



**St. Tammany Parish School Board  
a<sup>3</sup> Virtual Academy Summer Session**

<http://virtualacademy.stpsb.org>

**All applicants must be residents of St. Tammany Parish**

<b>Session 1 (June)</b>	<b>Session 2 (July)</b>
<b>Fall or "A" semester courses</b> *EOC courses see next pages	<b>Spring or "B" semester courses</b>
<b>June 5 - June 30, 2017</b>	<b>July 3 - July 28, 2017</b>
<b>*Application Deadline: May 12, 2017</b>	<b>*Application Deadline: June 16, 2017</b>

*\*Application must be postmarked on/before deadline.*

**Friday Testing Sites**

**Lakeshore High and Slidell High**  
(Students may test at either site)

**Mail/Fax/Email Applications to:**

Toni Rich  
71460 Edna Street  
Covington, LA 70433

Phone: (985) 898-6462

Fax: (985)898-6482

Email: [toni.rich@stpsb.org](mailto:toni.rich@stpsb.org)

**All summer session courses will be offered online only.**

**Students are responsible for computer with internet access.**

**REGISTRATION INFORMATION:**

- Students are limited to 2 courses per session.
- Session 1 (A semester courses) will take place in June.
- Session 2 (B semester courses) will take place in July.
- Parents are responsible for enrolling their child in the correct summer course(s).

**Costs:**

- **\$200 - per semester course**
- Payments must be:
  - **cashier’s check or money order** (attention to: STPSB)
  - **online: MyPaymentsPlus** (located on the STPSB website)
  - No cash or personal checks will be accepted.
  - **REFUNDS WILL NOT BE GIVEN ONCE SESSION BEGINS.**

**Course Approval:**

- **New Core and Elective Credit:** Any new credit course must be approved by the student’s principal.
- **Repeat Credit:** A repeat credit course is one that has already been attempted by the student. All requests for repeat credit must be accompanied by a school representative signature and a copy of the **student’s transcript or report card** proving the course has been attempted. Grades can be printed from **JPAMS**.

**Include with your application:**

Signed copy of the <b>Procedures Contract</b>	Money Order, Cashier’s Check, or copy of My Payments Plus Receipt	Copy of the student’s transcript or report card and <b>Principal/School Representative Signature</b>
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**Online Course Offerings:**

*There must be a minimum of five requests to offer a course online.*

Algebra I	Chemistry	Health *
Algebra II	English I, II, III, IV	Fine Arts Survey
Geometry	Senior Applications Business English	Speech I
Math Essentials	World Geography	Ed for Careers
Financial Literacy	Government	Journey to Careers
Physical Science	American History	French I, II
Biology	World History	Spanish I, II
Environmental Science	Physical Education I, II	Principles of Business

*\* Semester course offered both sessions. All other courses are first and second semester courses.*

**EOC course enrollment contingent upon the following information:  
Algebra I, Geometry, English II, English III, Biology and American History**

Semester A Final Grade	Semester B Final Grade	EOC Score	Summer Session
Fail	Fail	Fail	No Summer
Fail	Fail	Pass	June for A July for B
Fail	Pass	Pass	June for A
Pass	Fail	Fail	June for B
Pass	Fail	Pass	July for B

**Final Grades:**

- Final Grades are emailed to the student’s stpsb email.
  - **Non-St. Tammany public school students:** responsible for requesting final grades be sent to their school. The school’s contact person and email address must be provided.
  - St. Tammany student’s grades are reported to their high school. Students are responsible for checking with their guidance counselor at the beginning of the school year to make sure summer grades are on their transcript.

**Testing:**

- Required every **Friday** at the school testing sites.
- Begins at **9:00 a.m.** Students may arrive **no later than 10:30 am.** Students taking 2 online courses must arrive no later than 10:00 a.m.
- Testing ends promptly at **11:30 a.m.**
- Students must provide a **picture ID** at testing. Students must follow all school board rules for dress code.
- A **doctor’s note** is required to make up work or tests and must be submitted to Mrs. Rich’s office by the Monday following the missed test. Make Up tests are to be taken on the Tuesday following the missed test. There are no makeup dates for the final test.
- **Vacations** are not excused absences for missing Friday testing or online assignments.
- **There are NO MAKEUP dates for the final test date.**

**Checking Grades:**

- Grades will be posted in Blackboard and/or Math XL. Parents and guardians are responsible for tracking the student’s grades and progress.
- Tests are 60% of the Grade and Assignments are 40% of the Grade.

**Dropping Courses:**

- Dropping a course prior to the first Friday of a session may be requested in writing by a parent or guardian.

- A grade will not be recorded on the student's transcript if dropped the first week of the session. No refund is provided.

### **Getting started with a<sup>3</sup> Virtual Academy course:**

- **Students are responsible for computer with internet access.**

#### **After submitting the application:**

1. On the Thursday before the session begins, an orientation session will be offered for students and/or parents at the Testing Site at 9am.
2. If a student cannot attend, the information will be available on the Virtual Academy website (<http://virtualacademy.stpsb.org>) and the student is welcome to attend the tutoring session (after the courses have begun) for additional support.
3. Password information will be found on the Summer Session Orientation handout.
4. Report any login issues to [toni.rich@stpsb.org](mailto:toni.rich@stpsb.org) immediately. Email is the most efficient way to communicate and receive a response in a timely manner.
5. You will not be enrolled in your actual courses in Blackboard, Odysseyware and MathXL until the Monday morning when the session begins.

#### **Once courses begin:**

1. Students are responsible for checking their email and Blackboard daily. Teachers send study guide and lesson information via and Blackboard.
2. Tutoring in Math, English, Science, and Social Studies is available on Tuesday and Thursday from 9am-11am at the Testing Sites. Please let your teacher and/or Mrs. Rich know if you plan to attend the sessions. Should you need support in a different subject, contact Mrs. Rich.
3. 2 Units are due on Tuesday by 10 pm and 2 Units are due on Thursday by 10 pm of each week and Tests are held every Friday during the session. See the calendar.
4. After the first week, units are opened on Friday at 3 pm so that students have the weekend to work on lessons.
5. Students have 24 hours a day to work on lessons and the due date/times are firm. Students will be given 24 hours to submit late assignments. There will be a 50% reduction in points on all late assignments. After 24 hours, students will receive a zero on all late assignments. If an unexpected situation should arise and extended time is needed to complete assignments or take tests, it is your responsibility to contact the online teacher and the coordinator as soon as possible. A doctor's note or other documentation will be required to make-up any work or tests. Only the coordinator can excuse late assignments and missed tests. Vacations will not be excused. All make-up tests must be scheduled with the coordinator. There are no make-up tests for the final tests.

#### **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. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad.

**St. Tammany Parish School Board  
Application for June Summer Session 2017**

**June 5, 2017 – June 30, 2017**

**First session applications must be postmarked by Friday, May 12, 2017.**

Student ID Number: _____	Diploma Type: _____	
Student Name _____		
Last	First	
Parent(s) Name: _____ <b>Preferred</b> contact #: _____		
Email address: _____		
Current High School _____ 2016-2017 Grade Level _____		
Home Mailing Address _____		
Address	City	Zip Code
<u>All applicants must reside in St. Tammany parish</u>		
This student is Special Education <input type="checkbox"/> Yes      Gifted/Talented <input type="checkbox"/> Yes      504 <input type="checkbox"/> Yes		
<b>Parent initials:</b> _____		

**Both semesters of Algebra 1, Geometry, English II, English III, Biology, and American History will be offered in the June Session. Students who failed the EOC test and passed one semester of an EOC course must take the failed semester of the EOC course in the June session. Students who failed the EOC test and failed both semesters of an EOC course may not take the course during the summer sessions.**

**New Credit   Repeat Credit   First Session Course(s):**

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Guidance Counselor Signature: \_\_\_\_\_

Students must provide a **current transcript or report card with application.**

**PERMISSION:** The above named student has permission to take the **new core credit course(s) listed.**

\_\_\_\_\_, **Principal**

**PAYMENT:** Amount \$ \_\_\_\_\_ Name on payment \_\_\_\_\_

Payment type:  cashier check    money order    MyPaymentsPlus   **No personal checks/cash**

**\$200** per semester course. **All payments are made payable to St. Tammany Parish School Board (STPSB).** There will be **no refunds** once the summer session begins. First session applications must be postmarked by **May 12, 2017.**

**Please include a transcript or a report card for repeat credit and a signed copy of the Procedures Contract.** A cashier check, money order or a MyPaymentsPlus receipt must accompany the application. Make copies for your records. An orientation session will be held the **Thursday** before the session begins to assist student with log in information. No courses will be available until the morning on which the session begins.

Mailing address: 71460 Edna St. Covington, LA 70433

Fax: 985-898-6482

Email: [toni.rich@stpsb.org](mailto:toni.rich@stpsb.org)

**St. Tammany Parish School Board  
Application for July Summer Session 2017**

**July 3, 2017 – July 28, 2017**

**Second session applications must be postmarked by Friday, June 16, 2017.**

Student ID Number: _____	Diploma Type: _____
Student Name _____	
Last	First
Parent(s) Name: _____ <b>Preferred</b> contact #: _____	
Email address: _____	
Current High School _____	2016-2017 Grade Level _____
Home Mailing Address _____	
Address	City                      Zip Code
<u>All applicants must reside in St. Tammany parish</u>	
This student is Special Education <input type="checkbox"/> Yes                      Gifted/Talented <input type="checkbox"/> Yes                      504 <input type="checkbox"/> Yes	
<b>Parent initials:</b> _____	

**Both semesters of Algebra 1, Geometry, English II, English III, Biology, and American History will be offered in the June Session. Students who failed the EOC test and passed one semester of an EOC course must take the failed semester of the EOC course in the June session. Students who failed the EOC test and failed both semesters of an EOC course may not take the course during the summer sessions.**

**New Credit   Repeat Credit   First Session Course(s):**

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Guidance Counselor Signature: \_\_\_\_\_

Students must provide a **current transcript or report card with application.**

**PERMISSION:** The above named student has permission to take the **new core credit course(s) listed.**

\_\_\_\_\_, **Principal**

**PAYMENT:** Amount \$ \_\_\_\_\_ Name on payment \_\_\_\_\_

Payment type:  cashier check    money order    MyPaymentsPlus   **No personal checks/cash**

**\$200** per semester course. **All payments are made payable to St. Tammany Parish School Board (STPSB).** There will be **no refunds** once the summer session begins. Second session applications must be postmarked by **June 16, 2017.**

**Please include a transcript or a report card for repeat credit and a signed copy of the Procedures Contract.** A cashier check, money order or a MyPaymentsPlus receipt must accompany the application. Make copies for your records. An orientation session will be held the Thursday before the session begins to assist student with log in information. No courses will be available until the morning on which the session begins.

Mailing address: 71460 Edna St. Covington, LA 70433      Fax: 985-898-6482      Email: [toni.rich@stpsb.org](mailto:toni.rich@stpsb.org)

**St. Tammany Parish School System**  
**a<sup>3</sup> Virtual Academy Summer Session 2017**  
**Procedures Contract**

Coordinator: Toni Rich

Email: [Toni.Rich@stpsb.org](mailto:Toni.Rich@stpsb.org) Website: <http://virtualacademy.stpsb.org>

**Phone: (985)898-6462 Fax: (985)898-6482**

<https://blackboard.stpsb.org> <https://stpsb.owschools.com>

<https://www.mathxlforschool.com>

**The student is responsible for computer with internet access. A lack of internet access is not an acceptable excuse for late work.**

Issues with your Bb, MathXL, OdysseyWare or email accounts must be reported to Mrs. Rich's office immediately. Assignments should be started immediately each week so there is time to ask questions or report any issues. Students are not allowed to share email or Blackboard login information with other students.

An email account must be used to communicate with the online instructor. No emails to or from the teacher should be deleted. Students must check their email a minimum of once every 24 hours.

Four units per week will be assigned. The first two units for the week must be submitted by Tuesday at 10:00 p.m. The second two units for the week must be submitted by Thursday at 10:00 p.m.

Students will be given 24 hours to submit late assignments. There will be a 50% reduction in points on all late assignments. After 24 hours, students will receive a zero on all late assignments. If an unexpected situation should arise and extended time is needed to complete assignments or take tests, it is your responsibility to contact the online teacher and the coordinator as soon as possible. A doctor's note or other documentation will be required to make-up any work or tests. Only the coordinator can excuse late assignments and missed tests. Vacations will not be excused. All make-up tests must be scheduled with the coordinator.

**ALL STUDENTS MUST TEST AT THE SUMMER SESSION TEST SITE** on the scheduled day. Students must begin testing between 9:00 a.m. and 10:30 a.m. If you are taking two online courses, you must arrive to begin testing no later than 10:00 a.m. Students will be given 1 ½ hours to complete a test. If you need the full 1 ½ hours and are taking two courses, you must start testing at 10:00 a.m. Students may arrive no later than 10:30 a.m. to start testing. Testing ends promptly at 11:30. All students must bring a picture ID to the testing site each Friday.

Assignments will count 40% of the student's average and the tests will count 60% of the student's average.

Academic fraud will result in a zero on any test or assignment and possible removal from the course.

IT IS THE STUDENT'S RESPONSIBILITY TO KEEP A **BACK UP COPY** OF ALL WORK SUBMITTED. The grade book in Bb, Math XL, and/or Odysseyware should be checked after each submission. Students must resubmit any assignments requested by the instructor.

It is the parent's responsibility to daily monitor the progress of their child using the grade book in Blackboard, Math XL, and/or OdysseyWare.

I have read and I agree to follow the procedures listed above.

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Parent/Guardian Signature

Student Signature

Date

**A signed copy of this document must accompany your application. Please make a copy of the contract for your records.**

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. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 7	May 8	May 9	May 10	May 11	May 12 <b>June Session Apps Due</b>	May 13
May 14	May 15	May 16	May 17	May 18	May 19	May 20
May 21	May 22	May 23 Half Day Last Day	May 24	May 25	May 26	May 27
May 28	May 29	May 30	May 31	June 1 <b>Orientation June Session 9 am Testing Site</b>	June 2 Practice Logging In to Platforms	June 3 Practice Logging In to Platforms
June 4 Practice Logging In to Platforms	June 5 June Session begins	June 6 Tutoring 9-11 Units 1-2 due	June 7	June 8 Tutoring 9-11 Units 3-4 due	June 9 Test Day 9:00-11:30 Units 5-6 Open at 3pm	June 10
June 11	June 12	June 13 Tutoring 9-11 Units 5-6 due	June 14	June 15 Tutoring 9-11 Units 7-8 due	June 16 Test Day 9:00-11:30 Units 9-10 Open at 3pm <b>July Application Due</b>	June 17
June 18	June 19	June 20 Tutoring 9-11 Units 9-10 due	June 21	June 22 Tutoring 9-11 Units 11-12 due	June 23 Test Day 9:00-11:30 Units 13-14 Open at 3pm	June 24
June 25	June 26	June 27 Tutoring 9-11  Units 13-14 due	June 28	June 29 Tutoring 9-11 Units 15-16 due <b>Orientation July Session 9 am</b>	<b>June 30 FINAL Test Day/LAST DAY 9:00-11:30 NO MAKE UP All work due at 3 pm</b>	July 1 Practice Logging In to Platforms for July session
July 2 Practice Logging In to Platforms	July 3 June Session begins	July 4 Holiday	July 5	July 6 Tutoring 9-11  Units 1-4 Due	July 7 Test Day 9:00-11:30 Units 5-6 Open at 3pm	July 8
July 9	July 10	July 11 Tutoring 9-11  Units 5-6 Due	July 12	July 13 Tutoring 9-11  Units 7-8 Due	July 14 Test Day 9:00-11:30 Units 9-10 Open at 3pm	July 15
July 16	July 17	July 18 Tutoring 9-11 Units 9-10 Due	July 19	July 20 Tutoring 9-11 Units 11-12 Due	July 21 Test Day 9:00-11:30 Units 13-14 Open at 3pm	July 22
July 23	July 24	July 25 Tutoring 9-11  Units 13-14 Due	July 26	July 27 Tutoring 9-11  Units 15-16 Due	July 28 <b>FINAL Test Day/LAST DAY 9:00-11:30 NO MAKE UP All work due at 3 pm</b>	July 29