

iSchool Virtual Academy of Texas
ResponsiveED Campus Handbook Supplement

Notice:

A Campus Handbook Supplement is meant to accompany, but not to replace the Responsive Education Solutions Parent / Student Handbook. This supplement provides clarifications and gives details regarding campus specific policies and procedures where such things are left to the campus administration. In the case of an accidental contradiction to the Responsive Education Solutions Parent / Student Handbook, the supplement will always defer to the ResponsiveED document.

Welcome to iSchool Virtual Academy of Texas!

We are excited that you have chosen to join us for the 2018-2019 school year and we look forward to working together to help you meet your educational goals. In this Campus Supplement to our District Parent and Student Handbook, you will find our campus expectations and procedures that are specific for our online school.

Your success is important to us and we have developed an educational program that we expect will help you to successfully master the courses and academic content that is required by the State of Texas. Our unique personalized educational program balances flexibility for our students with accountability for meeting state requirements for student progress and mastery of state curriculum standards.

Please review the handbook and ensure that you are familiar with the procedures and expectations for our online educational program.

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Enrollment and Attendance at iSchool Virtual Academy

A student's success in our online school is measured in two ways:

1. completing assignments when they are due or before the due date and
2. earning passing grades on Unit tests.

Once a student is registered with our school, s/he must actively engage in instruction in the first day that the student attends with us. Actively engaging in instruction means that students login to each assigned course and complete assigned lessons. Students must complete a minimum of 6 hours of coursework within their first week of attendance with our school in order to be considered as officially enrolled in our program. Students who do not complete 6 hours of coursework within their first week of attendance may have their seat revoked, enrollment cancelled and will not be eligible to re-enroll until the following semester.

Our school is a full-time school and students can expect to spend 6-7 hours per day on average, five days per week, completing coursework and attending live classes. Our program is flexible, so students may complete assignments before they are due. Students may complete coursework during hours outside of the regular school day. As long as students are successful in mastering the curriculum in assigned courses, students may free up regular school days for other activities.

Students are considered to be "attending" our online school when they are completing all assigned coursework. Students who do not complete assignments and coursework are considered to no longer be actively participating. Students are provided with flexibility, however, students who fall behind one unit in any course (approximately a month's worth of work) and who are not working daily with a teacher to make progress are considered to no longer be actively participating.

Students who are not being successful on assignments will need to attend online class sessions with a teacher, attend study hall with a teacher to get help or watch teacher-created instructional videos from our video library. Students may also call the homework helpline or attend one of our Success Centers for in-person tutorials on coursework.

Students **must** stay actively engaged in coursework and instruction, ensuring that assignments are completed in all assigned courses in a timely manner. Although our program provides flexibility for working ahead and for redoing assignments as needed, students are expected to complete assignments as they appear on the course calendar in each course.

To stay enrolled in our online school students must continue to actively participate in instruction, complete coursework and make progress in mastering the course content.

Withdrawal from iSchool Virtual Academy of Texas

Students who are not completing assigned coursework and actively participating in instruction may be withdrawn from our school and reported to the Texas Education Agency as withdrawn from our school. Students who are identified as not completing coursework and progressing through curriculum may be referred to an Engagement Specialist for additional support.

Students who fall behind in coursework, who do not log in for a period of ten school days and who are not responsive to our contact efforts may be withdrawn and considered to be whereabouts unknown.

Parents/guardians may request withdrawal paperwork by emailing the request to isvaregistrar@responsiveed.com or calling 888-729-0622.

Students who are withdrawn for no longer actively participating or for whereabouts unknown will not be permitted to re-enroll with our program until the next semester.

How our Program is Flexible and Personalized

We provide students with multiple options for accessing academic support, depending on their individual needs. Some of the highlights of our program are:

- Prep and Success program for varying levels of academic support for students
- Asynchronous Courses - courses that can be accessed 24/7 and students can work ahead on coursework
- Online Live, Synchronous Class Sessions
 - On-Pace Class Sessions
 - Reteach Class Sessions
 - Study Hall
- Homework Help Line
- Success Centers for In-Person Tutorials
- Test Prep Software

Personalized Learning

We offer varying levels of flexibility and support for students, depending on individual academic needs. Our most flexible program is called the “Prep” program and our more

intensive support program is called the “Success” program. The Prep program is a flexible program where students may work as independently as they choose as long as they are completing coursework in a timely manner and maintaining an 80% mastery level in each course. The Success program is provided to students who need more academic support and requires that students attend online classes with their teachers.

Students are assigned to the Prep or Success program on a course-by-course basis. Students may have some “prep” courses and some courses that are “success” courses.

Prep Program

Our Prep program is a highly flexible program that allows students to independently advance through coursework at their own pace. Students **must maintain an 80% mastery level** (or 80% average grade on unit tests) in each course in order to continue in the Prep program **AND** students **must complete assignments** before they are due or by the due date. Students are not required to attend online class sessions for courses that are identified as Prep program courses. Students do have the option of attending live online class sessions if they choose. Students may choose to attend live class sessions with teachers, drop in to online study halls with teachers, access the video library, call the Homework Helpline (972) 954-3272, or attend one of our in-person tutorial centers.

Success Program

The Success program is designed for students who need more academic support in their coursework. Students who are in the Success program for a particular course or possibly several courses will be required to attend online daily live class sessions with a teacher. Students will also be required to complete supplementary assignments as part of preparation for state testing.

Let’s look at an example student:

- **Math:**
 - a student who did not pass the STAAR Math test in the prior school year will be a “Success” student for math and will be required to attend daily online Math classes
- **Reading:**
 - if the same student passed the STAAR Reading test and had passing grades in his/her Reading class, then the student will be a “Prep” student

for reading and will not be required to attend online classes as long as s/he completes assignments on time and maintains an 80% level of mastery in the reading course.

For courses that do not have STAAR tests from the prior school year, all students are initially placed in the Prep program for those courses. For example, 7th grade science does not have a STAAR score from the prior year, so all 7th grade science students will begin the year in the Prep program for that course. Students who do not complete assignments on time and maintain a 80% mastery level on unit tests will be moved to the Success program and will be required to attend daily online class sessions.

Changes to Prep Assignment

Teachers will notify students who are considered “prep” of the need to switch to the “success” program and begin attending online daily class sessions.

Logging In to Access Courses

Students will log in to <https://my.responsiveed.com/> using their Google gmail school address and their password. Once logged in, students will click on the “Buzz” or “Agilix Buzz” link to see the courses that are assigned.

Parents need to create a parent account at <https://my.responsiveed.com> using a unique “token” that will link the parent account with the student account so that parents can monitor student progress and receive messages from the school throughout the school year.

Accessing Your Teachers in Online Sessions

To ensure you have the academic support that you need to be successful, our teachers are available in their online classrooms Monday through Thursday, between the hours of 9 am and 4 pm, except during their daily conference period and lunch period. Students will be provided with a live online class session schedule and links to teachers’ online classrooms in each course landing page.

From 8 am until 9 am each morning, teachers are recording instructional videos for our iSVA Video Library. Teachers develop instructional videos to post in our library, which is available to all of our students for viewing. You will have access to videos created by all of our teachers, not just the videos created by your teachers.

Classes for the Classical program will begin at 8 am.

Types of Online Sessions

Teachers will provide online class sessions for “On-Pace” lessons in all courses, for “Reteach” lessons in STAAR tested subjects, and for “Study Hall.” Teachers will also provide a video library of instructional lessons for students to access as needed.

On-Pace Online Class Sessions

Teachers will provide daily online class sessions in which they teach classes that are aligned to the lessons that are assigned and due on or about that specific day. These class sessions are required for students who are in the “Success” program for that specific course and are option for students who are in the “Prep” program for that specific course.

Reteach Online Class Sessions

Teachers will provide daily online class sessions in state-tested subjects in which they Review and Reteach content from prior weeks for which teachers have identified need additional help.

Study Hall Online Class Sessions

Teachers will be available in Study Hall online class sessions during the day for students to drop in and ask for assistance with content. Teachers may also invite individuals or small groups of students to come to a Study Hall time for focused support and intervention.

Expectations for Attendance and Completing Coursework

When you begin your school year with us, your courses will create a course assignment calendar for you automatically assigning your lessons, quizzes, practice tests and tests so that you will be able to complete each course before the end of the school year.

Every school day, you will see which assignments are due for that day in your course calendar. It is important that you complete your course assignments when they are assigned so that you can stay “on pace” with the course calendar. You may work ahead in any of your courses if you choose to do so and are mastering the course content.

Zeroes will be entered for assignments that are not completed by the due date that is automatically assigned in Buzz.

Parents are not required to enter attendance into our system or keep attendance records. Our online school tracks the time that students spend working in courses, so there is no need for parents to track their time spent in coursework. Students who

successfully complete courses are considered to have attended for compulsory attendance purposes and are not required to spend a specific amount of time in courses.

Mastering Coursework

Our curriculum is mastery-based, which means that students are required to show mastery of the content in each Unit. As a mastery-based curriculum, course grades are based 100% on the Unit Tests.

- As students successfully complete and master a unit, the next unit will be available for students to begin working.
- Lessons, quizzes, and projects are provided to allow students to practice engaging with content without a grade penalty.
- Once students are comfortable with the material in a Unit, they will be ready to take the Unit Test.

Students will work through lessons and take quizzes in order to acquire understanding of the curriculum and practice showing mastery. Once a student understands the material in the lessons and quizzes, s/he will take a Practice Test to help prepare for the Unit Test. Lessons and quizzes are not included in the course grade, only Unit Tests are used to calculate the level of understanding a student shows on the content in each Unit.

The majority of our courses are divided into ten units. Each unit contains lessons, quizzes, practice tests and unit tests. The course structure is generally:

- Lesson, Lesson, Lesson, Quiz
- Lesson, Lesson, Lesson, Quiz
- Lesson, Lesson, Lesson, Quiz
- Practice Test
- Unit Test

Practice Tests

Students may take a Practice Test before they take the Unit Test to determine if they are likely to show mastery on the Unit Test.

- Students are NOT required to take the Practice Tests, but may choose to do so.
- Students will have unlimited tries to take the Practice Test.

- If students do not perform well on the Practice Test, it is recommended that they watch a recording of the teaching sessions for that unit (links to recordings are available in each course), review the lessons and quizzes for the unit, and attend an online Study Hall session to ensure that the student has mastered the content in the Unit.

Unit Tests

Students must earn a 70% on the Unit Test to show mastery of a Unit and to be able to start the next Unit.

If a student does not earn a 70% after two tries, it is recommended that s/he watch a recording of the teaching sessions for that unit (links to recordings are available in each course), review the lessons and quizzes for the unit, and attend an online Study Hall session for additional help to ensure that the student has mastered the content in the Unit.

- If the student **passes on the first attempt**, then **that will be the student's recorded grade**.
- The **second attempt and further attempts** will receive a grade **capped at 70%**.
- The student will receive the highest grade earned, either the first attempt grade or a later attempt which will be capped at 70%.

Lessons and quizzes may be completed by students as they progress through the units; however, for the majority of the courses, Unit grades will be based solely on the final score on each Unit test.

In order to be successful in our online program, students will need to complete assignments as they appear in your course calendar. Students may complete assignments before they are due ("work ahead"). Students must complete and earn a minimum of a 70% score on the Unit Test before the next Unit will be available for viewing and completion.

Earning Credit for High School Courses

High School students will earn credit for courses when they show mastery at a 70% passing rate in 80% of the full year course content. The majority of our high school courses are split into ten total units.

Credit for the first semester of the a ten unit course will be awarded when the student has successfully passed Units 1-4 and the average grade of those four unit tests will be the grade that appears on the transcript for the credit earned.

Credit for the second semester of a ten unit course will be awarded when the student has successfully passed Units 5-8 and the average grade of those four unit tests will be the grade that appears on the transcript for the credit earned.

Report cards are only provided as a snapshot in time of how a student has performed on courses when the end of the reporting period occurs. Transcripts show the official grade for the credit that is awarded.

If High School students have already been exposed to the content in a Unit, s/he may opt to advance and complete the Unit Test. **Be advised** that if a student must retake a Unit Test because s/he did not receive a passing grade, then the second attempt or any further attempts on the Unit Test will be capped at 70%. This means that even if a student receives a score higher than 70% on a Unit Test retake (2nd attempt or beyond), s/he will only receive a 70% for his/her grade on the Unit Test.

Attending Live Online Class Sessions in Blackboard

Students will attend live online class sessions with their teachers in an online program called "Blackboard Ultra." To attend an online live class session, students will login to a course and go the Landing Page, or welcome page, in the course. There students will see the daily online class schedule that shows what online class sessions, reteach sessions and study halls are offered for each subject and at what time the sessions are offered. Students will then click on the link provided by the teacher for the online class session in Blackboard. All students should log in with their first name and the last six-digits of their student ID. For example, "Sara #651234"

Student Supply List

The majority of our instructional materials are integrated into the online course. Parents/guardians will need to supply basic school supplies and set-up a study area for the student to be able to concentrate on coursework and attend online class sessions or study halls as needed.

School hours / calendar

(See SCHOOL CALENDAR in ResponsiveED Handbook)

The instructional day is from 8 am until 4 pm, Monday through Friday. Students may work on their coursework at any time, 24 hours a day, 7 days a week. However, course assignments are scheduled on the course calendar only on school instructional days. Students may work ahead on coursework and may work during alternative hours, as long as students are mastering course content and completing assignments prior to or on the lesson assignment date.

A student who is behind on assignments or who is not mastering content will be required to attend live online class sessions and study halls with teachers until the student catches up on assignments and is mastering content.

Mondays through Thursdays

During scheduled instructional school days, students will have access to teachers in online classrooms Monday through Thursday from 9 am until 4 pm for synchronous online class sessions, reteach sessions and study halls.

Fridays

Fridays are independent student work days in which students are expected to complete assigned lessons and catch up on any past due lessons. On Fridays, students may access the Homework Helpline, use the iSchool Virtual Academy Video Library or attend one of our in-person Success Centers for additional assistance with assignments.

Tutorials

(See TUTORIALS in ResponsiveED Handbook)

Students may attend online Study Hall class sessions for assistance with lessons or assignments, or for help reviewing course content.

Mandatory tutorials may be assigned to students depending on academic needs. Students who are identified as needing mandatory tutorials may be required to attend online or in-person tutorials in order to help students meet state standards for mastering curriculum.

Students may also be required to complete specific assigned lessons outside of regular course assignments to ensure they are mastering state standards.

Homework / Make-up work policies

Students who miss assignments due to illness are expected to make-up the missed assignments to get back on-pace as soon as possible. Students who do not complete work and fall more than one unit behind schedule (approximately a month of work) will be considered for withdrawal from the online school for not actively participating in instruction. Students with extenuating circumstances, such as prolonged illnesses requiring hospitalization, should contact the course teacher or an engagement specialist to determine the best course of action for the student's educational progress.

Inclement Weather

During state testing and other in-person events, we will close, postpone or cancel the in-person event if the local school district where the event is taking place cancels school activities because of inclement weather.

Students who experience temporary wifi or Internet access outages due to inclement weather at their home will be required to complete any missed work. This may require students to work outside of regularly scheduled school hours.

Classical Program for Grades 3-8

Students who are enrolled in our classical program will be provided with daily, online instruction from teachers in a rigorous liberal arts curriculum. Students will be provided with additional instructional support that may extend outside of our online courses in order to meet the requirements for the classical educational approach.