



# Virtual Academy Handbook

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## Introduction

The St. Tammany Parish Public School System Virtual Academy Handbook is intended to help students, parents and guardians, and school officials work together to ensure students are successful in the virtual school and to help realize the mission and vision of this School System.

The Handbook covers information about:

- Virtual Academy Mission;
- Virtual Academy Course Enrollment Procedures;
- Virtual Academy Course Procedures;
- Student and Home Partnership Roles and Responsibilities;
- Grading Policies

## Mission

The St. Tammany Parish Public School System Virtual Academy is committed to creating a student-centered virtual environment that offers immediate accessibility to learning and empowers students to learn anytime, anywhere.

## Course Enrollment Procedures

Participating in St. Tammany Parish Virtual Academy means you:

- are simultaneously enrolled both in St. Tammany Parish Virtual Academy and your local public high school in accordance to your geographic attendance zones;
- have met with school administration and have been granted permission to enroll in virtual courses;
- understand that you must work independently and are responsible to complete assignments and tasks.
- understand the financial obligation for enrolling in a virtual course.

## Virtual Academy Course Procedures

- Students may not enroll in more than 2 courses per 9 week period in addition to regular school day schedule.
- Only seniors may enroll in the credit recovery block courses.
- The student is responsible for a computer with Internet access, at home and school. Tablets are not compatible with all Virtual Academy course platforms.
- Assignment announcements will be posted on the course home page in Blackboard.
- Students are responsible for completing an orientation unit.
- Students are expected to log into their Bb, Odysseyware, Math XL accounts and their Gaggie email daily to communicate with the online teacher. Not all students will be enrolled in Math XL and/or Odysseyware. Students are not permitted to share login information with other students.
- Assignments received after Friday at 3:00 p.m. will be graded a zero or a reduction in points.

- When a student misses assignments in their online course for any reason, the student is expected to complete the assignments in accordance with St. Tammany Parish School Board policy.
- Students are expected to complete all unit assignments prior to testing on the unit.
- A Gaggle email account will be available to each student and parent to communicate with the online teacher and must be checked once every 24 hours. This email account should only be used for school purposes and is filtered for inappropriate use. Parents may use the Gaggle account for teacher communication purposes.
- If an unexpected situation should arise and extended time is needed to complete assignments, it is your responsibility to contact the online teacher and the course facilitator at your school site as soon as possible. A doctor's note or other documented notification may be required to make-up missed tests. Late assignments will be scored at a 30% reduction and must be submitted within 24 hours of the due date.
- Academic fraud will result in a zero on the test or assignment for the first offense and contact will be made to the school based facilitator and Virtual Academy Coordinator. On the second offense, a zero will be assigned to the test or assignment and the base school administration will be notified and school level discipline may be implemented. Should academic fraud occur a third time, the student will receive school level discipline and could be removed from the course.

## Student and Home Partnership Roles and Responsibilities

- Parents should monitor the progress of their child through the grade book in their JPAMS account.
- Students should always have a backup version of submitted assignments and keep copies of all uploaded work.
- Parents and students should follow all deadline dates set in Gaggle emails and Blackboard course announcement pages. Do not follow deadlines in Odysseyware.
- Computer and internet access is available at home outside the school day.
- Students taking courses outside the school day must be available to test at their school site on Tuesdays or Fridays as scheduled by the online teacher. The student must make arrangements at the base school to test during the school day.
- Parents should contact teachers using the Gaggle email account.

## Grading Policies

- Online courses will follow school board policy for grading- 80% (course assignments) and 20% (exam).
- Semester exams are not required for EOC courses should the student have an EOC score on file. If a student decides to take the exam in lieu of using the EOC score to raise the course average, the exam will count as 20%. Should the student's exam grade not raise the final average, we may exempt that attempt.
- Integrity in Scored Assignments and Assessments
  - All scored assignments and assessments are assumed to be the student's original work, whether completed at home or in our lab.
  - If a student is in the St. Tammany Parish Virtual Academy lab to take a supervised unit exam, all cell phones must be turned off and stored.
  - Each student is expected to honor the following guidelines while completing scored assignments and assessments. You will:

- complete assignments and/or assessments ;
  - not copy or redistribute any part of the assignments and/or assessments in any way – electronically, verbally, or on paper;
  - take the assessments without any aids – meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment otherwise instructs you to;
  - not log in to a second course or open course related materials on another browser on another computer; and
  - not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.
- Grade Determination
    - Grades are posted weekly in JPAMS by teachers.
    - Scores in Odysseyware and Bb are not the final grade.
    - Final grades will be determined based on the 100-point scoring. Grading will follow the St. Tammany Parish Grading Scale and Policies:  
  
A = 100 – 93  
B = 92 - 85  
C = 84 - 75  
D = 74 - 67  
F = 66 - 0

\*\*\*Annual Public Notification 2016-17

STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.

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**a<sup>3</sup> Virtual Academy**

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The undersigned student and undersigned parent/guardian do hereby acknowledge that they agree to adhere to the Virtual Academy Handbook.

As a student, I read, understand, and will follow the contents of the Virtual Academy Handbook.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian, I have read, understand, and support my student in following the contents of the handbook.

\_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent Contact phone number \_\_\_\_\_

Parent Contact email address \_\_\_\_\_

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