

iSchool

VIRTUAL ACADEMYSM
of TEXAS

2020-2021 iSVA
Student Handbook Supplement

This handbook serves as an addendum to the ResponsiveEd Parent/Student handbook found [here](#).

<https://ischoolvirtual.com>

Items which are unique to a virtual learning environment are elaborated in this addendum.

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SECTION I: GENERAL POLICIES AND PROCEDURES

Attendance Policy

A student's success in our online school is measured by completion of assignments **when they are due** or before the due date and with 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 for each course they are enrolled 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Students who do not complete 60 minutes of coursework within their first week of attendance will be considered to have withdrawn from the enrollment process and withdrawn, and will not be eligible to re-enroll until the following semester.**

Our program is flexible, meaning 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 extra-curricular 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) or do not submit an assignment in each course for which they are enrolled every 10 days are considered to no longer be actively participating.

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 enrollment end date.

Every school day, students will see which assignments are due for that day in the course calendar and the "To-Do" list. 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. Students should spend no less than six weeks completing a course from first login to course completion.

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. Students who successfully complete courses are considered to have attended for compulsory attendance purposes. Parents have the ability to login and monitor student progress and grades at any time and should do so regularly.

Enrollment Documentation

In the event a student is unable to provide iSVA with the required enrollment documentation prior to the student's approved start date, they have 30 days to provide iSVA with these documents. If we have not received this documentation on or before 30 days, your student can be withdrawn from iSVA.

Verification of Enrollment Requests

Examples of these requests, include the following:

- Driver's License
- Documentation from the Attorney General's Office
- Social Security Benefit Verification

When making a request of iSVA for verification of enrollment, the request must be submitted in writing to an iSVA Registrar at registrar@ischoolvirtual.com. In order for us to complete the documentation that you are requesting, your student must be actively working within their course work over the last 5 school days. If the student is NOT actively working, we will be unable to process your request. Please work with your student to become actively engaged within their coursework and make a new request in 10 school days.

Disciplinary and Prior Criminal History Issues

As part of the enrollment process, it is very important that any and all disciplinary issues and criminal history are disclosed with a Campus Director during the enrollment process. In the event that we discover undisclosed disciplinary issues or criminal history through the request of student records, in accordance with the ResponsiveEd Parent Student Handbook, your student's seat at iSVA can be revoked as your student is not eligible to attend iSVA.

Duplicate Enrollment

With iSchool Virtual Academy of Texas being a Texas Public School, the state does not allow your student to be enrolled at two schools, concurrently. In the event that your student is reported as enrolled at two schools, your student faces withdrawal from iSchool Virtual Academy and will not earn credit for the duplicate enrollment.

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 iSVA.

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 actively participated (see definition of actively participating above) in each course for 10 consecutive days or 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).

Withdrawal Requests

A parent, guardian or adult student will need to initiate the process of withdrawing from iSVA using the Withdrawal Request Form. Students are not allowed to withdraw themselves unless they are 18 yrs of age or older. This form can be accessed using the following link:

https://docs.google.com/forms/d/e/1FAIpQLSd4TvKCdsk053uf_OtC1wY0rhLYOvKAHqcXbKGmn-U7q-VQlw/viewform?usp=sf_link

As you fill out the form, please have contact information for the new campus that your student will attend as we need this information to verify their enrollment.

If you have indicated that you will be homeschooling your student, we require that you fill out the Confirmation of Home School Form provided by the registrar's office.

Please allow 5 business days for iSVA to process your withdrawal.

Withdrawal Grades

Withdrawal grades will include 0's for all work not completed based on the calendar pace provided in the Learning Management System.

Expulsion

In addition to the Offenses and Consequences set forth in the ResponsiveEd Parent/Student Handbook, iSVA may expel a student for the following:

1. The student is assigned mandatory tutoring, mandatory live (synchronous classes) with a teacher AND is absent from a mandatory tutoring session or mandatory live class two or more times over 20 rolling (consecutive) school days.
2. The student has other persistent Level I and/or Level II code of conduct offenses over 45 rolling school days per the ResponsiveEd Parent/Student Handbook.
3. The student has committed a Level III code of conduct offense or offenses.

Expulsion Process:

- Expulsion hearings will be conducted for students subject to expulsion.
- 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 10 school days and submit an assignment in each course the student is enrolled in, 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 dropouts.

Parents/guardians may request withdrawal paperwork by emailing the request to registrar@ischoolvirtual.com, or calling 888-729-0622, or by filling out this withdrawal form: XXXXXX.

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.

3-8 Homeschool Transfer Policy

iSVA will evaluate homeschool documents to determine work was completed in a homeschool program.

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_0ihWW0nipyYAuGxnk3RwjhLec1v/view?usp=sharing

If a parent/guardian is not able to provide work samples, students will take math and reading diagnostic tests to determine grade-level readiness. Students must pass each diagnostic test at a rate of 70% or higher in order to be placed in the requested grade-level. If a student does not pass, they will be placed in the grade below the requested grade-level.

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

3-8 Students With No School For the 2020-2021 School Year

If a parent/guardian is not able to provide homeschool work samples or the student has not attended school prior to enrolling at iSVA, students will take math and reading diagnostic tests to determine grade-level readiness. If students pass with a 70% or more in both math and reading diagnostic tests, they will start the courses at the grade and pace provided in the Learning Management System. If they do not pass, then they will be placed in the grade below the requested grade-level and will start in their courses at the pace provided in the Learning Management System

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 all courses currently offered in the 2020/2021 course catalog.

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

https://drive.google.com/file/d/1T8uJ_0ihWW0nipyYAuGxnk3RwjhLec1v/view?usp=sharing

If a parent/guardian is not able to provide work samples, the student can request to take a placement exam to show content mastery for state tested subjects. If the student 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.

Counselors will notify families when homeschool credits are approved or if they are denied.

In-District 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. Students who transfer during a semester will have credit transferred for assignments completed provided the course matches the iSVA course. If it does not match, the student must begin at the start of the iSVA course. Students may want to complete their enrolled courses before transferring to avoid redoing work.

Distribution of School Documents

iSVA uses a student information system, the online school, to disseminate information, announcements and documents to students and parents. Students and parents, if the student is under 18 years of age,

must login to the online school and read all announcements and messages to remain current on school needs and progress.

Mandatory State Testing

Students are required to attend and participate in state testing as scheduled. Here is a detailed family guide to state testing:

https://docs.google.com/document/d/1yPwFLZwLOtH9KXC0BgJXhyd8G7bYenHRKASgRi_oTxg/edit?usp=sharing

Students are required to update their online school account to include a photo. This picture will be used to authenticate your identity when it comes to state testing and any other in-person events. A link to the job aid on how this is done can be found here:

<https://docs.google.com/document/d/1AA0XRsoXi8NUh827HvK0B8yr5KJ1-hSrG8QcOjr6dqE/edit?usp=sharing>

Conferences with School Staff

Part of the support for iSVA families is a success coach assigned to every student. The role of a success coach is to help each student navigate the online school, achieve success in each course, and prepare to become citizens of the world. To achieve this goal, the success coach will make frequent contacts with students and parents. The communications must be responded to timely. Students are encouraged to communicate regularly, but no less than once every two weeks, with their success coach. The success coach is the first point of contact for questions. They are available by phone, text, email and virtual classroom.

Clubs

Clubs are a key part of our virtual school community, deepening relationships and providing students with the opportunity to work collaboratively. Through our virtual clubs, students can socialize with other students who share the same interests, talents, and goals. Students gather in a stimulating, inviting and secure online environment, where they talk to each other in real time and dive more deeply into subjects that interest them. Under the guidance of experienced, dynamic teachers, students work together on club projects and activities. Clubs are optional. During club activities, Students are expected to adhere to behavior expectations as set forth in the ResponsiveEd Parent/Student Handbook and remain subject to the Student Code of Conduct.

Virtual Field Trips

Led by iSVA faculty, students in our virtual community are able to embark on virtual field trips right from their own corner of the world. Students are broken out into small groups based on grade level and engage in thoughtful, topic related discussions and then tour the chosen location. Field trips will focus on making learning fun, live and engaging. Virtual Field Trips may be required in some cases and in those cases, are considered mandatory live classes. During virtual field trips, students are expected to adhere to behavior expectations as set forth in the ResponsiveEd Parent/Student Handbook and remain subject to the Student Code of Conduct.

Course Materials

Students are required to have basic school supplies for iSVA, just like in a brick and mortar classroom. Teachers can provide supply lists for their classes.

School Issued Devices

Students may request a school issued device in the event that they do not have access to a Chromebook or computer. Please use the following link to the 2020-2021 ResponsiveEd Student Equipment Assignment Agreement:

https://docs.google.com/forms/d/e/1FAIpQLSc051LyEWjivztQ9ZvXqw8rzwoVX9Cef-hDt2m6c9Sus2adcw/viewform?usp=sf_link

Students who request an iSVA provided device, such as a Chromebook or laptop, are responsible for replacing the device if it is damaged.

When students choose to withdraw from iSVA, all school issued equipment must be returned. It is best for you to keep the original packaging from when you received the device in order to protect these materials.

School Calendar

The school calendar is found here:

Assignments are not scheduled as due on holidays. Students can work and submit work on any holiday or weekend to catch up to the recommended pacing or work ahead.

Student and Parent/Guardian Expectation Agreement

Students and Parents, if the student is under 18 years of age, must sign and return the Expectation Agreement as part of the school enrollment process. The Expectation Agreement is [Addendum 1](#) in this document.

As a student of iSVA, in addition to the policies and requirements set forth in the ResponsiveEd Parent/Student Handbook and the iSVA Student Handbook Supplement, you are expected to comply with the expectations and standards outlined within the Student and Parent/Guardian Expectation Agreement.

SECTION II: HEALTH AND SAFETY INFORMATION

Online Safety

Our families know that online safety is a broad topic. It can mean protecting computers from viruses, malware and spyware that can infect computers. It can mean protecting your children from visiting inappropriate or potentially threatening Internet sites. It can mean protecting personal privacy. Regardless of your child's age, we recommend exercising great care with respect to what your child views and does on the Internet. Remind them to be careful about the information they post online, since it can be viewed by anyone. While the Internet offers a wealth of information and endless opportunities for learning, creating, and communicating, it needs to be handled with care.

Here are some suggestions for protecting your children from harmful topics conveyed through electronic media:

- Familiarize yourself with the media and technologies your children use.
- Communicate with your children about what they encounter online.
- Make media choices together and set clear rules and expectations.

Technology

In order to better serve our families, our support team members use remote diagnostic tools that allow them to “see” a student’s computer, or Chromebook, and help correct problems from afar. When support is requested, students will need to meet with technology support and allow access for troubleshooting support.

The basic technical requirements are as follows:

- PC, Chromebook, laptops or desktops
 - Macs, tablets, and iPads may experience issues in some courses and phones and tablets are not supported as devices for course access.
- High speed broadband or cable connection
- Sound card, microphone, and webcam
- Windows 10 or higher
- Supported Browsers: Chrome and Firefox
- Adobe reader software
- Media Player

Online Etiquette

Young people interact using technology with increasing frequency, and are in constant communication with each other and the outside world via a myriad of devices and websites. Families and schools must assume a leadership role to prepare and guide children for success in the information age by teaching them “netiquette,” which raises awareness of legal, ethical and moral issues. Consistently supporting appropriate behavior and responses begins with focusing on respect: for property, privacy, others and self. Children and adolescents, often digital natives, may have a multitude of experiences working and playing online, but may not have enough life experience to understand the ramifications their actions may hold.

Parents can explore three key factors that have the greatest impact on online behavior.

Lack of immediate feedback:

When young people communicate in cyberspace, they do not receive immediate or strong feedback and therefore, they may assume that their words and actions have no real impact. During early adolescence, children interact more independently with technology at the same time that their moral framework develops. This is when parents are encouraged to reinforce behavioral expectations and ideas about respect and common courtesy.

Reduced fear of detection and punishment:

Children often make the following statements about technology-related behavior: “Nobody ever gets caught” and “You can say anything you want on the Internet.” Children are inclined to believe

these ideas, because negative consequences are not always immediate or known. When guidance or discipline focuses on how a child's actions affect others, parents support the internalization of empathy and help build a framework for ethical online behavior.

New environment, new rules:

Parents can support their children by reinforcing the basic principles of respect within the context of our new technological era. When families have open, honest discussions about what behavior is and is not acceptable, they can create a family agreement about the use of technology. These discussions allow children to share their online experiences, and to feel comfortable approaching parents if they encounter a difficult situation.

iSVA believes the best approach is to create an atmosphere of open communication where everyone feels heard and understood. Online etiquette at iSVA requires students valuing all opinions and showing respect in all forms of communication with others.

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.

SECTION III: ACADEMICS AND GRADING

Flexible and Personalized

iSVA is designed around a one-to-one model. Students have access to teachers and success coaches from 8-4, Monday through Friday and some high school teachers are available for evening office hours. Students are expected to visit the virtual offices to ask questions and receive personalized assistance.

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
- Individualized Supports provided in accordance with a student's 504 Plan or IEP
- Mandatory tutorials, as assigned
- Personalized support from student success coaches
- Test Prep Software, as assigned
- Synchronized classes, as assigned
- Writing Lab, as assigned

Personalized Pathways

We offer multiple pathways for high school students to achieve success based on their unique learning styles.

High school students can choose between assessment based, project based and credit recovery options. Students are encouraged to explore all options with their counselor or success coach before choosing courses.

Grading

Students are graded on gradable assignments in a course.

Students are allowed to redo all gradable items in a course, up to three times, with the exception of STAAR practice tests and Semester Tests. Those are limited to one attempt. Students receive the average of all attempts. Some items will automatically allow two attempts. No gradable items will allow three attempts automatically. Students must request the third attempt and meet with the teacher 1:1 to go over the missed parts from the first two attempts before the item is reset.

After the third attempt, students may request a 70% “bump” if the average of the three attempts is less than 70% AND one of the attempts is higher than 70%.

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

Example 1	Example 2	Example 3
<p>Molly scores:</p> <p>1st attempt – 40%</p> <p>2nd attempt – 80%</p> <p>Average = 60%</p> <p>The student can then meet with the teacher for 1:1 instruction and take it a third time.</p> <p>3rd attempt – 80%</p> <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>Alex scores:</p> <p>1st attempt – 90%</p> <p>2nd attempt – 80%</p> <p>Average = 85%</p> <p>The student can then meet with the teacher for a 1:1 and take it a third time or keep the 85%.</p> <p>3rd attempt – 80%</p> <p>Average = 83%</p> <p>The student keeps the 83%.</p>	<p>Tiara scores:</p> <p>1st attempt – 0%</p> <p>2nd attempt – 100%</p> <p>Average = 50%</p> <p>Since the student scored 100%, the student can ask to have the grade bumped to a 70%.</p>

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.

Mandatory Tutorials and Live Classes

If a student is told they are assigned to mandatory tutorials, they are required to be considered actively participating in school. Tutorial may be live, synchronous courses, or they may be watching a recording of the live class. Tutorials may also be assigned in test prep software.

Some courses will have required live classes and students will be required to attend either in person, or by watching the recording. If a class is required, the notice will be communicated through email to both the student and parent.

Homework/Make-up Work Policies

Students who miss assignments due to illness are expected to make-up the missed assignments to get back on the recommended 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 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.

Report Cards

Report cards are provided within the online school each semester. 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.

ADDENDUM 1



Student and Parent/Guardian Expectation Agreement

Welcome to iSchool Virtual Academy of Texas! We are excited to play a part in your educational journey. Online learning requires a student to be motivated and grow toward becoming an independent life-long learner. iSchool Virtual Academy (iSVA) provides your family access to the curriculum, the online learning platform, and Texas state-certified teachers to help students receive the support to be successful.

In order to achieve that success, and because online learning represents a non-traditional learning experience for students, there are certain expectations for students enrolling in iSchool Virtual Academy as well as parent/guardian support. The intent of this Expectation Agreement is to outline the expectations for student participation in iSchool Virtual Academy. Please note that iSchool Virtual Academy reserves the right to modify and revise this Agreement and the expectations for students and parents at any time, and with or without notice of such changes.

STUDENT AGREEMENT

As a student of iSVA, I am aware that, in addition to the policies and requirements set forth in the ResponsiveEd Student Handbook ([link](#)) and the iSVA Student Handbook Supplement ([link](#)), I am expected to comply with the following expectations and standards:

Engagement

1. I accept responsibility for my own learning and success.
2. I will read and follow the ResponsiveEd Student Handbook and the iSVA Student Handbook.
3. I understand that to be successful in school virtually, a student should spend time on schoolwork daily, five days per week.
4. I will participate in all state mandated testing as assigned.
5. I will attend any required synchronous event, such as live classes and tutoring.

Coursework

6. I understand there is flexible pacing which allows me to work with a set start date and a set end date for a course as close as possible to the suggested pacing in the LMS.
7. I will visit my teacher's virtual classroom if I need help with an assignment or as requested.
8. I understand that there will be no extensions given at the end of a semester term or school year to complete a course.
9. I understand that part of the iSVA learning process is practicing and mastering the ability to read and follow instructions correctly and my grade will be impacted for not following instructions available in the courses.

Academic Integrity

10. I will maintain academic honesty.
11. I will not submit material that is not my personal work as my own.
12. I will not post any of my work or course materials on a separate website.

Technology

13. I will treat any iSVA issued equipment as my own, be responsible for any damages and return equipment upon completion.
14. I will use the Internet and school systems appropriately as outlined in the course materials.
15. I understand that inappropriate use of the Internet will not be tolerated.
16. I understand that my work will be checked using a variety of technologies to verify authenticity.

Communications

17. I will address, communicate and respectfully interact with iSVA faculty and staff in a polite and courteous manner appropriate for speaking to adults and educational professionals. The tone of emails and phone conversations must be respectful.
18. Appropriate language and message content are expected at all times.
19. I will speak to or communicate with my Teachers and Success Coach on a regular basis.
20. I will read and return any Teacher, Success Coach and/or iSVA communications as requested.
21. I understand iSVA can monitor, retrieve, and print student work, comments and messages at any time.
22. I will not use obscene, profane, or threatening or disrespectful language or images in any communications with iSVA faculty, staff and students.
23. I understand that all communications with other students in any forum, email, discussion posts, etc., must be polite, courteous and respectful.
24. I understand that communications will be sent to my Responsiveed email address and that messages sent to iSVA staff should originate from my Responsiveed email address.

Consequences

25. I understand that I am subject to discipline as outlined in the ResponsiveEd Student Handbook, the iSVA Student Handbook Supplement and this Expectation Agreement up to expulsion, for failing to meet the requirements outlined.

PARENT/GUARDIAN AGREEMENT

As a parent or legal guardian of a student enrolled at iSVA, I understand and agree to adhere to the following expectations and standards:

Engagement

1. I understand that students will need a reliable device and reliable internet connection.
2. I will ensure that my student is logging in and completing assignments regularly in order to complete by the end date of the course.
3. I will ensure that my student is present for and participates in all state mandated testing assignments.
4. I understand that I am provided account access to view my student's progress and that I am responsible for monitoring grades and ensuring my student is on pace to complete the course by the end date.

Coursework

5. I understand that there is a definite course start date and a definite end date.
6. I understand that there will be no extensions given at the end of the semester term or school year for any iSVA course.
7. I understand I will need to purchase school supplies for some courses, just as I would need to do in a traditional brick-and-mortar classroom.
8. I will ensure that my student attends any required synchronous events.
9. I understand that I would be responsible for any cost or expense associated with any optional field trips organized by iSVA.

Academic Integrity

10. I will ensure that my student maintains academic honesty. I will ensure that my student does not submit work that is not theirs.
11. I will not use my student's logins to the iSVA systems.

Communications

12. I will ensure that my student speaks to or communicates with their Teachers and Success Coach on a regular basis.
13. I will update iSVA on all changes to a phone number or address.
14. I will read and return any Teacher, Success Coach or iSVA communications as requested.
15. I understand that I am required to check and read all school communications.

Students who fail to comply with the above expectations and standards will first be given an email warning and his/her parent/guardian will be notified of the failure to comply. If the student continues to fail to comply with an expectation or standard, the student will be subject to discipline under the ResponsiveEd Student Handbook and iSVA Student Handbook Supplement, which may result in removal from participation in iSVA. For severe misconduct, the student may be removed from an iSVA course immediately without prior notice.

I have read and understand the expectations and standards in the Student and Parent/Guardian Expectation Agreement and agree to adhere to these expectations and standards. I also understand that these expectations and standards may change, at iSVA's discretion, with or without notice.

Name of Student: _____

Student Signature: _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____