organization of ALHSO

Mission of ALHSO

Develop and offer a set of high school online courses taught from a Scriptural perspective.

Philosophy of ALHSO

ALHSO is another means the high schools use to carry out the Lord's directive to do nurture and outreach. The online series of courses will be designed and taught from a Scriptural perspective. Every opportunity will be used to strengthen those who are Christians and reach out to those who do not as yet know and believe that Jesus is their Savior. Thus this program will, the Lord willing, strengthen the WELS' ministry and also strengthen the high schools and the ALHS.

This online education program will provide the high schools that comprise the ALHS with the opportunity to work together by sharing courses and instructors and thus make the unity even stronger. It will also give teachers who are not serving as a called teacher in a Lutheran school the opportunity to serve their Lord, high school students, and the church by teaching online courses.

Goals of ALHSO

The ALHSO strives to

1. Achieve recognition as an entity which offers high quality online courses for high school students.
2. Develop a curriculum which meets the needs of the target audience.

3. Deliver courses which are taught from the Scriptural perspective.
4. Assemble a cadre of teachers qualified to teach online courses.
5. See to it that the necessary infrastructure, including hardware, software, and support personnel, are in place to facilitate quality online instruction
6. Develop a cost-effective self-sustaining program.

Governance and Administration of ALHSO

Association of Lutheran High Schools (ALHS)

The ALHS

1. Has overall control of the ALHSO.
2. Supports the ALHSO and encourages schools to participate actively.
3. Receives regular reports from the ALHSO Administrative Committee.
4. Offers feedback and guidance to the ALHSO Administrative Committee concerning ALHSO policies and procedures.

Administrative Committee (AC) Responsibilities

The AC

1. Develops the policies and procedures which guide the ALHSO. This includes policies related to:
 - a. Course offerings.
 - b. Teachers and their qualifications, expectations, remuneration, and performance evaluation.
 - c. Students and expectation of students.
 - d. ALHSO finances.
2. Supervises the ongoing operation of the ALHSO.
3. Reports regularly to the ALHS administrators and their schools.
4. Engages the part-time project director and other support personnel of the ALHSO.
5. Establishes the job description of the project director and other support personnel.
6. Supervises the work of the project director.
7. Appoints AC members who represent small, medium, and large Lutheran high schools, Martin Luther College, WELS Commission on Lutheran Schools, and one member at large.

Organizational Policies

Financial

1. The Administrative Committee (AC):
 - a. Establishes the financial policies for the ALHSO.
 - b. Sets the tuition rates for the courses.
 - c. Remunerates teachers for teaching and course development according to policies established by the AC.
 - d. Sets the remuneration for the part-time project director and for support personnel of the ALHSO.
 - e. Sets the fee, if any, charged to each school which uses the services of the ALHSO.
 - f. Provides for the annual audit of all financial records.
2. All student tuition and fees are to be submitted to the ALHSO. Each LHS decides if the tuition cost for their students enrolled in an online course will be paid by the school, by the student (parents), or a portion by each. (Additional information on amounts, due dates, late fees, etc., is included on the *Registration Form* in the appendices section of this document.)
3. Upon payment to a teacher of any part of the fee for developing/constructing a course, the ALHSO and the teacher retain joint ownership and rights to use all resources developed for that course. (See *Intellectual Property Rights* in the appendices section of this document.)

4. If the ALHSO teacher is a member of a high school faculty, the remuneration for that teacher is submitted to the teacher's school. The school administration and the teacher consult together to determine what percentage of the teacher's honorarium each will receive. If a teacher who is not a member of any school faculty is submitted directly to the teacher. (See *Teacher Remuneration* in the appendices section of this document.)

Project Director - Qualifications

The ALHSO Project Director:

1. Is a communicant, voting member of the Wisconsin Evangelical Lutheran Synod (WELS), the Evangelical Lutheran Synod (ELS), or a synod in fellowship with WELS.
2. Knows, understands, and is committed to Scripture and to the theology of WELS.
3. Understands and is committed to the mission of WELS Lutheran high schools, that is, nurturing those who are Christians and reaching out to those who do not as yet know and believe that Jesus is their Savior.
4. Demonstrates a strong commitment to and an understanding of how the ALHSO would help achieve the mission of Lutheran high schools.
5. Has strong personal relations skills demonstrated by commitment to collaboration.
6. Serves as a positive role model and leader.
7. Has well honed oral and written communication skills
8. Has administrative knowledge and skills, is well organized.
9. Has the ability to identify and recruit teachers with specialized skills needed to establish, support, and expand an online program.
10. Has experience with and understanding of online learning and is willing to grow in this area.

Project Director – Job Description

The project director:

1. Works closely with the Administrative Committee (AC) to develop and implement the administrative, curricular, and fiscal policies of ALHSO.
2. Evaluates existing ALHSO policies and suggests modifications or additions.
3. Works with the ALHS high schools to:
 - a. Determine which additional courses would help them better meet the needs of their students.
 - b. Facilitate an ALHSO registration process which meshes with local school procedures.
 - c. Facilitate a process for recording student credit for courses completed via ALHSO.
 - d. Set course start/end dates and related scheduling issues.
4. Assembles a pool of teachers who are qualified to teach high school courses and who are trained to teach online.
5. Plans the courses using ALHSO guidelines, works with teachers as they develop the courses, and seeks approval from the AC for those plans.
6. Works with the teachers and the Lutheran high schools to develop course grading policies and procedures.
7. Develops a process for course evaluation and performance evaluation of teachers, implements those plans, and reports the evaluation to the AC.
8. Maintains statistical records on ALHSO course offerings, enrollment numbers, completion rate, essential biographical information on students and teachers.
9. Prepares and implements promotion plans which could include an ALHSO website, schools' websites, Commission on Lutheran Schools, WELS Connection, and *Forward in Christ*. This includes providing schools with ready to use promotion resources.
10. Arranges the technical details including hardware and software necessary for hosting and delivery of the courses.
11. Maintains the finances of the ALHSO which includes:

- a. Receiving and depositing receipts.
 - b. Processing disbursements.
 - c. Creating monthly financial reports.
 - d. Preparing ALHSO budgets.
12. Reports at least monthly to the AC and the ALHS, especially each LHS contact person. Those reports are to include financial information.

Cooperating Schools

The ALHS has approved and supports ALHSO. As a member of the Association of Lutheran High Schools (ALHS), each WELS Lutheran high school is, therefore, respectfully asked to cooperate with the ALHSO Administrative Committee and the project director in the following ways:

1. Each LHS is encouraged to include the ALHSO courses in its curricular offerings.
2. Decide if the students' tuition fees for ALHSO courses will be covered by their school, by the students (parents), or a portion by each.
3. Promote the ALHSO in every way possible: website, emails, newsletters, reports to committees and boards, and any other way that is appropriate.
4. Will designate a contact person at the school who will receive and disburse all information regarding the ALHSO.
5. Maintain the academic records of their students who enroll in ALHSO courses.
6. If the course is not being taught at the school, that school will assign a proctor who will work with the ALHSO instructor and the students to assure the course proceeds as scheduled.
7. Work with the ALHSO project director to:
 - a. Determine which additional courses would help them better meet the needs of their students.
 - b. Facilitate an ALHSO registration process which meshes with local school procedures.
 - c. Facilitate a process for recording student credit for courses completed via ALHSO.
 - d. Provide the necessary technology for students to access and complete the course from their school.
 - e. Coordinate course start/end dates between schools and any related scheduling issues.
8. The school administration, in consultation with its teacher of an ALHSO course, will determine what percentage of the honorarium (for teaching a course) the teacher will receive.

Teachers

Qualifications

Teachers shall

1. Have a minimum of a bachelor's degree in education.
2. Be WELS certified.
3. Be trained in online teaching and course development by completing MLC's courses *EDT9501: Teaching Online* and *EDT9502: Designing and Constructing Online Courses*. If the teacher has completed similar courses at another institution, suitability for substitution will be determined by the ALHSO project director.
4. Have demonstrated the necessary qualifications to teach the course assigned.

NOTE: Any exceptions to the above qualifications will be handled on an individual basis at the discretion and approval of the AC.

Expectations

Teachers shall:

1. Become familiar with, adhere to, and help implement ALHSO policies and procedures.
2. Submit a course syllabus to the ALHSO project director based on a common template that will be provided.

3. Keep abreast of innovations and developments in the course he/she teaches.
4. Strive to use appropriate technology to enhance student learning.
5. Cooperate with the project director in evaluating the course and the instruction of the course(s) being taught. Those evaluations will be reported to the AC.
6. Work with the designated course proctor of students at various schools to help coordinate learning activities as needed.

Remuneration

The course instructor, or the Lutheran high school where the instructor holds a call, will be paid an honorarium for each course taught based on the following scale.

# Students	Payment for teaching
1-3	\$150/student
4-5	\$600/course
6-10	\$750/course
11-15	\$900/course
16-20	\$1050/course
21+	\$1200/course

See *Teacher Remuneration* in the appendices section of this document for additional information.

Course Proctors

Each school will assign a course proctor to their students that are enrolled in an ALHSO online course. The same person can serve as the course proctor for all students enrolled in various online courses at the school. The course proctor will:

1. Serve as the main contact person between the course instructor and the school. Typical communication might include items such as days off from school, absent students, missing assignments, student progress, etc.
2. Arrange for local support, guidance, and technical assistance for students, as needed.
3. Arrange for proctoring of tests, if needed. (The course instructor will provide specific instructions to the proctor concerning tests and the proctor's role in test administration.)

Course Offerings

The AC will use the following guidelines as it prepares the curriculum for the ALHSO:

Course offerings will:

1. Focus on meeting the needs of the students listed in the **Target Audience** section of this handbook (see next section).
2. Cover as many of the areas of a high school curriculum as possible.
3. Be prepared for students of varying abilities, that is, ranging from credit recovery to advanced placement courses.

Students

Target Audience

1. ALHS students
 - a. Students who are not able to take a particular class at the high school they attend
 - b. Students who need to retake a course they failed (credit recovery)
 - c. Students who want AP classes and other classes for college credit
2. Public high school students in WELS congregations
 - a. Students who are home bound or are being home schooled
 - b. Students who may want to enroll in a religion course that is otherwise unavailable to them
3. High school students who are not WELS members

Expectations

1. By enrolling in an ALHSO course each student agrees to follow the adopted policies and procedures of the ALHSO.
2. Students are expected to communicate directly with the course instructor regarding any questions or concerns related to the course, planned or unexpected absences from school, additional time needed to make up missed work, etc.
3. The student who is enrolled in an online course not offered at his/her school will be assigned a proctor designated by the school. The proctor will serve as a contact person between the course instructor and school, and will arrange for local support, guidance, and test proctoring for the student as needed.

Enrollment in Courses

1. The minimum enrollment for any course is 3 students. However, if only 1 or 2 students enroll in a course, it will be up to the course instructor to decide if he/she wants to teach the course or not. Compensation would be paid according to the approved pay scale.
2. The maximum enrollment for any course is 20 students. The enrollment can be allowed to increase above the maximum limit only if the course instructor is in agreement. Compensation would be paid according to the approved scale.
3. Some of the ALHSO courses offered are being taught at a particular school even if there are no additional ALHSO students who enroll, hence the ALHSO will not set the minimum for the school in such a circumstance.

Host School

The AC will decide which Lutheran high school is the host school. (MVL has been designated as the host school for the 2-year pilot project.) The host school agrees to serve the ALHSO in the following ways during the duration of the pilot program:

1. Have ALHSO finances and financial records kept within their system.
2. Keep ALHSO funds in a separate account from all other host school accounts.
3. Prepare for an annual audit implemented by the AC.

.....

Appendices

Intellectual Property Rights: ALHSO Online Courses

This policy applies to online courses produced for use in ALHS-Online (ALHSO).

1. Unless there are other contractual agreements, online courses and online course materials produced for use in the ALHSO program will be considered as joint-ownership property of the author(s) and of ALHSO.
2. Whether that author received release time, an honorarium, or some other form of assistance when creating the course has no bearing on this joint-ownership status, unless specifically stated in a prior contractual agreement.
3. In the event that a course author leaves ALHSO;
 - a. The author may take a copy of the online course and/or course materials and make use of them through another institution.
 - b. ALHSO retains the right to continue to use the course and/or course materials through ALHSO without any additional obligation to the author.
 - c. Neither owner has a right to revenue from the other owner's use.

Payment for Design/Construction of ALHSO Courses:

1. ALHSO will pay **\$600** for the development of a 1-semester online high school course, with \$300 paid when the course is taught the first time, and the remaining \$300 paid when the course has been revised and taught a second time.
2. The ALHSO AC will designate a person to oversee course design, development, evaluation, and revision. Payments for course development will only be paid after the designated person has given approval.
3. The rationale for setting the amount at \$600 is the same as used to set the instructor honorarium for teaching an online course, namely, $\frac{1}{2}$ of the amount paid for a 3-credit college level course at MLC.

Teacher Remuneration

This policy applies to online courses taught in the ALHS-Online (ALHSO) program.

The scale below starts out at \$150/student for the first 3 students, but then the scale is incremented when a certain enrollment is reached. This is done to recognize the fact that as the student enrollment increases, it does not do so in direct proportion to the additional work placed on the course instructor. It also allows for additional funds to be generated by ALHSO as the number of students in a course increases to help offset cost of course design/construction. (See the separate policy on *Payment of Course Design/Construction of ALHSO Courses.*)

# Students	Payment for teaching
1-3	\$150/student
4-5	\$600/course
6-10	\$750/course
11-15	\$900/course
16-20	\$1050/course
21+	\$1200/course

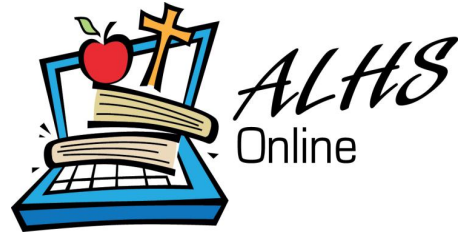
Notes on two scenarios:

1. Some courses in the ALHSO program are courses already being taught at a participating ALHS school. The local ALHS school is simply allowing the course to be taught in an online format for its own students and any additional students who wish to enroll in the course through the ALHSO registration process. In such a case...
 - a. The students at the local ALHS school would not pay any tuition to the ALHSO and need not register for the course through the ALHSO.
 - b. Any additional students from other schools enrolling in the course would have to register through the ALHSO registration process and pay tuition to the ALHSO.
 - c. The # **Students** column in the chart above would only include students that have paid tuition to the ALHSO.
 - d. The honorarium for teaching the course would be paid to the ALHS school where the teacher resides.
 - e. The local ALHS school administration, in consultation with its teacher of the course, will determine what percentage of the honorarium (for teaching the course) the teacher will receive. (This percentage could range from 0 to 100%.)
2. Other courses in the ALHSO program are courses created especially for the ALHSO program and are not part of the existing curriculum where the teacher currently holds a call. Generally these courses are being taught in addition to the normal teaching load of the teacher at the school or are being taught by a teacher that currently does not hold a call to an ALHS school. In such a case...
 - a. All students enrolled in the course would need to register for the course through the ALHSO registration process and pay tuition to the ALHSO.
 - b. The # **Students** column in the chart above would include students that have paid tuition to the ALHSO, which would be all students enrolled in the course.
 - c. The honorarium for teaching the course would be paid by the ALHSO directly to the course instructor.

Association for Lutheran High Schools Online (ALHSO)

Registration Form:

Fall and Spring Semesters, 2011-2012



Instructions for Completion

- 1. PLEASE PRINT OR TYPE
2. Complete this form and mail it with a non-refundable registration fee of \$20.00 per course which counts toward the tuition fee to: (Make checks payable to ALHSO.)
ALHSO, Dr. Grunwald
Martin Luther College
1995 Luther Court
New Ulm, MN 56073
3. The balance of the tuition fee for each course is due two weeks prior to the day the course begins.
4. Registration deadline for the fall semester courses is June 1, 2011. Late registrations are accepted but will be charged a \$20.00 fee.

Essential Information

Date: _____ Grade when course(s) will be taken: 9__ 10__ 11__ 12__
Student's full name: _____ (first) (middle initial) (last)
Street _____ City _____ State _____ Zip _____
Male _____ Female _____ Date of birth: _____ (mm/dd/yy)
Home telephone number: _____ area code + 7 digit number Cell phone number _____ area code + 7 digit number
Parents' or guardians' name and address _____ (first) _____ (last)
Parent's email address: _____
Student's email address: _____
School you are currently attending: _____ Name of school City State

Registration for courses – List course title(s) in the table

Table with 2 columns: Fall 2011-12, Spring 2011-12. Multiple empty rows for course entry.

Signatures

Student
Parent
School official (for example, registrar, guidance counselor)

Process

1. ALHSO sends an electronic copy of the registration form to each LHS. Each school provides copies to interested students.
2. A student completes the form, gets a parent signature, and obtains approval and signature from the appropriate school official.
3. Student/parent or high school writes a check for the registration amount of \$20 per course payable to ALHSO. (Full tuition payment, \$150 per course, can be made at time of registration is so desired.)
4. Student, parent, or high school mails the check and the registration form to:
ALHSO, Dr. Grunwald
Martin Luther College
1995 Luther Court
New Ulm, MN 56073
5. ALHSO Interim Project Director Dr. J. Grunwald processes the fee and the information on the form.
6. Dr. Grunwald will contact students/parents and/or schools regarding registration confirmation, payment of tuition balances, and other pertinent information.