

**iSchool**  
VIRTUAL ACADEMY<sup>SM</sup>  
*of* TEXAS

**Supplemental Handbook**  
**2019-2020**

**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 2019-2020 school year, and we look forward to working together to help you meet your educational goals. In this Campus Supplement to our District Parent/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 in 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 by completion of assignments when they are due or before the due date and an average of 70% for the course.

Once students are registered with our school, they must actively engage in instruction the first day that they attend with us. Actively engaging in instruction means that students log in to each assigned course and complete assigned lessons. **Students must complete a minimum of 60 minutes within their first week of attendance in order to be considered as officially enrolled in our program. Students who do not complete 60 minutes of coursework within their first week of attendance will 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, attending one-to-one live sessions with teachers, and attending mandatory tutoring as assigned. 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) are considered to no longer be actively participating.

### **Student Success Coaches**

All students will be assigned a student success coach who will actively monitor student progress and engagement, regularly meet with students to discuss academic performance, and set goals for successfully completing coursework.

### **Withdrawal from iSchool Virtual Academy of Texas**

Students who are not completing assigned coursework may be withdrawn from our school and reported to the Texas Education Agency as withdrawn from our school.

iSVA may administratively withdraw a student for the following:

1. The student's whereabouts are unknown (SAAH 3.4.3) as defined by meeting the

following criteria:

a) The student has not logged in for 10 consecutive days and greater AND b) iSVA is unable to establish contact with the student or the student's family.

OR

2. The student is at least 19 years old and has not logged in for 5 consecutive days (TEC 25.085 and SAAH 3.4.1).

iSVA may expel a student for the following:

1. The student is not actively participating in courses as defined by meeting the following criteria per the Offenses and Consequences section of the ResponsiveEd Parent/Student Handbook.

a. The student is assigned mandatory tutoring with a teacher AND is absent from a mandatory tutoring session four or more times over 45 rolling school days.

2. The student has other persistent Level I and/or Level II code of conduct offenses over 45 rolling school per the ResponsiveEd Parent/Student Handbook.

Expulsion Process:

- Expulsion hearings will be conducted for students who have Level III code of conduct offenses.
- There is an appeals process outlined in the ResponsiveEd Parent/Student Handbook for students who have been expelled.

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 success coach and teacher intervention efforts may be withdrawn and considered to be *whereabouts unknown*. Whereabouts unknown students will be reported to the state as drop outs.

Parents/guardians may request withdrawal paperwork by emailing the request to [registrar@ischoolvirtual.com](mailto:registrar@ischoolvirtual.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 in our program until the next semester.

### **Academic Integrity**

Plagiarism and cheating on assignments are violations of the Student Code of Conduct as outlined in pages 52-57 of the ResponsiveEd Parent/Student Handbook. Students who plagiarise or cheat on an assignment will receive a "0" for the assignment with the opportunity

to resubmit for a grade of at most 50%. Persistent incidents of academic dishonesty will result in discipline per the ResponsiveEd Parent/Student Handbook.

## **Mandatory State Testing**

This valuable resource is designed to help prepare iSchool Virtual Academy (iSVA) students and families for state testing in Texas. All students enrolled at iSVA are required to participate in state mandated testing. Please read through the entire guide to familiarize yourself with the testing process.

**Here is the link to the family guide:**

[https://docs.google.com/document/d/1yPwFLZwLOtH9KXC0BgJXhyd8G7bYenHRKASgRi\\_oTxg/edit?usp=sharing](https://docs.google.com/document/d/1yPwFLZwLOtH9KXC0BgJXhyd8G7bYenHRKASgRi_oTxg/edit?usp=sharing)

## **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:

- Asynchronous Courses - courses that can be accessed 24/7 and students can work ahead on coursework
- Online one-to-one, customized teacher instruction
- Mandatory tutorials, as assigned
- Personalized support from Student Success Coaches
- Test Prep Software
- Homework Help Line
  - Homework Help Line is available to all students to assist with questions they may have about their work. This is a support resource when the teacher is not available. (See hours and number below.)
- Success Center Learning Lounge (Locations in Arlington & San Antonio)
  - Learning Lounges give students an opportunity to work away from home and socialize with other students. This is open to all iSVA students.
- Success Center for In-Person STAAR/EOC Prep Tutorials
  - Students who previously had difficulty passing STAAR/EOC assessments can sign up for in-person tutoring at the Success Center. For students more than 30 miles away from a Success Center, we offer one to one online STAAR/EOC prep tutorials.
  - We are available Monday, Wednesday & Friday 10-5; Tuesday & Thursday 2-7. For all services, please call 972-954-3272.

## Personalized Pathways

We offer varying levels of flexibility and support for students, depending on individual academic needs.

The image is a slide titled "Overview" with a yellow background for the word. It features two main sections: "Grades 3-8" and "High School".

**Grades 3-8:** This section is titled "One Curriculum Path" and "Assessment Based". It lists "Quizzes, Practice Tests, Activities and Tests" as the assessment methods.

**High School:** This section is divided into two columns: "Diamond" (represented by a diamond icon) and "Emerald" (represented by a square icon).  
- The "Diamond" column is "Assessment Based" and lists "Quizzes, Practice Tests, Activities and Tests" and "Semester Tests".  
- The "Emerald" column is "Project Based" and lists "Activities" and "Projects".

A note at the bottom of the High School section states: "Note: Electives will not have semester tests." The slide also includes the "Engage" logo with a map of Texas and the slogan "Make the Connection Matter" at the top right, and the "iSchool VIRTUAL ACADEMY. TEXAS" logo at the bottom right.

- The **Diamond** courses are assessment-based core courses. Students complete the quizzes, activities, tests, and a semester test for each course. Grades in Diamond courses are made up of assessments. The lessons are optional on the Diamond courses.
- The **Emerald** courses are project-based core courses with grades consisting of only activities and lessons. It is designed as a project course with assessment practice in the lessons only.
- High School students have 10 school days to request a change from a diamond course to an emerald course or vice versa.
- High School students have 28 calendar days to drop an AP course.
- Students are assigned to courses they need by their counselor based on graduation requirements and endorsements.
- To prevent an interruption in their scheduled graduation plan, elective course changes will not be honored.

## Grading Policies

iSchool Virtual Academy's personalized pathways have different grade weighting. Some electives have different weighting, and therefore do not fall under the Diamond and Emerald grading policies.

Grades



Grades 3-8	
Grading	
Lesson Reviews	10%
Quizzes	30%
Activities	30%
Unit Test	30%

High School			
📶 Diamond	📺 Emerald		
Lesson Reviews	0%	Lesson Reviews	50%
Quizzes	30%	Activities	50%
Activities	30%		
Unit Test	30%		
Semester Test	10%		

**All Grades:** There will not be a 70% cap on grades. Students will receive the average score for all lessons, quizzes, and Unit Tests. If a student has an average, after the third attempt, that is less than 70, the student can email the teacher to receive a 70% as long as one of the three attempts was 70 or greater.

**\*\*Semester Tests will only be taken once.**



### Difference from 2018-2019 School Year

**Before:** Mastery-based approach where the student course average was calculated from the Unit Tests only. The student must score a 70% in the Unit Test prior to moving forward in the curriculum.

**Now:** The student course average comes from all the activities in the courses with the weighting given above. A student can make a 69% on the Unit Test and still move to the next unit. The student's final grade at the end of the course must be a 70% to pass and receive credit.

### Examples for the 70% Average (*Applies to Lessons, Activities, Quizzes and Tests, except Semester Tests*)

<p><b>Example 1</b> Molly scores: 1<sup>st</sup> attempt – 40% 2<sup>nd</sup> attempt – 80% Average = 60% The student can then meet with the teacher for 1:1 instruction and take it a third time. 3<sup>rd</sup> attempt – 80%</p>	<p><b>Example 2</b> Alex scores: 1<sup>st</sup> attempt – 90% 2<sup>nd</sup> attempt – 80% Average = 85% The student can then meet with the teacher for a 1:1 and take it a third time or keep the 85%. 3<sup>rd</sup> attempt – 80%</p>	<p><b>Example 3</b> Tiara scores: 1<sup>st</sup> attempt – 0% 2<sup>nd</sup> attempt – 100% Average = 50% Since the student scored 100%, the student can ask to have the grade bumped to a 70%.</p>
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<p>Average = 67%</p> <p>The student can ask the teacher to bump the average to a 70% because one attempt was higher than a 70%.</p>	<p>Average = 83%</p> <p>The student keeps the 83%.</p>	
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## Logging In to Access Courses

Students will log in to <https://sis.ischoolvirtual.com> using the username and password sent by registrar@ischoolvirtual.com. Once logged in, students will see their courses listed in the Academic Snapshot tile. Students can access their courses by selecting one of the courses listed in the Academic Snapshot tile.

## Accessing Your Teachers in Online Sessions

To ensure students have the academic support they need to be successful, our teachers are available in their online classrooms Monday through Thursday, between the hours of 8 am and 4 pm, except during their daily conference period and lunch from 12:00 to 12:30 pm and Friday from 12:30 pm to 4:00 pm. Students will be provided with each teacher’s classroom link which is found on teachers’ course landing pages.

## Types of Online Sessions

Teachers will provide customized, one-to-one instruction throughout the day by entering the teacher’s online classroom for support. An appointment can be set ahead of time or students can seek out teachers during realtime. Additionally, teachers will conduct mandatory tutoring sessions by invite only. Teachers may also invite individuals or small groups of students to come to their classroom for focused support and intervention.

## Expectations for Attendance and Completing Coursework

When students begin their school year with us, a course assignment calendar will be created for them, automatically assigning lessons, quizzes, practice tests and tests, so that they will be able to complete each course before the end of the school year.

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

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 student's 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.

## **High School Homeschool Transfer Policy**

iSVA will evaluate homeschool documents to determine if the credits can be awarded for the work completed while participating in a homeschool program.

iSVA will evaluate homeschool documents for the following courses:

English I, II, III, IV

Algebra I, Geometry, Math Models, Algebra II

Biology, Integrated Physics and Chemistry, Chemistry, and Physics

World Geography, World History, U.S. History, Government, and Economics

Spanish I and II

Communication Applications

Physical Education

Art

The homeschool provider is required to complete the following form and provide, at a minimum, three work samples for each course that is being evaluated.

[https://drive.google.com/file/d/1T8uJ\\_0ihWW0npjyYAuGxnk3RwjhLec1v/view?usp=sharing](https://drive.google.com/file/d/1T8uJ_0ihWW0npjyYAuGxnk3RwjhLec1v/view?usp=sharing)

If a parent/guardian is not able to provide work samples, students can request to take STAAR exams to show content mastery for a state-tested subject. If students would like to pursue this path, they should contact their assigned counselor.

Homeschool courses will only be evaluated and accepted for semester(s) that precede the enrollment of iSVA.

Homeschool documentation must be turned in within the first ten days of enrollment to be considered for that semester.

## **Transfer Policy**

iSVA does not accept incomplete progress in a course from a previous school year.

ResponsiveEd transfer students are not allowed to carry over incomplete progress from a previous school year.

## **Earning Credit for High School Courses**

High School students will earn credit for courses if they pass with a 70% or higher. The majority of our high school courses are split into ten total units.

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

## **Attending Live Online Class Sessions in Blackboard**

To attend an online one-to-one instructional session, students will log in to a course and go to the Landing Page, or welcome page, in the course. Once there, students will see the teacher's daily online classroom schedule. Students will then select 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**

The iSchool Virtual Academy calendar can be viewed by selecting the link:

<https://drive.google.com/file/d/0B35xmmk5P7wyQ2pOVIFQZjhNYXNkbmZqOXZUOWtEmIVMy1j/view?usp=sharing>

The instructional day is from 8 am until 4:00 pm, Monday through Thursday, and from 12:30 pm to 4:00 pm on Fridays. 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.

## **Tutorials**

*(See TUTORIALS in ResponsiveED Handbook)*

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 onpace 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 iSchool Virtual Academy for not actively participating in instruction. Students with extenuating circumstances, such as prolonged illnesses requiring hospitalization, should contact the course teacher or Student Success Coach 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.