# iSchool

## VIRTUAL ACADEMY℠
## of TEXAS

# 2023 - 2024
# Student Handbook Supplement

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

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

*These expectations, policies and standards may change, at iSVA's discretion, with or without notice.*

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# iSVA 23-24 School Calendar

**iSchool VIRTUAL ACADEMY of TEXAS**

## 2023-2024 School Calendar
### iSchool Virtual Academy of Texas
County District Campus #221801022

### JULY

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### AUGUST

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### SEPTEMBER
#### Self-Control

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### OCTOBER
#### Integrity

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### NOVEMBER
#### Honor

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### DECEMBER
#### Gratefulness

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| 31 |   |   |   |   |   |   |

### Grading Periods

1st 08/09/23 - 10/13/23
2nd 10/16/23 - 01/05/24
3rd 01/08/24 - 03/15/24
4th 03/18/24 - 05/24/24

### Reporting Periods / Days

| Reporting Period | Dates | Days |
|---|---|---|
| 1st | 08/09/23 - 09/22/23 | 31 |
| 2nd | 09/25/23 - 11/03/23 | 28 |
| 3rd | 11/06/23 - 01/05/24 | 27 |
| 4th | 01/08/24 - 02/16/24 | 26 |
| 5th | 02/19/24 - 04/05/24 | 28 |
| 6th | 04/08/24 - 05/24/24 | 35 |
| **Total School Days** | | 175 |

Begin Time: 8:15 AM          End Time: 4:00 PM
465 minutes

### Holidays

| Event | Date |
|---|---|
| Staff & Student Holiday | September 01, 2023 |
| Labor Day | September 04, 2023 |
| Columbus Day/Student Holiday | October 09, 2023 |
| Staff & Student Holiday | October 30, 2023 |
| Student Holiday | November 13, 2023 |
| Thanksgiving Break | November 20-24, 2023 |
| Christmas Break | Dec 18, 2023 - Jan 02, 2024 |
| Student Holiday | January 08, 2024 |
| Martin Luther King, Jr. Day | January 15, 2024 |
| Student Holiday | February 09, 2024 |
| Staff & Student Holiday | February 12, 2024 |
| Spring Break | March 11-15, 2024 |
| Good Friday | March 29, 2024 |
| Student Holiday | April 01, 2024 |
| Memorial Day | May 27, 2024 |
| Bad Weather Day/Student Holiday | May 28, 2024 |
| Bad Weather Day/Student Holiday | May 29, 2024 |

### Professional Development Days
October 09, 2023
November 13, 2023
January 08, 2024
February 09, 2024
April 01, 2024

### Staff Work Days
August 01-04, 2023
August 07-08, 2023
*May 28-31, 2024

*Will be adjusted if Bad Weather Day is used

### Bad Weather Make-up Days *
May 28, 2024 (Tuesday)
May 29, 2024 (Wednesday)

Tax Free Weekend: August 11-13, 2023

### State Testing Dates

**STAAR**
December 05-08, 2023 (EOC only)
April 16-19, 2024: gr 3-8 Reading; gr 8 Social Studies; English I; English II; US History
April 23-26, 2024: gr 3-8 Math; gr 5-8 Science; Algebra I; Biology

**TELPAS Testing Window**
February 27 - March 21, 2024

### JANUARY
#### Compassion

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### FEBRUARY
#### Wisdom

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| 25 | 26 | 27 | 28 | 29 |   |   |

### MARCH
#### Humility

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### APRIL
#### Justice

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### MAY
#### Courage

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### JUNE

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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Please Note: The 2023-2024 calendar is subject to change based on local ISD calendar modifications.

## Innovate, Motivate, Educate

## ENROLLMENT POLICIES

### Enrollment Documentation
Per TxVSN Policy 70.1013 (sections C & D)

In the event a parent, guardian, or adult student is unable to provide iSVA with the required evidence of eligibility to enroll prior to the approved start date, provisional enrollment is allowed for ten school days. The student will be withdrawn from the school if the required evidence of eligibility is not received on or before the ten school days.

### Disciplinary and Prior Criminal History Issues
As part of the enrollment process, it is very important that any and all disciplinary issues, all disciplinary action (expulsions, suspensions and all types of removals) and criminal history are disclosed on the application and discussed with the Campus Director during the enrollment process. All disciplinary issues, including all types of suspensions, and all DAEP(Disciplinary Alternative Education Programs) assignments that were issued by any previous campus must be disclosed on the iSVA enrollment form, including incomplete assignments or assignments yet to be completed. Students with incomplete or yet to be completed DAEP assignments are not eligible to enroll at iSVA.

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.

### Immunization Records
Incoming and current students are required to provide updated immunization records or a current Affidavit of Exemption. These updated records will be requested during the enrollment and re-enrollment process. In the event that this documentation is not provided within ten school days of the approved start date, the student could potentially be withdrawn.

### 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.

## In-District Transfer Policy

iSVA does not accept incomplete progress in a course from a previous school year under any circumstance. Students who transfer during a semester from another ResponsiveEd campus will have progress applied for coursework completed, provided the course matches the iSVA course and progress was earned during the current semester. 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 losing credit.

Transferring students in grades 9-12 will have until the end of the semester to pass and complete their courses in order to earn credit. There is not an extension for completion, as courses at iSVA end each semester.

## Cancellation of Enrollment

The approved start date for students is considered as their first day of school. Students will need to attend an onboarding session that has been coordinated by their assigned Success Coach and actively participate in the program on day one. In order for students to be considered as actively participating in school, they must be logging in and completing gradable assignments in all of their assigned courses on or before their due date.

Students must complete a minimum of 60 minutes within the first five school days of attendance in order to be considered as officially enrolled in our program. Parents and students will receive a warning letter on the third school day in the event that this requirement has not been met. If the student does not engage in the program by the fifth school day, we will consider the student as not actively participating in the program and cancel enrollment. Students will not be eligible to re-enroll until the following school year.

## Verification of Enrollment Requests

Examples of these requests, include the following:

- Driver's application form
- Documentation from the Attorney General
- Social Security benefit verification

When making a request of iSVA for verification of enrollment, the request must be submitted in writing to an Enrollment Specialist at [registrar@ischoolvirtual.com](mailto:registrar@ischoolvirtual.com). In order for us to complete the documentation that you are requesting, your student must be actively working within all assigned courses by submitting assignments on or before the due date. In the event that your student is not on pace with assigned courses, the request will be DENIED. Please make sure that your student is on pace in all assigned courses before this request is made.

## ATTENDANCE

### Active Participation

Students are considered as actively participating in the program when they are logging in and completing gradable assignments in all of their assigned courses on or before the due date.

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.

### Attendance Policy

At iSVA, we do not take attendance like a traditional school, but use participation levels as our measure of attendance. In order for students to be considered as participating in school, they must be actively working in all of their assigned courses by logging in and completing gradable assignments on or before their due date.

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 and their progress as a way to measure attendance in our school. Students who successfully complete courses are considered to have attended for compulsory attendance purposes.

In the event that students are no longer actively participating (not logging in or submitting coursework) in the program for longer than 10 school days in all courses, they can be administratively withdrawn from the program. 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 school year and will be placed on Academic Probation.

### Expectations Completing Coursework

When students begin their school year with us, a course assignment calendar will be generated 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 by looking in the course gradebook. It is important that they complete their course assignments when they are assigned so that they can stay "on pace" with submitting gradable work on or before the due date. 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 have the ability to login and monitor student progress and grades at any time and should do so regularly.

## Academic Probation
Students may be placed on Academic Probation for one of the following reasons:

- Student was administratively withdrawn from the program in the previous school year.
- Student failed 2 or more courses during the preceding semester at iSchool Virtual Academy.
- Student starts in October with no progress from incoming school or no enrollment record for the 2023-2024 school year.

Academic Probation details are provided by Leadership and will outline specific criteria that must be adhered to over the course of 6 weeks from the approved start date. This can include weekly check-ins with a Success Coach, mandatory study hall, and active participation levels in all assigned courses.

Students who are in good standing after the 6-week probation period can be removed from Academic Probation after being reviewed by the Leadership team. If removed, another evaluation will be conducted at the end of the semester to ensure that the student is actively participating in the program and staying on pace in all courses that are assigned. In the event that the student is not adhering to the set criteria, the end result can or will be an administrative withdrawal from the program. The student will not be eligible to return for the remainder of the school year.

## School Holidays
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.

## WITHDRAWAL

## 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 years of age or older. This form can be accessed using the following link:

2023 - 2024 Withdrawal Request Form

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, a member of the registrar's office will be in contact with you as we require that you fill out the Confirmation of Home School Form.

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

## Withdrawal Grades

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

## Attendance & Truancy Policy

Per TxVSN Policy 70.1015 (sections a.1 and a.3)

(a) A student taking a course through the Texas Virtual School Network (TxVSN) statewide course catalog or a TxVSN Online School (OLS) is considered to:

> (1) be enrolled in a TxVSN course when he or she begins receiving instruction and actively engages in instructional activities in a TxVSN subject area or course;

> (3) be, and must be reported as, withdrawn from the TxVSN when the student is no longer actively participating in the TxVSN course or program.

## Administrative Withdrawal from iSchool Virtual Academy of Texas

Students who are not actively working in the program 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 one of 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 Attendance Policy) in each course for 10 consecutive days or greater.

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).

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 school year and will be placed on Academic Probation for the upcoming year.

## Expulsion

For more information in regards to the Expulsion Process, please refer to the Responsive Education Solutions Parent/Student Handbook, HERE.

## SECTION II: ACADEMICS AND GRADING

## PROGRAM INFORMATION

### Flexible and Personalized

iSVA is designed around a one-to-one model. Students have access to Teachers and Success Coaches from 9:00am - 4:00pm CST, Monday through Friday. Some high school teachers are available for evening office hours, which may adjust availability on Friday. This information can be found on teachers' landing pages. 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 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, as assigned
- Synchronized classes, as assigned

### Live Classes & On-Camera Requirements

Some courses may require live class attendance. Students may have the option to attend either in person or recording of the live class. If attendance in a class is required, the notice will be communicated through email to both the student and parent. Attendance logs from these sessions are used to track active participation in assigned courses.

Students in grades 3-8 are required to be on camera when the student meets with staff and while attending live class instruction.

### School Engagement

iSVA students are assigned a Success Coach to promote school engagement and monitor course progress. The role of a Success Coach is to help each student navigate the online school, achieve success in each course, and prepare to become a citizen of the world. To achieve this goal, the Success Coach will make frequent contacts with students and parents. The communications must be responded to in a timely manner. 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.

Students who are behind or failing may be required to attend regular conferences with staff.

## 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 join small breakout groups based on grade level to 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 like index cards and graph paper for iSVA, just like in a brick-and-mortar classroom. Some classes will also require basic household supplies like tweezers, string, and paper plates.  Teachers will provide supply lists for their classes.

## GRADING

## Grading Information

Students are graded on gradable assignments in a course. Mastery must be met on assignments in order to progress through  the course.

Students are allowed up to three attempts on quizzes and tests with the overall grade for that assignment being the average of the submitted attempts.  Accessing  the third attempt will require 1:1 instruction with the teacher.  Students must meet with the teacher to review the area(s) not yet mastered in order for the third attempt to be given.

Zeroes are automatically entered in the student gradebook the day after the assigned item is due, based on recommended pacing in Buzz. The zero will count in the grade until the assignment is completed by the student. The zero is part of the student's average until the assignment is completed by the student. Students have until the last day of the course to complete the item and replace the zero, as long as the student meets the definition of actively participating until the last day.

This zero is solely a placeholder until assignments are completed and is not a penalty.

The auto zeros were put into practice to reflect the current average in the course due to incomplete gradable assignments. Zeros are not final until the last day of the semester or the day of withdrawal.

## Dual Credit Grades

Letter grades received from the post secondary institution are entered on the high school transcript using the following conversion.

**Dual Credit Conversion**

| Letter Grade | Conversion Grade |
|---|---|
| A | 98 |
| B | 88 |
| C | 78 |
| D (if "passing")[1] | 70 |
| F | 0 |

[1] Credit is awarded at the high school level only if the college considers the student to have passed the course, the college has awarded credit, and the "D" would not prevent the student from moving to the next course in the sequence.

Any course drops must be submitted by the deadline that has been set by the College. In the event that paperwork is not submitted by the deadline, the final grade in the course will be on the iSVA transcript as well as the College transcript.

Students who receive a letter grade of a D or F in a dual credit course are no longer eligible to participate in the dual credit program. This information is included in the acknowledgment that is signed when registering for the dual credit courses.

## Make up Work Policies

Due to the flexibility of our program and automatic zero placeholders, students who miss assignments due to illness or other situations are expected to make up the assignments to get back on pace as soon as possible. Students with extenuating circumstances, such as prolonged illnesses requiring hospitalization, should contact the student Success Coach to determine the best course of action for the student's educational progress.

Students who fall behind 10 or more days from the recommended course pace in each course may be considered as no longer actively participating and could be considered for withdrawal from iSchool Virtual Academy.

## Inclement Weather

Students who experience temporary Wi-Fi 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.

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.

## Report Cards

Report cards are provided within the online school each quarter. Zeros for incomplete work, based on suggested pacing in the learning management system, are calculated in all report cards. Zeros can be replaced until the last day of the course.

For students in Grades 3-8, for yearlong courses, report cards are a snapshot for each 9 weeks (Quarter) grading period. The grade issued on the report card for the 4th nine weeks (course end date, Semester 2) is the grade that counts toward student promotion.

For students in high school courses, report cards for the 1st Quarter and the 3rd Quarter are provided as a snapshot in time of how a student has performed in courses when the end of the reporting period occurs and do not go on a student's transcript. Report cards for the end of the 1st and 2nd Semesters include final grades and credit earned for those grading periods.

Transcripts show the official grade for the credit that is awarded for a high school course. A transcript is a permanent academic record and grades cannot be removed.

Final course report cards are issued within 10 days of the course end date.

## Transcript Requests

Students can request an official transcript at: 2023-2024 Transcript Request Form

Students should allow 5 business days to process the request. The first 5 transcript requests are free in an academic year. After that, the cost is $5.00 a transcript.

## Promotion and Retention (Grades 3-8)

Chapter 70. Technology-Based Instruction Subchapter AA. Commissioner's Rules Concerning the Texas Virtual School Network (TxVSN)

Successful program completion-The term that applies when a student in Grades 3-8 has demonstrated academic proficiency and has earned a minimum passing grade of 70 or above on a 100-point scale, as assigned by the properly credentialed online teacher(s) for the educational program, sufficient for promotion to the next grade level.

To be promoted from one grade level to the next, students shall obtain an overall average of 70 or above in all four core subjects (Math, ELA, Science and History).

In addition, it is recommended that students receive an Approaches Grade Level on the State Assessment for their grade level. If both of these criteria are not met, a committee led by the Campus Director will determine if summer school and/or retention is required. Decisions of the committee are final.

## Earning Credit for High School Courses

A student must earn a minimum average grade that is the equivalent of 70 on a scale of 100 to pass a course and be awarded credit. Campuses that utilize the Precision Based Mastery Learning System require students to pass all Unit tests at 90% or higher for course credit.

The district typically awards credit for a full-credit high school course on a semester-by-semester basis. If a student passes one semester but fails the other semester, credit shall be awarded for the semester passed. However, the district reserves the right to average the two semesters of a full-year course and award credit for the entire course, with a passing grade, if and when deemed appropriate. Eligibility for End-Of-Course assessments is determined by the completion of 90% of the course. A student may not earn more than 10 credits in one year without administrative approval.

A student may not earn more than 2 credits during the summer school session.

## COURSE SCHEDULING & CHANGES

### Course Scheduling, Grades 9-12
A member of the Counseling team will be reviewing the students' endorsement selection and creating a Personal Graduation Plan (PGP) with courses offered at iSVA that meet their graduation requirements. Students are enrolled in 7 courses each semester unless:

- The student is a graduating senior who needs fewer than 7 courses.
- The student has a late enrollment date for the Fall semester and will be enrolled in 4 core courses. During the Spring semester, the student will then be enrolled in 7 courses.
- The student has a late enrollment date for the Spring semester and will be enrolled in 4 core courses.

### Course Change Requests

Students have an opportunity to request schedule changes if the request is made within ten school days of the approved start date. Please understand that the request to change your course(s) may not be granted. The Counseling team has created your schedule based on a Personal Graduation Plan (PGP) that aligns with what is needed in order for students to meet graduation requirements. This could cause your request to be denied.

In the event that you want to make any changes, this would apply only to elective courses. The core courses needed are required as part of your graduation plan. Please review the Academic Course Catalog, HERE. This will provide you more information on other elective options. Please complete the following form HERE.

If a request is made after the 10-day grace period, the only option would be to continue in the course or drop. If the request is to drop the course, we are unable to add another course. The recommendation would be to stay in that course, pass, and complete it in order to earn credit.

The only exception to this is for students who have previously taken the course and passed. We will need this to be identified as soon as possible in order to update your records, schedule and PGP.

## Course Adds

Fall 2023-Final ADD Date: October 27, 2023

Spring 2024- Final ADD Date: April 12, 2024

Acceleration is allowed for students in grades 9 -11. Students can add courses on or before the dates listed above in the event that ALL assigned courses have been completed. Up to three courses can be added per semester with the understanding that the course(s) must be completed by the end of the semester.

Please notify the Counseling team at isvacounseling@responsiveed.com for this request.

## Course Drops

Middle school students in high school courses and students in grades 9-12 can drop a course only prior to the dates listed below in order for the courses to not appear on their transcript. A transcript is a permanent record and cannot be altered.

Please note: These requests will be reviewed by the Counseling team prior to approval and no additional courses will be added.

Students who start in October are not eligible to drop courses.

Fall 2023-Final DROP Date: October 27, 2023

Spring 2024-Final DROP Date: April 12, 2024

Please notify the Counseling team at isvacounseling@responsiveed.com for this request.

## AP Course Changes

Students in AP courses can change to a non-AP level of the course within the first two weeks of the start date.

When course changes are made, work completed will not transfer to the new course and the student will start the new course at the beginning.

# STATE TESTING

## Mandatory Tutorials

Mandatory tutorials are required based on state law and the guidelines provided by the Texas Education Agency.  Any student who did not pass STAAR tested subjects in grades 3–8 or EOC assessments, 30 hours of accelerated instruction must be delivered for each assessment not passed.

## Mandatory State Testing

Per TxVSN Policy 70.1023

All public school students are required to take the State of Texas Assessments of Academy Readiness (STAAR) exams. These tests are administered  in person at a monitored test site as set out in the Texas Education Code chapter 39 and 19 Texas Administrative Code chapter 101. The Texas Education Agency (TEA) publishes detailed information on their STAAR assessment website.  There is no "virtual" option for the Texas assessment program.

iSchool Virtual Academy adheres to the standards set forth by the Texas Education Agency, therefore all enrolled students must attend mandatory state testing assignments.  There is no option to permit your child to opt-out of state mandated testing.  Parents are responsible for transportation to and from all in-person testing, regardless of distance, at their own expense. This includes State of Texas Assessments of Academic Readiness (STAAR) and End-of-Course Exams for Grades 3-12 and the Texas English Language Proficiency Assessment System (TELPAS) for Emergent Bilingual Learners.

Please review our testing guide for more specific information related to testing.
iSVA Family State Testing Guide 2023-2024

Students are placed in testing sites as close as reasonably possible to the home address on file; however, test sites could be up to 2 hours away from the home address. In the event that your address has changed, it is imperative that you notify our enrollment team. Please complete the following form and upload 2 new proofs of residency. 2023-2024 Information Change Request Form.

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:

Job Aid: Uploading Student Photo in Genius

## Mandatory STAAR Prep

iSVA students who are scheduled to take a STAAR tested subject during the year are required to attend all test prep sessions. These sessions are conducted live, but will be recorded for those who

are unable to attend. Attendance is recorded for these sessions and must be watched for the full duration in order for the student to be marked present.

## GRADUATION INFORMATION

### Graduation

Students who are scheduled to graduate in the Spring, will have course end dates two weeks prior to the last day of school. These end dates cannot be changed. All requirements for graduation must be met by the end date of the courses. All data must be verified before graduation. A student may participate in graduation ceremonies and activities only when the student has satisfactorily completed all required coursework/credit.

### Valedictorian/Salutatorian Eligibility

The following is the selection method to determine the valedictorian and salutatorian for the school:

1. The student who is selected as the highest-ranking graduate eligible to receive the Honor Graduate Certificate will serve as valedictorian, with the second highest-ranking graduate serving as salutatorian.
2. Both the valedictorian and salutatorian must have been enrolled in the district school for no less than three consecutive calendar semesters with no breaks in enrollment or all semesters the school has been open, if fewer than three consecutive calendar semesters. In addition, an administrative committee will review, on a case-by-case basis, situations that may arise relating to the enrollment criteria. A typical committee would consist of the district graduation specialist, the VP of Academics, District Data representative, Brand Superintendent and/or Regional Director. All committee decisions will be final.
3. By the date of graduation, both the valedictorian and salutatorian must have met all Texas State Graduation requirements, including the passing of all state assessment requirements. A student qualified to graduate via an Individualized Graduation Committee (IGC) shall not be eligible for valedictorian/salutatorian honors. In addition, students seeking to be considered for this honor cannot utilize the LOTE substitution unless deemed necessary by the student's 504 or ARD committee.
4. The student with the highest cumulative grade point average (GPA) graduating under the Recommended, Distinguished Achievement Plan, or the Foundation HSP, Distinguished Level of Achievement will be selected as valedictorian, with the second-ranking student serving as salutatorian. Under no circumstance will a student with a higher GPA who is graduating under the Minimum Graduation Program or the Foundation HSP with no endorsement rank higher than a student graduating under the Recommended, Distinguished Achievement Plan, or the Foundation HSP Distinguished Level of Achievement.
5. In the case where no students are graduating under the Recommended, Distinguished Achievement Plan, or the Foundation HSP with Endorsement, Distinguished Level of Achievement, the student with the highest cumulative GPA out of all graduating seniors will be selected valedictorian, and the student with the next highest GPA will serve as salutatorian. If no qualifying student has a 3.0 or higher GPA, no honor graduate will be

awarded. Valedictorians and salutatorians graduating outside of these plans will not receive an honor graduate certificate.

All calculations for this honor will be conducted at the end of the spring semester (before graduation) each school year. Any student wanting to be considered for this honor must have completed all coursework two weeks prior to the graduation ceremony. An eligible student must have attended at least one of the calendar semesters during the school year that the honor is granted. Grade point average will be calculated in accordance with the existing policy adopted by the Board of Trustees.

## Assessment Graduation Requirements

A student who has failed the End-of-Course (EOC) assessment graduation requirements for no more than two courses may receive a Texas high school diploma if the student has qualified to graduate by means of an Individual Graduation Committee (IGC). A student may not graduate under an IGC if the student did not take each required EOC assessment or a commissioner-approved substitute assessment for each course for which there is an EOC assessment. The IGC option is for EOC students only. Prior state assessments do not qualify for this option.

In order to be eligible for graduation through IGC, a student must have:

1. successfully completed the curriculum requirements for high school graduation applicable to the student when the student entered Grade 9; and

2. not performed satisfactorily on an assessment instrument or a part of an assessment instrument required for high school graduation, including an alternate assessment instrument offered under Section 39.025 (c-1).

## SECTION III: ONLINE SAFETY AND TECHNOLOGY 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 your child to be careful about posting information 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.

## Distribution of School Documents

iSVA uses a student information system, Genius, 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 Genius and read all announcements and messages to remain current on school needs and progress.

## 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 2023-2024 ResponsiveEd Student Equipment Assignment Agreement, [HERE.](#)

Students who request an iSVA-provided device, such as a Chromebook, are responsible for replacing the device if it is damaged, for a fee of $250 that is payable via check or money order.

When students choose to withdraw or have been administratively withdrawn from iSVA, all school-issued equipment must be returned. We will provide you with a prepaid shipping label in order to make the return process easy. It is best for you to keep the original packaging from when you received the device in order to protect these materials.

Non reported problems with school-issued chromebooks does <u>not</u> prevent withdrawal due to student inactivity.

## Internet Connection

With a student being enrolled in a virtual program, it is the parent, guardian or adult student's responsibility to have access to a reliable internet connection in order to access coursework at iSVA. This is not provided by the school.

## Technology Issues:School-Issued Devices

Your students' assigned Success Coach is the first point of contact with troubleshooting any technology issue that may occur on a school-issued device. The Success Coach will be able to help resolve the issue or escalate it to the IS Support team in the event that the issue requires more technical support. When the IS Support team gets involved, the parent/guardian will work with a member of the Support team to troubleshoot the technical issues. This team uses remote diagnostic tools that allow them to remotely access school-issued devices  to help troubleshoot.

Please note: Non reported problems with school-issued Chromebooks do <u>not</u> prevent withdrawal due to student inactivity.

## Technology Issues:Parent-Provided Devices

Your student's assigned Success Coach will be able to support only technology issues that could be ResponsiveEd system-related and would not be able to support technical needs on personal devices.

The basic technical requirements are as follows:

- Chromebook (preferred),  laptop or desktop
  - 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 internet
- Sound card, microphone, and webcam
- Windows 10 or higher
- Supported browsers: Chrome and Firefox
- Adobe reader software
- Media player

## Technology Data and Security Practices for iSVA

ResponsiveEd places a high priority on Data Privacy and Security and has partnered with Google for Education to achieve these goals. Google is building products that protect the privacy of students and educators, and provide best-in-class security for our institution.

Customer data—The Google Workspace for Education editions, which include Meet, do not use customer data for advertising. Google Cloud does not sell customer data to third parties. Meet does not have user attention-tracking features or software.

Required approval for external participants—Only the meeting creator can see and approve requests to join the video meeting from participants from outside of the school's domain.

Block Google Hangouts and Google Chat-As an additional security precaution, Google Hangouts and Google Chat have been disabled for all school-issued Student Chromebooks.

Regular audits—ResponsiveEd and Google both undergo regular rigorous security and privacy audits.

## Acceptable Use Guidelines for Computer Resources and Technology

As with all policies set forth in the ResponsiveEd Parent Student Handbook, iSVA students remain at all times subject to the ResponsiveEd Parent Student Handbook policies regarding Computer Resources, Web Learning Tools, and Network Services Acceptable Use Guidelines and should familiarize themselves with those guidelines.

ResponsiveEd Parent/Student Handbook

## Online Etiquette/Digital Citizenship

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.

## Social Media

The purpose of the Parent Support Facebook page is to provide an online community for parents, students, and staff to share helpful information, updates, and goals to offer and seek support;  and to showcase our students and our school. Keeping this in mind:

- We encourage you to ask questions, share information, and form connections with other parents/guardians. We do request that discussions on the page be kept to that directly concerning our school community.
- We encourage and appreciate posts that *constructively* raise issues for discussion.
- Please keep in mind that Facebook *should not* serve as a substitute for communication with teachers, success coaches, counselors and iSVA staff.  The iSVA staff who are members of the parent page are there to help, but good communication with teachers and coaches outside of the Facebook page should be the primary way to bring up questions and concerns regarding your child's academic progress.
- Please use appropriate language when posting, keeping in mind that we do have students who are members of this group.
- We ask that you refrain from posting about problems, concerns, or conflicts with individual teachers, administrators, students or parents.  We will immediately remove posts from school social media that in any way put down or discriminate against individuals.
- Any inflammatory posts that make allegations against individuals or organizations will also be deleted.
- The iSVA Facebook administrators reserve the right to delete comments and block users who post inflammatory messages about the school or individuals, or mention staff, teachers, or any other person by title or name. Administrators also reserve the right to remove users who do not adhere to the rules stated above.

ResponsiveEd Texas' social media sites are intended to serve as informational outlets for the community. Inaccurate, threatening, and/or inappropriate posts including comments involving ResponsiveEd social media accounts or involving any social media account that is not an authorized account (including a social media account that appears to be related to ResponsiveEd or a school by using or referencing the ResponsiveEd name, any school name, references any school-sponsored activity or uses any ResponsiveEd or school mark, logo, or image) may be reported to the relevant social media provider and law enforcement authorities. ResponsiveEd students involved in such behavior are subject to disciplinary action.

**Addendum 1: Student and Parent/Guardian Expectation Agreement**

iSchool
VIRTUAL ACADEMY℠
*of* TEXAS

### Student and Parent/Guardian Expectation Agreement

Online learning requires a student to be motivated and grow toward becoming an independent lifelong learner. iSchool Virtual Academy (iSVA) provides your family access to the curriculum, the online learning platform, and Texas state-certified teachers who help students receive 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 expectations for parents/guardians. The intent of this Expectation Agreement is to outline these expectations. 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.

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### 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 and the iSVA Supplemental Handbook, 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 Supplemental Handbook.
3. I understand that to be successful in school virtually, a student should be logging in and completing gradable assignments in all of their assigned courses on or before the due date.
4. I understand that in order to stay enrolled in the school, I must remain actively participating, including turning in assignments on or before the due date in order to stay on pace in the program.

5. I will participate in all state mandated testing, mandatory tutorials, required study halls and live classes as assigned.

## Coursework

1. I understand there is flexibility to work ahead or outside of normal school hours, however, there is set pacing with a set start date and end date for each course in the LMS.
2. I will visit my teacher's virtual classroom if I need help with an assignment or as requested.
3. I understand that there will be no extensions given at the end of a semester term or school year to complete a course.
4. I understand that part of the iSVA learning process is practicing and mastering content, as well as the ability to read and follow instructions correctly, and that my grade will be impacted by not following instructions available in the courses.
5. I understand zeros are added in the gradebook for any assignments not completed by the scheduled due date in the LMS. The zero will be removed once the assignment is completed and replaced with the assignment grade.

## Academic Integrity

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

## Technology

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

## Communications

1. 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, texts, and phone conversations must be respectful.
2. Appropriate language and message content are expected at all times.
3. I will speak to or communicate with my Teachers and Success Coach on a regular basis, no less than once every two weeks.
4. I will read and return any Teacher, Success Coach and/or iSVA communications as requested.

5. I understand that iSVA can monitor, retrieve, and print student work, comments and messages at any time.
6. I will not use obscene, profane, threatening, inappropriate or disrespectful language or images in any communications with iSVA faculty, staff and students.
7. I understand that all communications with other students in any forum, email, discussion posts, etc., must be polite, courteous, respectful and appropriate for the educational environment.
8. 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**

I understand that I am subject to discipline as outlined in the ResponsiveEd Student Handbook including the Student Code of Conduct, the iSVA Supplemental Handbook, and this Expectation Agreement, which includes 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 will ensure that my student is logging in and completing assignments regularly in order to complete by the end date of the course.
2. I will ensure that my student is present for and participates in all state mandated testing assignments, mandatory tutorials, required study halls and live classes as assigned.
3. 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

1. I understand that there is a definite course start date and a definite end date.
2. I understand that there will be no extensions given at the end of the semester term or school year for any iSVA course.
3. 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.
4. I will ensure that my student attends any required synchronous events.
5. I understand that I would be responsible for any cost or expense associated with any optional live field trips organized by iSVA.
6. I understand and agree that my student can be in a group for mandatory tutoring/accelerated instruction in groups greater than 3.

## Academic Integrity

1. I will ensure that my student maintains academic honesty. I will ensure that my student does not submit work that is not my student´s personal work.
2. I will not use my student's logins to the iSVA systems.

## Technology

1. I understand that students will need a reliable device and reliable internet connection.

## Communications

1. I will ensure that my student speaks to or communicates with their Teachers and Success Coach on a regular basis.

2. As a parent or legal guardian, the tone of my communications with iSVA faculty and staff including emails, phone conversations, or conversations on social media will be professional and respectful.
3. I understand that I am required to check and read all school communications.
4. I will read and return any Teacher, Success Coach, or iSVA communications as requested.
5. I will update iSVA on all changes to a phone number or address.

**Consequences**

I understand that my student is subject to discipline as outlined in the ResponsiveEd Student Handbook, the iSVA Supplemental Handbook, and this Expectation Agreement up to expulsion, for failing to meet the requirements outlined. Students who fail to comply with the above expectations and standards will first be given an email warning and the students parent/guardian will be notified of the failure to comply.