

TCSC Virtual Plan



2020-2021

TCSC Virtual

Tipton Community School Corporation (TCSC) will offer a remote learning option for all interested students for the 2020-2021 school year. This option will be available during registration in July. Students who choose to enroll in the remote learning option will have the ability to attend the school year electronically. **The student must have a reliable internet connection to participate in this program.** Specific guidelines must be met in order to be classified as a remote learner. TCSC is partnering with EdOptions Academy, a completely accredited virtual school, to meet the needs of some of our students.

Guidance for placement within platforms:

TCSC Virtual Using EdOptions Facilitated by our Faculty

- Students Coming from Homeschool Setting.
- Students Seeking Alternative Setting.
- Full Time Virtual Students.

**this platform has limited curricular offerings*

TCSC Virtual Using our Faculty via Google Classroom

- Students in Temporary Virtual Setting.
- Full Time Virtual Students Who Want to Keep Pace with Their Classmates.

**complete curricular offerings*

Commitment

- Students in grades K-8 will have the option to select online learning for nine-week grading period sessions.
- THS students who are learning online will select that option for a semester at a time.
- These guidelines do not apply to students in a temporary virtual setting.

Program Definitions:

Grade Level: K-12

Hardware Needed: All TCSC Virtual Students will be provided an iPad (K-4) or MacBook (5-12). Students will check out these devices as any other TCSC student.

Eligibility:

- Students Concerned with Returning School due to COVID-19

- Medically Fragile Students and Siblings
- Current Homeschool Students
- Homebound Students
- Credit Recovery Grades 10-12
- Flexible Scheduling Needs
- Alternative Education

Staffing: The program will consist of Virtual School Coordinators who will be responsible for the operation of the Virtual Programs. The program will use TCSC teachers when possible. TCSC teachers will be facilitating the learning for most students using the Google Classroom platform. Some students will use the EdOptions platform in order to meet their specific needs. High school counselors will monitor credit needs to insure students remain on track. Teachers will utilize their teacher laptop/webcam and video conferencing software to record their lessons digitally and then upload to Google classroom or teach in a livestream. The virtual student will then be able to participate live, view recorded videos and complete assignments based on the due dates set by the teacher in Google Classroom.

Virtual School Coordinators: TCSC will have three designated Virtual School Coordinators representing students in each of our three buildings. The Elementary School Coordinator is Mrs. Dicken; Middle School Coordinator, Mr. Leach, and High School Coordinator, Mr. Sanders.

Enrollment: Registration must be completed by the student and parent for entry into TCSC Virtual prior to September 1, 2020.

Student Responsibilities: Must attend an orientation either in person or virtually specified by the Virtual School Coordinator. Students are expected to work on their courses **off campus**.

TCSC Virtual Policies

Student Registration: To register for TCSC Virtual, parents are asked to complete the online registration and choose the virtual option. Upon completion of online registration, parents/students will be contacted and interviewed by the Virtual School Coordinators.

Student Eligibility:

Students can only transfer to the TCSC Virtual from the traditional school for the following reasons:

1. Health Related Concerns Due to COVID-19
2. Documented Medical or Emotional Reason
3. Case Conference Decision
4. Result of Disciplinary Hearing
5. Principal Discretion

Students transferring from outside TCSC do not fall under these guidelines.

Requirements for State and Local Testing: All students will be required to take all mandatory state and local testing. All data from the students' testing will be included in the data with their assigned school. Full-time students must comply with all TCSC Student Testing guidelines listed in the code of conduct. **Testing locations will be determined and information shared with students and parents.**

Required Hours: Students must login every day that TCSC is in session no matter what platform used. The student should spend at least one (1) hour per course per day that they login. Elementary age students are expected to work 3-5 hours per day.

Proctoring of Final Exams (High School): Students will be required to have all final examinations proctored at an agreed upon location. **Testing locations will be determined and information shared with students and parents.**

Specific EdOptions Policies

Course Length (High School Students Using EdOptions): Students are given a maximum of **nine (9) weeks** to complete a **one (1) credit** course. Courses can be completed prior to the nine- (9) weeks. During a Summer School session, students have a maximum of six (6) weeks to complete a one credit course. Courses can be completed anytime within the six-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed time frame.

Course Length (Elementary and Middle School Students Using EdOptions): Courses will mirror the nine (9) week and semester format of traditional school.

Earning Credit (High School-EdOptions Only): In order to receive credit in a course, students must meet two (2) requirements:

- The student will need an overall average of 60%.
- Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course in high school courses.

Note: *Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.*

Attendance for Students Using EdOptions Academy: Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers. Students/parents are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a Text Message. Tipton Virtual Learning Coordinators will also periodically check in with students.

EdOptions Academy uses this Definition of Cyberbullying: Cyberbullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyberbullying or cyberstalking.

About Our Partner: EdOptions Academy Accreditation and Approvals

EdOptions Academy is fully accredited through AdvancED which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as Tipton Community School Corporation.

Beginning with the 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other electives are not subject to NCAA review.

2. Only the full course counts, Students who are potential ***NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.
4. Tipton Community School Corporation must use the Final Grade given by EdOptions Academy and the student's transcript must reflect that the student took the course through EdOptions Academy.

****EdOptions Academy must know in advance any student who may be a NCAA Scholarship Athlete.*

Specific Google Classroom Policies

Course Length (K-12 Students Using Google Classroom): Course pacing and length will mirror the traditional school format of four (4), nine- (9) week grading periods and two (2) semesters.

Course Content (High School Only): All semester-based courses are **one (1) credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be proctored in an agreed upon location.

Student Attendance Using Google Classroom: Students are required to log into Google Classroom each day school is in session. Assignments should be completed in accordance to dates assigned in Google Classroom. Another important part of attendance is regular communication with Tipton Community School Corporation teachers. Students/parents are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to assigned dates in Google Classroom, the students must continue contact with their teacher on a regular basis.

Grading Scale K-12:

90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

Student Advancement and Graduation: Students must meet the already established requirements to advance to the next grade level or to graduate with a diploma from TCSC.

Teacher of Record: Full time and temporary virtual students will maintain their teacher of record at their home school. The teacher of record will be responsible for all student needs associated with their Individualized Education Plan (IEP).

Expulsion Meeting Placements: Students placed in virtual school as a result of an expulsion meeting will be considered full-time virtual students.

Graduation Requirements (High School Only): The assigned guidance counselor from the student's home school will be responsible for scheduling the student and for guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

Transcripts and Grade Reports: Students and parents may access their student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other TCSC students receive their grade reports. Parents may request grade reports from the Virtual School Coordinator. Students on the Google Classroom Platform will access grade reports from the Harmony student information system.

Right to Privacy Policy: TCSC and EdOptions Academy respect a student's right to privacy by following the guidelines as set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student's education records. TCSC and EdOptions Academy must have written permission from the student/legal guardian to release information from that student's education record.

Extra Curricular/Co-Curricular Considerations: Participation in extracurricular or co-curricular activities by students attending TCSC Virtual will be up to the discretion of the building principal and superintendent. Co-curricular participation may include enrollment in one traditional class period. **High school students in the virtual setting wishing to participate in athletics, must have the approval of IHSAA Commissioner, before participation can begin.**

TCSC Virtual Student Code of Conduct: TCSC and EdOptions Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

***Note:** Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through the TCSC Virtual Administration, and the Tipton Community School Corporation's Student Code of Conduct. The following policies are specific to the EdOptions Academy.*

General Academic Misconduct: Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero (0) on the assignment, a written warning, and a note added to the records of the student(s) involved.
- Second offense: zero (0) on the assignment and a referral to the administration for possible withdrawal.

T.H.S. Honor Code (High School Only):

Tipton High School's mission statement declares that education fosters critical thinking, promotes self-esteem and respect for others, and stimulates students' desire for lifelong learning. Learning and scholarship depend on an atmosphere of trust based on a code of academic integrity. Cheating, plagiarism, and dishonesty violate this code and defeat the purposes of learning. These practices place the value of grades over learning and run counter to Tipton High School's philosophy and practice of promoting academic excellence. Cheating and plagiarism then cannot be tolerated.

Cheating includes, but is not limited to the following examples:

- Taking, stealing and/or use of an assignment from someone else to submit as his/her own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it.
- Representing as one's own work the words of a parent, siblings, or someone else.
- Discussing a test or quiz with students who have not completed the assignment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib notes" on your person, an object programmed within a graphing calculator, palm pilot, or other electronic device without teacher approval.

- Plagiarism includes, but is not limited to, the following acts when performed without giving credit.
- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of work.
- Presenting an idea, theory, or formula originated by another person as their own original work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work.
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

Consequences of Cheating and Plagiarizing

First offense:

- A copy of Tipton High School's Honor Code will be given to the parents/guardians.
- Automatic zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit.
- A disciplinary referral will be completed by the teacher and will be placed in the student's file. Detention may be assigned by the teacher and/or the administrator.

Second offense within the same class:

- Automatic zero (0) for the assignment in question with no opportunity to make up the work in any way, including extra credit.
- A disciplinary referral will be completed by the teacher and placed in the student's file. This could result in a W/F from the class.
- Teacher will exercise his/her discretion in assigning academic consequences according to the severity of the incident, such as lowering the student's grade. Friday or Saturday school may also be assigned.
- Sponsors and coaches of all extra curricular activities with which that student is involved will be notified by an administrator.

Third and subsequent offense in the same class:

- Punishments listed as above.
- Withdrawal from class with a grade of F.

- Students will be removed from extracurricular activities for a period of time to be determined by the administration.

Defiance of Authority/Insubordination: Disobedience or noncompliance toward any staff member of the EdOptions Academy or TCSC is considered insubordination. That includes refusal to maintain communication with EdOptions Academy and TCSC staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor.
- Second offense: referral to administration for possible withdrawal.

Computer Misuse: Any student who attempts to access the secure information of EdOptions Academy or PLATO Learning, Inc. or its affiliates in an improper manner, uses another student's or staff member's login information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse.

If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to PLATO courseware, or administrative referral for possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal.

Deviation from the Above Consequences: Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of, or damages caused by, the violation or to ensure compliance with applicable law.

Anti-Bullying Policy: Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Tipton School Virtual Academy/EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

Internet Acceptable Use Policy: The internet is a compilation of many networks that support the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand

that by using the network, their actions can be monitored at any time by a teacher or administrator.

Internet–Terms and Conditions of Use:

1. Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
2. Users will not reveal personal addresses or phone numbers of other users.
3. Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
4. Users shall promptly report any inappropriate material they receive.
5. Users will not attempt to log in to the network using any other user's name and password.
6. Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
7. Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
8. Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
9. In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.