Eastbrook Community Schools
Virtual Academy Policy

Overview

Recognizing that students learn in a myriad of ways, Eastbrook Community Schools promotes the education of each student through the innovation of online learning, equipping students with the knowledge to achieve personal and professional success in becoming college and career-ready.

The Eastbrook Virtual Academy offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation. The Eastbrook Virtual Academy offers a full online learning option for students in 9-12. The Eastbrook Virtual Academy offers rigorous online courses aligned to state standards. These courses are taught by certified Indiana-licensed teachers.

Virtual Academy Student Profile

Virtual School students' backgrounds are diverse. Our students may be any of the following:

- Students who are homeschooled and enrolled at the local public school.
- High School students who are taking courses both at home and school. The student has the option to complete their coursework at home or may also choose to come to school to participate in specifically selected courses.
- Students who are full-time virtual school learners and complete all coursework online at home.

The student's role in Virtual Academy is to learn to the best of his/her ability. Therefore, students should expect to take individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the Virtual Academy Academic Integrity Policy.

Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the virtual education program:
- Enrolled in high school as a **full-time student** to meet graduation requirements.
- Meet the school system and/or state enrollment requirements for the school system, including health requirements such as immunizations, physicals, dentals, etc.
- Students and parent/guardian must complete a virtual education orientation meeting
- Meet school system enrollment requirements for the course(s) in question including successful completion of any prerequisite courses
- **Have access to consistent, regular Internet service**
- Maintain communication with the Virtual Academy Coordinator

  Student privacy is important. All laws and FERPA will be followed.

Parent Responsibilities

Parents play a vital role in their child's education. **The parents need to ensure there is access to the necessary technology through their own means.** They need to monitor their child's progress and grades with the virtual courses. Parents need to provide support and encouragement as students are working on their online courses. It is important that parents provide structure and guidance when helping their child to complete the coursework. **I understand my student is held accountable for attendance and completion of work.**

Parents have access to their students' progress. By providing a parent email address a parent account will be created to facilitate parental support.

Contact Information

Keeping contact information current and up to date is essential for the local school to be able to communicate quickly and reliably with families. The school sends materials to students, report cards, test scores, and sometimes letters to families' home addresses. Therefore, it is extremely important the school has the most current address on file at the main office. If your address, telephone number, or email address changes, it is imperative you notify the school of these changes as soon as possible.

Special Education Program

Students who have a 504 or IEP will be supported. The formal documentation indicates precisely the type of support the student will receive. Parents who have questions about accommodations or need more information about 504s and IEPs will need to reach out to the school.

If a parent elects to have a student with a disability participate in a virtual instruction option offered by the corporation, a case conference will be held to discuss and document the virtual special education services and accommodations to be provided.   A case conference will also be held to discuss and document in-person special education services and support should a parent elect to have a student with a disability return to the school setting from the virtual instruction option.

English Language Learner Program

All students must have completed a Home Language Survey upon enrolling in school. Information from the survey will indicate if the student qualifies for ELL support.

Teachers

The virtual teacher is highly qualified in the grade levels taught. The teacher holds a valid Indiana certification and has completed all necessary background checks. The teacher is available to students via email, Google Classroom, or Google Meet for questions and tutoring.

Attendance

Students participating in the Virtual Academy will be considered as being in attendance if the students login daily and are successfully progressing in the virtual education coursework. Successful progression will mean completing all assigned work and completing courses to graduate with a student's four-year cohort.

Administrative action may result if a student is not making progress. These actions include but are not limited to, probation or removal from the class, removal from athletic and extracurricular participation, or a charge of truancy, if appropriate. All students are enrolled as an ECSC student in the school in which they reside.

All full-time virtual students will participate in all state testing and ECSC accountability requirements.

Please visit your school handbook for information pertaining to attendance procedures. All attendance procedures for traditional students will adhere to virtual students.

Extracurricular Activities

Students enrolled as a virtual student and meet the minimum requirements as designated by ECSC are eligible to participate in extracurricular activities. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program including any applicable ECSC requirements.

Please visit your school for information pertaining to the variety of clubs, activities, and sports to participate in.

Removal

Students may be transitioned back to a traditional day program for the following reasons:

1. Not maintaining a passing grade as determined by your local county policy. Students must pass 5 classes each semester to remain in the Virtual Academy.
2. Attendance exceeds allowable absences per the handbook.
3. Lack of progression through coursework according to Pacing Guide on Edmentum.
4. Cheating, falsifying information, plagiarizing, artificial intelligence usage (AI)
5. School system policies, procedures, rules, or regulations are violated, including rules governing the use of technology

The student will not be able to participate in any extracurricular activities if they transfer to homeschool or private school once they are removed from virtual school per ECSC Policy.

Withdrawing

If a student withdraws from a virtual class in the middle of a semester and enrolls in the same course at their high school, then the grade they had online will be transferred to the traditional teacher he/she is enrolled with.

Method to Withdraw
1. Meet with your local school counselor
2. Schedule a full schedule of courses

Students must continue to submit assignments until the above steps have occurred. Not doing so could result in the grade being negatively impacted.

Student Support

- Tutoring (in-person or Google Meet) will be provided at the local school. Dates and times are determined by the school's virtual coordinator. If students are facing difficulty, they should contact their school for additional information.
- IEP/504 committees will meet to determine the most appropriate least restrictive environment and the most reasonable accommodations for virtual students who have an IEP/504.
- ELL committees will meet to determine the most reasonable accommodations

School Calendar
All courses must be completed by the end of each semester as determined by ECSC Schools calendar. High School students are expected to earn the necessary credits each year if they want to graduate on time. Students who do not complete a course by the last day of school will be issued the current grade they have.

Diploma and Graduation
Upon satisfying all school graduation requirements students enrolled in the virtual program will receive a high school diploma from Eastbrook Community School. Any virtual program course taken for high school credit, regardless of the grade in which the course was taken, will be entered onto the student transcript and calculated in Grade Point Averages.

Student Responsibilities
Students should spend the first days making sure they are comfortable with the technology of online learning and capable of mastering the content. Students are responsible for maintaining reliable, regular access to the internet. **Computer/internet problems will not be accepted as reasons for delays in meeting deadlines.** Only through continuous communication and consistent work can students be successful in an online course. It is essential that students maintain regular contact with their instructor and submit assignments on time.

Extensions
If a student needs more time in a course that will extend beyond the school year, then he/she should email their counselor or administrator for approval. It is the discretion of the school to approve or deny an extension request.

<u>Academic Integrity Policy</u>

Academic integrity means your work represents your own thoughts and ideas, you do not share your work with other students, and you do not assist others with the course after you have finished. Virtual School will not tolerate misconduct of any type, including but not limited to:

- Cheating: copying work or homework, or lending the same to another student to be copied, knowingly or intentionally helping another student to perform any act of academic miscon- duct.
- Communicating in any way with other students during a test, midterm or final.
- Plagiarism: taking ideas or writings knowingly from another person or source.
- AI Usage: Using any form of computer-generated content and submitting it as your own thoughts and response.
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes.

<u>Counseling and Guidance Services</u>

ECSC will utilize personnel to assist with academic, career, and social needs as they arise. In conjunction with school counselors, students will be assisted with developing an educational plan based on transcripts, standardized assessments, career interests, and other pertinent data. The plan will be reviewed periodically to assess its appropriateness and progress toward completion.

The guidance office is a place where you can explore options for the present and future. The counselors will assist you in preparing for your goals and will provide information about jobs, careers, scholarships, and colleges. Counselors are available to help you work through school, social and personal problems. Counselors will assist you in proper course selections to meet graduation requirements. The responsibility for receiving scholarships, grants, or financial aid for college rests with the parents and the students. The school counselors will provide workshops and assistance in these areas and share with you through electronic means scholarships that are available. Be sure to ask your counselor the best method to stay in touch.

<u>Computer Network, Internet, and Devices</u>

Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks, or communicate with others. Students are responsible for their behavior and their communications with others. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with school rules may result in loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies.

Student Concerns, Suggestions, and Grievances

Eastbrook Virtual Academy is here for the benefit of the students. The staff is here to assist a student in being a successful student and lifelong learner. If a student has suggestions that could improve the school, he/she should feel free to offer them. When concerns or issues arise, the best way to resolve the issue is through communication. Written suggestions may be presented directly to the principal at the school.

Discrimination Prohibited And Title IX Guidelines

As required by federal laws and regulations, ECSC does not discriminate on the basis of sex, race, color, religion, disability, marital status, age, or national origin in its employment practices or in the administration of any of its education programs and activities.