

## **School City of Hammond Virtual Academy**

The School City of Hammond (SCH) offers full time enrollment in the SCH Virtual Academy.

SCH Virtual Academy offers over 280 semesters of virtual courses available to students currently enrolled in grades 6-12. The courses are made available through a partnership with Edmentum's EdOptions Academy and include core, elective, AP, Global Language, and Career and Technical Educational courses. Courses approved in the district's curriculum guide will be offered.

The SCH Virtual Academy students take the majority of all courses through the virtual academy supported by a physical lab at the SCH Area Career Center. Each student will have dual enrollment in the SCH Virtual Academy and the district school serving the student's residence. All related services, including counseling services will be provided through the Virtual Academy. SCH Virtual students are responsible to take all required state assessments at the Area Career Center. SCH Virtual Academy students will be eligible to participate in any school sponsored activity, school athletic teams, band, club, etc., if he/she enrolls in at least one class in the district school serving the student's residence.

## **School City of Hammond Virtual Academy**

The SCH Virtual Academy runs through a partnership with EdOptions Academy, a completely accredited virtual school, using PLATO courseware through Edmentum.

### **SCH Virtual Academy Guidelines:**

**Time Frame:** SCH Virtual Academy applications are accepted starting one month prior to the start of the semester and continue through the first week of the semester.

**Grade Level:** The Virtual Academy accepts students currently enrolled in grades 6-12.

**Staffing:** The program is administered by the SCHV Virtual Academy Coordinator, a district counselor, and EdOptions Academy personnel and teaching staff.

**Enrollment:** An application for enrollment must be completed by the student and parent. If the student lives outside of Hammond, the Out of District Transfer form must also be submitted. Notification of acceptance into the academy will be provided to the family.

**Student Responsibilities:** Students are expected to work on their course(s) off campus, on a daily basis Monday-Friday and adhere to all district and state policies and requirements.

## **SCH Virtual Academy Policies**

### **Student Registration**

The registration form is available for students to complete on-line. Once completed, the SCH Virtual Academy Coordinator will contact the family to discuss enrollment into the program.

### **Student Accountability**

SCH Virtual Academy students must take at least 12 (6 per semester) courses a school year. In addition, students must have a 2.0 GPA with no failing semester grades, maintain good attendance, and complete all courses within the timeframe provided under the course length. If a student fails to meet these requirements, they will be placed on probation for one semester with a probationary plan that must be followed.

### **State Testing**

Students will be required to take all mandatory state and local testing. **ALL STATE TESTING WILL BE ADMINISTERED AT THE AREA CAREER CENTER.** All data from the student's testing will be included in the data with their district/home school that serves his/her address.

### **Course Length**

Students are given a maximum of 18 weeks to complete a one credit course; however, courses can be completed prior to this 18 week period.

### **Course Withdrawal Policy**

Students have 14 days from the time of enrollment in the course to withdraw with no penalty. Students who withdraw after the 14 day grace period can reenter the course at the point where they left off if the request for re-enrollment happens within 30 days of withdrawal. All requests for re-enrollment after 30 days will require the student to start the course from the beginning. All withdrawals after the 14 day grace period will be shown as WF (Withdrew Failing).

### **Course Content**

All semester-based courses are one credit. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has required unit tests and a final exam that must be completed.

### **Attendance**

Students are required to work consistently and to follow the pacing guide provided in the EdOptions Academy Student Information System (SIS). In addition to following the pacing guide, the following information is key in maintaining good attendance:

- Regular communications with EdOptions online teachers and SCH Virtual Academy staff
- Response within 24 hours to any emails received
- Have one synchronous contact with virtual instructor as follows:

- A monthly phone call
- Attendance at a Live Lesson or Webinar
- An instant message
- A text message
- Students must login every day that SCH is in session, including eLearning days.
  - The student should spend **at least** 1 hour per course per day
  - Students are required to hand in a schedule of those 6 hours

**Earning Credit and Grading Policy**

In order to receive credit in a course, students must meet two requirements:

- The student will need an overall average of 60%
- Students must take the End of Semester Exam and complete all assignments to earn credit in the course.
- All unit tests may be taken twice and final exams may be taken once.

**Grading Scale**

99-100	A+	98-94	A	93-90	A-
87-89	B+	86-84	B	83-80	B-
77-79	C+	76-74	C	73-70	C-
67-69	D+	66-64	D	63-60	D-
0-59	F				

**Student Advancement and Graduation**

Expectations for advancement to the next grade level and graduation are the same as they are for SCH students. The district counselor will be responsible for scheduling the student and for the guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

**Transcripts and Grade Reports**

All **official** transcripts and grade reports will come from the Virtual Academy Administration. Students and parents may access a student’s unofficial transcript in the EdOptions Academy Student Information System by selecting the Transcript option from the main menu.

Grade reports will be issued at the same time all other SCH students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Virtual School Coordinator

**Right to Privacy Policy**

SCH and EdOptions Academy respects a student’s right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student’s educational records. SCH and EdOptions Academy

must have written permission from the students legal guardian in order to release information from the student's education record.

### **Athletic Considerations**

Indiana Athletic Association Rule 12-6 allows a student who attends a Virtual Education School eligibility to participate in the athletic program at the Public school Serving the Student's Residence, provided that:

- The student is accepted into the athletic program of the Public School Serving the Student's Residence,
- The Virtual Education School and the Student provide evidence to the Public School Serving the Student's Residence that:
  - The student is entering the Virtual Education School as a freshman, or the student has already attended at the Virtual School Education school for at least One full semester, trimester, or equivalent, the student was Enrolled in and successfully passed, the necessary number of courses at the Virtual Education school, under the requirements of IHSAA Rule 18-1,
  - The student is currently enrolled Full-time at the Virtual Education School and is taking the necessary number of courses at the Virtual Education School under the requirements of IHSAA Rule 18-1,
  - All of the Virtual Education Courses which are to be counted toward the student's athletic eligibility under RIHSAA Rule 18 will be taken by the student during an established Grading Period, are no less than Two Hundred Fifty (250) minutes of instruction per week for One (1) semester and are approved by the Indiana Department of Education and will count towards graduation,
  - During the time period between the end of the Virtual Public School's designated grading period(s) and the Eligibility Certification Date(s) of the Public School Serving the Student's Residence, the student passed a minimum number of full credit courses required under IHSAA Rule 18-1.
  - The student regularly attends the courses.
- The student is Enrolled at and is attending a minimum of One (1) full credit subject offered within the Public School Serving the Student's Residence.

## **SCH Student Code of Conduct**

SCH and EdOptions Academy adhere to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below, all students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through the SCH Virtual Academy and the SCH Student Code of Conduct. The following policies are specific to the EdOptions Academy.

### **Academic Misconduct**

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- **First offense**
  - **Zero on the assignment**
  - **A written warning**
  - **A note added to the records of the students involved**
- **Second Offense**
  - **Zero on the assignment**
  - **A referral to the administration for possible withdrawal**

### **Defiance of Authority/Insubordination**

Disobedience or noncompliance towards any staff member of the EdOptions Academy or SCH is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an Email, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:

- **First Offense: Referral to guidance counselor**
- **Second Offense: Referral to administration for possible withdrawal**

### **Computer Misuse**

Any student who attempts to access the secure information of EdOptions Academy or PLATO learning, INC or its affiliates in an improper manner, uses another student's or staff member's login information to gain access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- **First Offense (depending on the nature of the offense):**
  - **A written warning**

- Referral to guidance counselor
- Suspended access to PLATO courseware
- Administrative referral for possible withdrawal
- Second Offense
  - Administrative referral for withdrawal

**Deviations from above consequences:** Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

### **Anti-Bullying Policy**

Cyber bullying or bullying in any form is not acceptable behavior for any student enrolled in classes at the SCH Virtual Academy/EdOptions Academy. **Any student found to be involved in these activities will immediately be withdrawn from the EdOptions Academy.**

**EdOptions Academy uses this definition of cyberbullying:** Cyberbullying is the use of the internet and related technologies (cell phones, smart phones, etc) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking.

### **Internet Acceptable Use Policy**

The internet is a compilation of many networks that support the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

### **Internet Terms and Conditions of Use**

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, INC, or its affiliates systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload .
- Users shall promptly report any inappropriate materials they receive.
- Users shall not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.

- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

### **Academic Integrity Student Agreement**

- I will do my own work.
- I will not copy another person's work, in whole or in part, and turn it in as my own.
- I will not consult unauthorized material or information during the test unless my teacher gives me permission.
- I will not plagiarize.
- I will not copy text, graphics, mathematics solutions, artistic layouts or presentation, or any ideas in any form from another source without proper citation.
- I will not communicate exam information or answers during or following an exam.
- I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
- I will not turn in an original paper or project more than once for different classes or assignments.
- I will not, in lab situations, falsify or fabricate data or observations, including computer output.

## **About our Partner: EdOptions Academy Accreditation and Approvals**

EdOptions Academy is fully accredited through AdvancED which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptionsAcademy carries the same weight as a credit from any accredited institution such as all other School City of Hammond Corporation schools.

Beginning with 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other electives are not subject to NCAA review.
2. Only the full course counts. Students who are potential NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.
4. School City of Hammond must use the Final Grade given by EdOptions Academy and the student's transcript must reflect that the student took the course through EdOptions Academy.

**\*\*\*EdOptions Academy must know in advance any student who may be a NCAA Scholarship Athlete.**