Alexander City Middle School
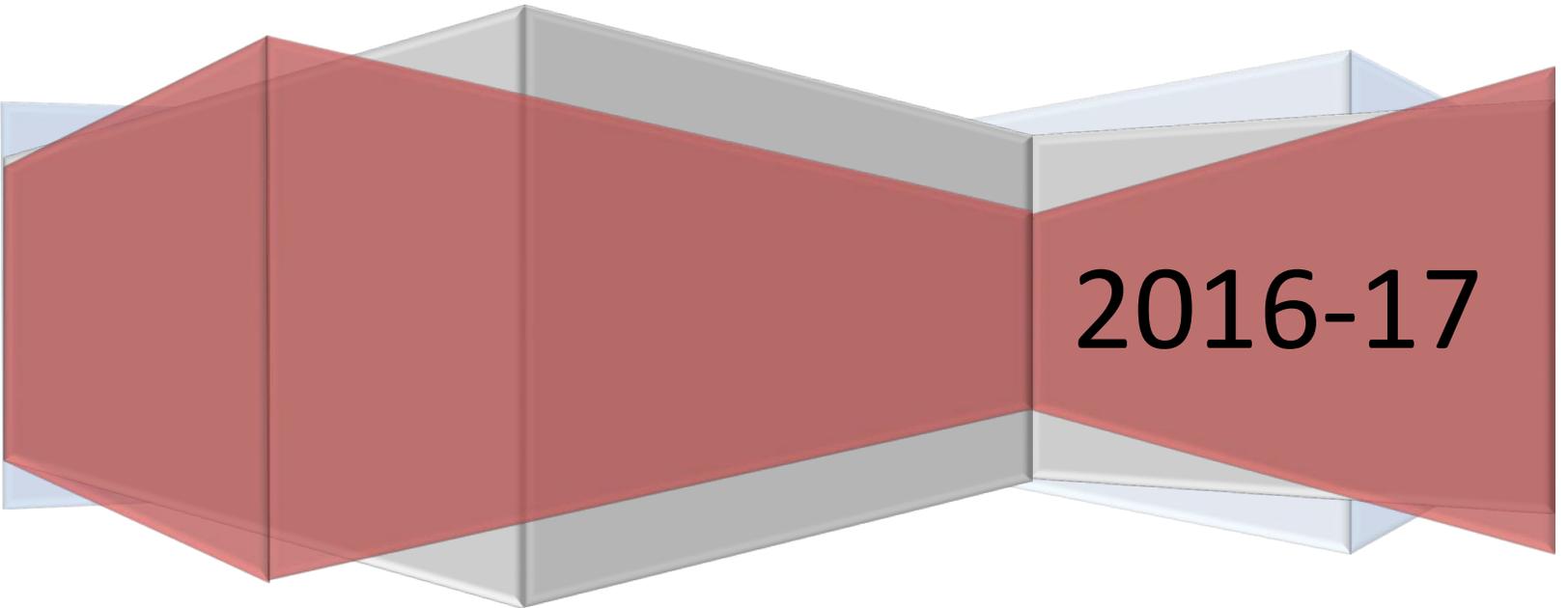
Alexander City Schools Virtual School Handbook

iSuccess Procedures

Mr. Reginald Clifton - Principal

2016-17

Contents

ACS Guiding Principles

Purpose – WHY we exist as an organization

The PURPOSE of the Alexander City Schools is to provide students with a quality educational experience that fosters a productive and successful life.

Vision – WHAT we want to achieve as an organization

The VISION of the Alexander City Schools is to produce graduates that are successful and empowered to compete globally based upon their own unique talents and interests.

Mission – HOW we want to achieve our vision

The MISSION of the Alexander City Schools is to provide a safe and inviting learning environment with high expectations for ALL, while focusing on the development of the whole child – academically, socially, emotionally, and physically.

Core Values/Beliefs – WHAT we stand for & HOW we behave as an organization

1. Student-Centered Focus
2. High Expectations for All
3. Respect for All
4. Safe, Positive, & Nurturing Learning Environment
5. Equity for All
6. Well-Trained, Highly Qualified, & Professional Staff
7. High Character & Integrity
8. Caring, Compassionate, & Courteous
9. Openness and Transparency

Motto – High Expectations and Success for ALL

System Goals

1. We will provide a high-quality, rigorous academic experience that is standards-based, addresses the whole child, reaches all students, and meets or exceeds all accountability standards.
2. We will provide a safe, positive, and nurturing environment for our students.
3. We will provide teaching and learning resources necessary for the success of our students.
4. We will expect every student to graduate and each graduate to be well prepared for success and leadership in his/her chosen path according to his/her own unique talents and interests.
5. We will provide a professional, accountable, and highly qualified staff, which is committed to working collaboratively with all stakeholders in order to provide an exceptional educational experience.

Board Policy

In accordance with Alabama Act No. 2015-89, the Alexander City School District will provide students in grades 9-12 with a virtual school option that meets all requirements required for earning an Alabama High School Diploma. The District may also offer similar virtual educational options to students in grades K-8, but provisions of such offerings will be solely at the discretion of the District.

All virtual options shall be consistent with District instructional goals and aligned with academic standards approved by the Alabama State Board of Education. The District reserves the right to use a variety of avenues in offering virtual options – e.g. locally developed, vendor provided, ACCESS, etc.

The Superintendent and/or his designee(s) will be responsible for developing and maintaining a Virtual Schools Handbook for all virtual programs offered by the District. The handbook will include information regarding procedures, practices, requirements, scope and delivery, student eligibility, performance monitoring, attendance criteria, testing protocols, and student participation in extracurricular activities. The Virtual Schools Handbook will be posted to the websites for both the District and individual schools.

iSuccess – Alexander City Middle School

Program Purpose

The purpose of the iSuccess program is to work in partnership with students and parents to provide an alternative program of instruction to students that will benefit from an alternative path to fulfill the requirements of the Alabama core curriculum for 7th and 8th grades. This program is intended to provide a non-traditional pathway to success, the acceleration of students and the prevention of dropouts.

Program Description

The iSuccess Program is designed to be an online, self-paced, individualized, program of instruction that offers students a non-traditional pathway to success at Alexander City Middle School (ACMS).

Eligible Students

Students and parents who are considering an alternative pathway for middle school completion may be eligible for the iSuccess program if they meet one or more of the following descriptors:

- Homeschool student;
- One or more years behind grade level;
- Temporary medical limitations;
- Dislike of traditional school;
- Behavioral or anxiety issues; or
- Any other conditions in which the ACMS Leadership Team may deem appropriate for approval.

Eligibility Requirements

- Enrolled in Alexander City Schools;
- In compliance with the district's Student Acceptable Use Agreement;
- Successfully complete a district-defined virtual education orientation course (could be online);
- Meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, if applicable;
- Meet school system enrollment requirements for the course in question, including, but not limited to, successful completion of any prerequisite courses; and/or
- Have the ability to secure and pay for required internet services or have access to internet services.

Special Education Services

- Virtual public school programs are required to abide by all federal education statutes, including the *Individuals with Disabilities Education Act (IDEA),* Section 504 of the *Rehabilitation Act of 1973,* and Title II of the *Americans with Disabilities Act (ADA).*
- When a student with a disability applies to and meets the enrollment requirements for the iSuccess program, an IEP Team meeting will be scheduled to determine if the virtual setting is an appropriate placement for the student.
- The IEP team will determine if the student can be successful in the virtual program, with or without accommodations.
- If it is deemed that the virtual program is an appropriate setting, the IEP Team will determine what special education and related services are needed in order for the student to participate in and benefit from the virtual program.
- Parents have a right to revoke consent for all special education services; however, revoking consent will not be a condition of application or a requirement for admission to the virtual program.

Enrollment Procedures

- Students currently enrolled at ACMS are encouraged to submit requests for enrollment for iSuccess prior to August 1st for the fall term and prior to January 1st for the spring term. Applications will be accepted until the last day of the first week of the semester, with no guarantee of acceptance. No applications will be accepted after the last day of the first week of the semester for students currently enrolled at ACMS.
- Students who have been identified as meeting the eligibility requirements will be recommended to the ACMS Leadership Team for enrollment consideration into the *iSuccess* program.
- If accepted, the student will have an initial counseling session with an administrator, counselor, and parents, to evaluate the students' current academic progress.
- Upon admittance, the student will be assigned an *iSuccess Support Team* that will consist of the facilitating teacher, counselor, and administrator.
- The student will complete a career survey and develop an *iSuccess Plan of Action* that will provide a plan of instruction that best meets the needs of the individual student.
- Throughout their enrollment in the program, the student will receive ongoing personal and academic counseling.

Attendance

- Students enrolled in the iSuccess program will be considered as being in attendance if they are successfully progressing academically in their coursework.

Scope of the Program and Delivery of Services

- Initial enrollment is limited to one nine-week term, at which time an evaluation of progress will be made in order to determine the student's eligibility for continuation in the program.
- At a minimum, all courses that are needed to complete the grade level required curriculum will be offered.
- Course instruction will be delivered using the Alabama State Department of Education's ACCESS Virtual Learning program and/or a district approved Learning Management System, Odysseyware.
- Students in the *iSuccess* program will be issued a Chromebook to be used in completing academic tasks. Other technology resources may be provided based upon need.

Monitoring Performance and Testing Requirements

- The facilitating teacher will meet with and assist the student through online observations and communications.
- When necessary, the student will receive direct instruction and support through a weekly meeting with the teacher.
- The weekly meeting will be set at a time that is conducive for the student and the school.
- Any written or oral assessments that are a requirement for the completion of the class must be completed during this weekly meeting.
- The student will be required to participate in the state-mandated assessments for their grade level (ACT Aspire).
- School attendance during the regular school day will be required on the days that the state-mandated assessments are administered.
- OR, The school system reserves the right to require students enrolled in the iSuccess program to complete state-mandated assessments on campus at a date and time selected by the administrators of ACMS.

Continued Enrollment in the Program

- The facilitating teacher will communicate with the student via email/phone call on the status of assignments and progress at nine-week intervals.
- If at the end of this period, the student is at the required percentage completion rate AND is maintaining passing grades of 60 or higher, he/she may elect (pending ACMS Leadership Team approval) to continue in the iSuccess program or to return to the traditional classroom.
- With approval of the ACMS Leadership Team, the student may continue in the iSuccess program until he/she has completed all grade-level coursework.
- If an iSuccess student is failing to make academic progress toward completion, the ACMS Leadership Team may elect to remove the student from the iSuccess Program.

Support Services

- The student will be provided training in the use of a Chromebook and the approved Learning Management System.
- Students will be provided individualized instruction and guidance on the days that they meet with the facilitating teacher.
- Students will be assigned two appointment dates within the nine-week period to meet with their assigned counselor to review their progress.
- Parents must attend a minimum of two counselor meetings to review the student's progress.
- This program is a joint effort between the school and the parent(s) to provide a virtual alternative to traditional school.

Participation in Athletic and Extracurricular Activities

- Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA) requirements.
- Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.
- The student must attend all required athletic workouts and practices set by ACMS and athletic coaches.
- The student must be in good standing academically, accept all financial costs, and attend all required meetings, as do main campus students.

Additional Restrictions

- The ACMS iSuccess Virtual Program is intended for preventing dropouts, the acceleration of students, and as an alternative pathway to traditional school.
- Students enrolled in the iSuccess Virtual Program will be allowed to participate in grade level normal school functions, unless noted by the principal.

Sanctions for Failure to Meet Adequate Progress

Adequate progress shall be defined by, but not limited to, passing coursework, 25% completion of assignments per nine-week term and 100% completion of assignments by end of school's calendar year.

- **1st Step:**   Mentor will notify student, parent, and principal by email and /or phone call regarding academic status and/or inactivity.
- **2nd Step:**   Mentor and principal will have a face to face conference with parent and student regarding academic status and/or inactivity.
- **3rd Step:**   Student will be required to attend class on campus 3 days per week for 4 hours each day to catch up on required assignments.
- **4th Step:**   A hearing will be held to determine if the student will be allowed/required to complete the remainder of the course or to look at other alternative options to the iSuccess Virtual Program.

I understand and will obey the iSuccess Virtual Program procedures. In the event that I do not fulfill my requirements or fail to make adequate progress, I understand that I may be withdrawn from school and be responsible for the cost of all materials and electronic devices issued to me; to include, but not limited to, the Chromebook and charger.

_____
Student's Signature

_____
Parent or Guardian Signature

Phone Number: _____

Physical Address: _____

_____

iSuccess Virtual School Application Form
Alexander City Middle School

Name: _____   **Date:** _____

Grade: _____

Please describe the reason for submitting this application for the iGrad Virtual School Program:

_____

_____   _____

Student Signature   **Parent Signature**

_____

School Use: ___Review of Grades ___Review of Discipline   ___Review of Attendance

___Accepted into iSuccess Program ___Not Accepted into iSuccess Program

_____

Principal Signature