

# *Harrah Virtual Academy & Harrah Personalized Academic Center Policy and Student and Parent Handbook*

## Our Mission

**Whole Student. Whole Community: Creatively reaching each students' unique needs to create a successful life plan after school.**

Harrah is a school where a student has multiple avenues to find success. Two of those include a heavily relied upon virtual learning experience. One being mostly done remotely the other done on. These programs will allow students who have advanced or remedial needs to have a complete personalized one on one experience with an opportunity to progress at their own pace. This policy book outlines the expectations, policy, and regulations of these programs.

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Harrah Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

### Definitions

**Synchronous instruction** occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web Internet -based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

**Asynchronous instruction** is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

**Supplemental online course** is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

**Educationally appropriate** means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

**Internet-based instruction** uses the Internet as the primary medium of instruction, with a computer serving as the primary tool of instruction. Internet -based instruction may be synchronous or asynchronous.

**Two-way interactive video instruction** provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

## Guidelines and Expectations

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

### **Student and Parent Expectations**

- Requests for enrollment in supplemental online courses shall be as follows:
  - a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
  - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
  - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and unappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
- Only students who are enrolled in this district will be granted access to supplemental online courses.
- Students are expected to keep pace with the designated online and follow all site specific communication guidelines curriculum.
- Follow school rules and expectations when on campus, at library, or on field trips
- Care and maintenance of any property of Harrah Schools given to student
- Students earning credit by means of online instruction shall participate in all require state-level academic assessments (OSTP and ACT) in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
- Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
- Attendance: To have the proper amount of activity in the class, a student must log into the platform for at least 25 hours a week or the time needed to stay on pace. Although each course is different, a student is expected to spend the appropriate amount of time in the course to stay on pace with the course per district policies. Attendance is measured by blended class times, submission of assignments, and communication with the teacher. **If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.**

### **School Expectations**

- If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
- The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma

Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

- Courses offered for credit by means of online instruction shall be aligned with the Oklahoma Academic Standards.
  - Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
- Monitor student progress on a weekly basis by the supplemental via the online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades at least twice per month.
- Provide technology solutions to parents/students that require the need.
- **Internet** -based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
- Place secondary students in college, technical school, or an occupation upon graduating from the program.
- The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
- District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
- All federal and state statutes pertaining to student privacy, the posting of images on the Internet, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
- Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
- Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

## **ExtraCurricular Opportunities**

For students to compete and participate in extracurricular activities that compete against other school districts they MUST attend the required class(es) on a daily basis.

- E.g. but not limited to - Athletics - Band - Vocational Agriculture - Choir - Academic Team
- Students must also complete the drug testing agreement form and agree to report to the designated location when called for drug testing.
- Eligibility Policy - Any student participating in an extra-curricular
  - Kids in athletics or extracurricular activities have to meet predetermined weekly progress goal each week. If not, the first week, student is on probation, any consecutive week after, student is considered ineligible.
  - Students must be in attendance at their respective extracurricular each day on campus.

## **Student Eligibility and Requirements**

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Harrah Public School System
- Read the student and parent handbook and fill out completely the application and at the end of the application.
- Participate in all required state-level academic assessments (OSTP and ACT) in the same manner as other regularly enrolled students within the district. Assessments will be taken at the school site at which the student is enrolled.
- Accomplish steps of research and activities on their individualized career academic plan, as is designated by the school (grades 6th - 12th only).
- Parents and students must successfully complete a virtual education orientation.
- Have access to consistent, daily internet service
- Care and maintenance of any property of Harrah Schools given to students.
- Respond to school system communication in a timely manner.
- Have reliable transportation to and from scheduled monthly resource times, tutoring times and field trips.
- Parents must be available for teacher to contact throughout the day to stay up to date on student's progress.
- Parents must play an active role in holding student and teacher accountable to keep designated pace.
- The following criteria is considered by the board when enrolling students. By filling out the application completely and the best of your ability allows us to assess the need of your student in the program.
  - Teacher and administrator observation
  - Poor academic performance in traditional school setting
  - Attendance problems due to family emergencies or extenuating circumstances that require student to be available.
  - Attendance problems due to mental and physical health concerns, as indicated by a health professional.
  - Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance
  - Religious beliefs/convictions that the traditional school setting compromises.
  - The Need for Credit Recovery
  - Inability to attend class during the school day

- *Harrah Virtual Program Oversight Board* will review each student and their concerns based upon the previous criteria to determine if this would be the most successful placement for student.
  - Regular Education Teacher
  - Special Education Teacher
  - Building Principal
  - Special Education Director
  - Guidance Counselor

### **Attendance Policy**

Students participating in the virtual education program will be considered as being in attendance if the students are meeting one of the two following criteria.

- Students are on pace to finish the allotted courses by the prescribed finish date.
- Students are completing a MINIMUM of 25 hours of ACTIVE time in their coursework from Sunday to Saturday.

### **Accepted Pace Descriptions and Falling Behind Policy**

- Accepted pace will be communicated by the teacher for each individual student.
- Pace will be based on what % of each course they should complete each week.
  - Students **not enrolled** in an extra-curricular have the following option to choose how to move through their coursework.
  - Option 2 - Every six weeks a student will have two classes enabled onto their account. If the classes are not finished by the end of the six weeks, the course(s) will remain visible on the student's page until the end of the semester.
  - Students enrolled in an extra-curricular must be enrolled in 6 courses simultaneously and will have to complete predetermined portions of those courses each week.
- In both programs students who fall behind their progress will be REQUIRED by their instructor to fulfill several time and attendance constraints to ensure they have every opportunity to catch up in their curriculum.
- If a student's grade falls below a 60 percent they will be expected to meet with the teacher at least 1 hour per week, during the designated times.
- If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.

### **Failure to Communicate Policy**

- Students must reply promptly (within the hour) of a teacher's instant message, or within 24 hours of a teacher's email. If students do not communicate within a timely manner parents will then be contacted.
- Parents will be contacted via email or phone if a student fails to communicate with the teacher within 24 hours. If parents are unable to be contacted within 48 hours then teacher and admin will visit the home.
- We will then develop a plan with the student and parent to get the student back on track.
- If the student is not following the plan to get back on track they will then be transitioned back to the traditional classroom.
- If failure to communicate continues, or the school is unable to contact parent to formulate a recovery plan, then student will have to be considered truant, and a letter will be sent to the district attorney for truancy.

### **Extracurricular Eligibility Policy**

- Students must complete the drug testing agreement form and agree to report to the designated location when called for drug testing.
- Students in athletics or extracurricular activities have to meet predetermined weekly progress goals each week. If not, the first week, student is on probation, any consecutive week after, student is considered ineligible.

### **Students on Campus Procedure**

- Students are expected to follow school rules and expectations when on campus, at the library or on field trips.
- When students get on campus they are to immediately report to the front office to sign in and receive a student badge
- Students are expected to go directly to their designated location when on campus.
- Students must sign out when they leave campus and return the badge to the front office.

### **Resources Available to Students**

- Content specific face-to-face mentorship is available daily when requested by student for those in the virtual academy.
- Send consistent communication with parent and student about student's progress.
- Be available during school hours for parent and student to communicate with.
- Be consistent in on-site resource time, teacher office hours, and library events.
- For our secondary students enrolled in the Harrah Virtual Program, we will develop an individualized career academic plan. Whose main purpose is to direct the students in the avenue of their choice after they graduate, college, career, or technical school. The individualized career academic plan is set up to give your student placement in the area of their choice after they graduate.
- Computer
- Lunch/Breakfast Passes?
- Athletic Event Passes?

# Harrah Virtual Academy and Harrah SCHOOL CONTRACT

This contract is between \_\_\_\_\_ and Harrah Public Schools. By signing this contract I agree to abide by all of the rules, policies and procedures set forth by Harrah Schools. I understand that failure to do so may result in loss of privileges or dismissal from the Virtual Academies. Initial all of the following as you read them:

- **I understand that if my progress falls behind, I will be placed on probation requiring attendance on campus as described by your instructor** until my progress comes up. \_\_\_\_\_
- After the first semester of the program, if I am unable maintain regular daily progress and weekly attendance, I will be required to return to the face to face classroom at school. \_\_\_\_\_
- I understand that **I am responsible for abiding by rules in the student handbook regarding discipline, academic honesty and plagiarism.** \_\_\_\_\_
- I understand that an **email address is required** for communication and that **I need to check it daily.** \_\_\_\_\_
- I understand that the **program requires active participation with each course on a daily basis.** \_\_\_\_\_
- I understand that I will be expected to stay on target and maintain progress in my online coursework as determined by the due date for each lesson. **Approximately 30 hours of active work is required each week.** \_\_\_\_\_
- I understand that if my **grades fall below passing, I will be required to attend tutoring services** with a teacher in addition to my normal attendance date. \_\_\_\_\_
- I understand that there will be frequent one on one communication with the program coordinator and teachers and my parent/guardian may be contacted if my progress requires attention. \_\_\_\_\_
- I agree to keep up with readings, assignments, labs, quizzes, and tests. \_\_\_\_\_
- I understand the **coursework is as rigorous as a face to face class** and I will pay attention to my progress and submit work in a timely manner. \_\_\_\_\_
- **I agree to do my own work and can expect to be dismissed from the program if I violate the cheating/plagiarism policy set forth by the district.** \_\_\_\_\_
- I understand that while on campus and **while using school resources I will be expected to abide by the District Internet Use Agreement.** \_\_\_\_\_
- I understand that **finals will be proctored by an instructor and scheduled in the computer lab.** \_\_\_\_\_
- I understand that **any coursework not completed by the end of the semester will result in an F** on my transcript. \_\_\_\_\_
- As a student, I understand that failure to abide by this contract may result in removal from the Virtual Academy program and I will be required to return to On Campus classes. \_\_\_\_\_

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**BY SIGNING THE BELOW PORTIONS YOU ARE EXPRESSING YOUR COMMITMENT TO THE EXPECTATIONS AND PROGRAM DESCRIPTION WRITTEN ABOVE.**

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**STUDENT NAME**

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**DATE**

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PARENT NAME

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DATE