



1876 West Main Street  
P.O. Box 338  
Lutcher, LA 70071  
(225) 258-4500  
[www.stjames.k12.la.us](http://www.stjames.k12.la.us)

1410 Buddy Whitney Street  
P. O. Box 338  
Lutcher, LA 70071  
(225) 258-4558  
[Virtual@stjames.k12.la.us](mailto:Virtual@stjames.k12.la.us)

---

# Virtual Academy Handbook

Virtual Academy Lab Hours:  
Monday – Thursday 7:30 AM – 2:00 PM  
Friday 7:30 AM – 11:30 AM

# The St. James Parish Virtual Academy Handbook

## Introduction

This handbook gives general guidance for parents and students enrolled in the St. James Parish Virtual Academy. The Virtual Academy is a public school and is subject to the rules and regulations of the Louisiana Department of Education. St. James Parish Virtual Academy follows St. James Parish Public Schools' academic calendar.

## St. James Parish Virtual Academy's Mission Statement

St. James Parish Virtual Academy offers accessible, computer-based, non-traditional learning opportunities for ALL students.

### **Connect**

*School, community, athletics, and clubs*

### **Customize**

*Your learning, your location, your ability*

### **Complete**

*Grade progression, high school credits, credit recovery*

## Admission and Entrance Requirements

Participating in St. James Parish Virtual Academy means you:

- are currently residing in St. James Parish;
- are simultaneously enrolled both in St. James Parish Virtual Academy and your local school in accordance to your geographic attendance zones;
- agree to actively participate in St. James Parish Virtual Academy virtual environment; and
- understand that you must work independently and are responsible to complete assignments and tasks.

St. James Parish Virtual Academy reserves the right to restrict access to any student. The student will be counseled as to the best program to meet their needs.

# The St. James Parish Virtual Academy Handbook

## School Community Connections

It is the goal of St. James Parish Virtual Academy to foster a sense of community for our families during the school year. In an effort to help families build more meaningful relationships with one another, St. James Parish Virtual Academy offers both school-based connections with your local school and online connections.

St. James Parish Virtual Academy is delighted to provide collaboration and social networking at your local school. You will find information about these opportunities by web-messenger as well as announcements on the school website.

## Clubs and Athletics

Since St. James Parish Virtual Academy is an extension of the local school, students are allowed to participate in all clubs and athletics offered at the local schools. Students who wish to participate in clubs and athletics must complete an **extra curricular** form and submit it to the local school prior to the club or athletic group beginning. Once the club or athletic group begins, the participation will not be allowed.

## Standards of Participation

Each student enrolled in St. James Parish Virtual Academy is solely responsible for the content posted through his/her login and account activity. **Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited.**

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations or rules in regards to academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and
- disruptions of the server or host software.

Failure to comply with these standards may result in temporary or permanent removal of user access to St. James Parish Virtual Academy.

# The St. James Parish Virtual Academy Handbook

## Dress Code

When students report to the St. James Parish Virtual Academy front office, they must adhere to certain dress codes **including wearing an ID at all times.** (If student ID is lost during the year, there will be a **replacement cost of \$5.00 for a new ID.**) Students must pay **\$1.00 for a temporary tag** to be admitted into the school building if they do not have their school issued ID.

Students do not have uniforms but are expected to dress appropriately for a school environment. No midriff-type apparel should be worn. No spaghetti straps, tank tops or visible underclothing will be permitted. Low-cut suggestive, see-through, or revealing clothing will not be permitted. Skintight or sleepwear attire is not acceptable. This includes bike shorts and spandex. Proper undergarments must be worn and not be visible. Students may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising. An example would be an alcoholic beverage or tobacco advertisement. Closed in shoes must be worn. No flip-flops or slippers.

## Attendance Policy:

St. James Parish Virtual Academy is designed and intended to be a virtual learning environment. Instruction is primarily computer-based. Therefore, students can work anywhere there is an internet connection.

St. James Parish Virtual Academy requires that students **work in their online courses daily.** Student progress will be monitored closely. Although flexibility in choosing instructional times is a huge advantage to the virtual school, students must maintain their progress in all courses.

**Full time** virtual students must meet attendance conditions. The Virtual Academy will track absentees daily. A student will be reported to truancy upon receiving excessive absences according to St. James Parish guidelines. Once reported to truancy, a conference will be requested and held with the parent and student to determine if the student may need to return to their home-based school.

- Students must work in the program for a minimum of 4 hours (240 minutes) within a 24 hour day (12:00am until 12:00am).
- Students must work a minimum of 5 hours (300 minutes) each week in each course.
- If a student is ahead in **ALL** courses, absentee will not be counted. This is a flexible program, if you keep pace.
- Seat-time in the lab does not count toward your hours.

Also, **part-time** virtual students must meet attendance conditions. This includes students taking a fifth block. The Virtual Academy will track absences daily. Attendance is counted by the amount of work a student completes in their course. Seat time in a classroom is not counted. A student will be reported to truancy upon receiving excessive absences

# The St. James Parish Virtual Academy Handbook

according to St. James Parish guidelines. Once reported to truancy, a conference will be requested and held with the parent and student to determine if the student may need to be dropped from the course.

- Students must work in the program for a minimum of 1 hour within a 24 hour day (12:00am until 12:00am) per subject.
- Students must work a minimum of 5 hours each week in each course.
- If a student is ahead in **ALL** courses, absentee will not be counted. This is a flexible program, if you keep pace.

**Note: If a student will not work in their course(s), a parent should notify St. James Parish Virtual Academy office either by phone or email.** Inactivity can be approved provided that student progress is satisfactory in all courses. Extended periods of inactivity, coupled with unsatisfactory student progress, may be considered grounds for removal from the virtual school and/or a truancy proceeding.

There are certain components of St. James Parish Virtual Academy instruction that require students to come into the St. James Parish Virtual Academy lab, located in the Career & Technology Center at 1410 Buddy Whitney Street in Litcher. Our lab has a student lounge where students can come to work, study, and interact with other virtual students. We also have an instructional center that is staffed by St. James Parish Louisiana-certified teachers dedicated exclusively to supporting and assisting Virtual Academy students.

St. James Parish Virtual Academy courses are comprised of assignments, quizzes, unit tests, and exams. **Students are required to come into the St. James Parish Virtual Academy lab to take their tests and exams under the supervision of a teacher.** Or, you may utilize the service of Dyknow or Proctor U. There is a fee associated with utilizing these companies. This fee will be the responsibility of parent/guardian. See the attached for fees. If the student is coming into the lab, the exam needs to coincide with our published office hours.

Students must also attend an initial orientation session in the St. James Parish Virtual Academy lab.

Finally, students are **required** to come in for certain district and state-mandated testing. For all of these mandatory attendance events, timely transportation to and from the St. James Parish Virtual Academy lab must be provided by the parent/guardian.

In the case of unsatisfactory student progress, our local St. James Parish Virtual Academy staff will make every attempt to schedule and provide face-to-face assistance to the student here at our lab. In cases where students are not taking advantage of the help offered, we reserve the right to require a student to come in for assistance.

It is our hope that you will find the virtual environment inviting, supportive, and helpful. Parents and students are welcome to come by during our posted office hours to talk with our teachers and administration, visit with other students and parents, or just hang out and work on their courses. In addition to the excellent instructional support available through

# The St. James Parish Virtual Academy Handbook

the on-line courses, our local teachers will offer resources for enrichment and preparation for district and state test.

## Retakes

A student requesting a retake must complete a request form. **Retakes will only be allowed if a student is ahead of pace in their course(s) or completed the course.** Only one assignment can be reset at a time. Only one request form can be submitted at a time.

## Extension of Courses

If a student needs to extend their timeline beyond the course timeline, a **\$150 charge per course** will be instituted. This will need to be paid 5 working days prior to the course deadline. This charge is for a two-week extension. Only one extension is allowed per course. A student must have 80% or greater course completion to be eligible to schedule and take their exam. All incomplete assignments and/or exams will be graded as a zero (F). Course credit will be considered after exam completion. If a student needs an extension and does not apply for one prior to the 5 working days, it can result in failing the course pending on the course completion. The staff has the ability to waive the fee for certain unforeseen and/or uncontrollable circumstances. Once the course deadline has been reached, the course will not be active anymore.

## Withdrawal from a Virtual Course

If a student needs to drop a course within the first four weeks, a \$25 drop fee will be instituted. After this time period, a student who does not complete the course - the course remains dormant or less than 80% - may have to reimburse the district for the course, receive an "F" in the course, and/or not be allowed to take any further virtual courses.

## Integrity in Scored Assignments and Assessments

A great strength of virtual instruction is the abundance of real-time assistance available to the student. **We encourage help from family, friends, online teachers, our own staff, etc. However, when an assignment is scored, we expect the work to be the student's alone so that the score is meaningful.** Scored assignments and assessments are important because they give us information about student progress and the effectiveness of instruction.

All scored assignments and assessments are assumed to be the student's original work, whether completed at home or in our lab. If a student is in the St. James Parish Virtual Academy lab to take a supervised unit exam, all cell phones must be turned off and stored. Each student is expected to honor the following guidelines while completing scored assignments and assessments.

# The St. James Parish Virtual Academy Handbook

You will:

- complete assignments and/or assessments alone;
- not copy or redistribute any part of the assignments and/or assessments in any way – electronically, verbally, or on paper;
- take the assessments without any aids – meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment otherwise instructs you to;
- be allowed to use their own personal notes to take quizzes, tests, and exams (no screen shots or previous quizzes/tests);
- not log in to a second course or open course related materials on another browser on another computer; and
- not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.

An Integrity Policy will need to be signed by the student, parent/guardian, home district, and supervising adult. To ensure integrity, unit tests and exams will be proctored to protect integrity and test confidentiality. Consequences for failure to meet the Academic Integrity Policy are as follows:

**1<sup>st</sup> offense:** Student will be counseled at school level with parent/guardian. Student will be given a second chance to complete assignment.

**2<sup>nd</sup> offense:** Student will be counseled at school level with parent/guardian. Disciplinary actions may result. An alternative assignment will be given.

**3<sup>rd</sup> offense:** Student will be counseled at school level with parent/guardian. Disciplinary actions will result. Student will be given a zero on assignment.

**4<sup>th</sup> offense** (for virtual courses): Student will be counseled at school level with parent/guardian. Disciplinary actions will result. Student will be given a zero on assignment. Student is no longer eligible for enrollment in any virtual courses.

## Final Exams

Unit tests and course final exams are to be taken in the St. James Parish Virtual Academy lab under teacher supervision. Exams are scheduled by the student with their online teacher and Virtual Academy teacher/facilitator following the published office hours. Occasionally, exams may be scheduled outside of the published office hours, at our discretion, in order to accommodate everyone and to protect test confidentiality.

Also, student can utilize Dyknow or Proctor U for exams. Remember, this cost is on the parent/guardian.

## Notification of Grades and Student Progress

Parents and students are able to review grades and percent completion of courses at all times using the online course dashboard. Village Virtual will send a progress report via email. Therefore, the St. James Parish Virtual Academy staff will not print and mail

# The St. James Parish Virtual Academy Handbook

quarterly progress reports. If you would like one, a formal request in writing is needed. Only the final course grades will be provided upon completion of each course.

## Grade Determination

Final grades will be determined based on the 100-point scoring. Grading will follow the St. James Parish Grading Scale and Policies:

A =	100 - 93
B =	92 - 85
C =	84 - 75
D =	74 - 67
F =	66 - 0

## Student Records

Student records will be maintained at the St. James Parish Virtual Academy lab in the Career and Technology Center, 1410 Buddy Whitney Street, Lutcher, LA 70071. Final grades will be reported to the student's local school.

## Grade Promotion and Awarding Credit

Course credit will be given to a student who earns an "A, B, C or D." If a student earns a failing grade of an "F" he/she will not receive credit for the course.

## Graduation

Any student wishing to graduate and "walk" with their local school must **complete all course work at least 10 days prior to graduation**. All additional requirements set forth by the St. James Parish School Board and the State of Louisiana must be met.

Any student PK-11<sup>th</sup> who wishing to be in any closing ceremony, must finish their courses 5 days prior to the event.

## Academic Awards

Because of the flexible nature of online virtual instruction, it is not practical to make honor roll designations until courses are completed. We will use final grades to determine honor roll and End of Year Scholars.

## Computer Loan

Students will be loaned a laptop by St. James Parish Virtual Academy. A \$50 technology/insurance cash fee will be paid yearly. This fee is non-refundable. Additional assistive technology will be provided to students who have a current Individualized Education Plan that requires additional assistive technology.



# The St. James Parish Virtual Academy Handbook

The following is list of charges that will be incurred for damaged, lost, or stolen computers:

Total Replacement	Fee Charged
13" Macbook Air	\$1000*
Please Note: Intentional destruction of the equipment will result in disciplinary action and full monetary replacement of the machine and software. *Approximate cost	

Replacement Part or Description	Apple Pricing	Deductible - cost to Student/Parent
Cracked Screen	\$349	\$100
Complete Upper Section	\$549	\$100
Hard Drive	\$299	\$100
Casing Top Case w/ Keyboard	\$349	\$100
Track Pad	\$199	\$100
Bottom Case	\$199	\$100
Logic Board Repair	\$399	\$100
Charger	\$50	\$50
Administration Rights Added to Computer	\$100	\$100
Lost/Stolen Laptop	\$1000*	\$1000*
Cover	\$15	\$15
Sleeve	\$25	\$25

## Special Education

Special education services are available to students identified with a disability. This program is considered an inclusion program. The student's home is the "regular" classroom. Services are provided by phone, email and online. Services offered may include: adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing. Other related services will be provided at the St. James Parish Virtual Academy lab by a certified special education teacher.

***\*When registering your child with the St. James Parish Virtual Academy, please notify us of any special education/504 services your child has been receiving at their home-based school.***

# The St. James Parish Virtual Academy Handbook

## 504 Students

504 services are available to students with Individual Assistance Plans (IAP). Services are provided by phone, email and online. Services offered may include accommodations. Any other services will be provided at the St. James Parish Virtual Academy lab by a certified special education teacher.

***When registering your child with the St. James Parish Virtual Academy, please notify us of any special education/504 services your child has been receiving at their home-based school.***