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Virtual Class Handbook

Introduction

This handbook gives general guidance for parents and students enrolled in a virtual class. This class is subject to the rules and regulations of the Louisiana Department of Education and St. James Parish Schools.

Standards of Participation

Each student enrolled in a virtual course 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 your virtual course.

Attendance Policy:

A virtual course 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.

This course 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.

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Virtual students must meet attendance conditions. Seat time in a classroom does not count toward your hours. Absences will be track daily. A student will be reported to truancy upon receiving excessive absences according to St. James Parish guidelines.

- 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 of pace in **ALL** courses, absentee will not be counted. This is a flexible program, if you keep pace.

Virtual courses are comprised of assignments, quizzes, tests, and unit exams. Students are required to take their test 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.

Students must complete an initial orientation session. In the case of unsatisfactory student progress, a teacher will make every attempt to provide face-to-face assistance to the student

It is our hope that you will find the virtual environment inviting, supportive, and helpful. In addition to the excellent instructional support available through the on-line courses, our local teachers will offer additional support 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 their 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 circumstances.

Withdraw 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 offices. If a student needs to take an 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.

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;
- will 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;
- may 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, exams will be proctored. St. James Parish in conjunction the students' home district will schedule exams under the supervision of an adult to protect integrity and test confidentiality. The Academic Integrity Policy is:

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

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

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

4th 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 exams and course final exams are to be taken in the classroom under teacher supervision. Unit exams are scheduled by the student with their online teacher and teacher following school hours.

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. 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

Final grades will be reported to the student's local school and placed on the students transcript.

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.

Special Education

Special education services are available to students identified with a disability. This program is considered an inclusion program. Services are provided by phone, email, online or/and within the class. Services offered may include: adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing.

504 Students

504 services are available to students with Individual Assistance Plans (IAP). Services are provided by phone, email, online, and/or within the class. Services offered may include accommodations.