

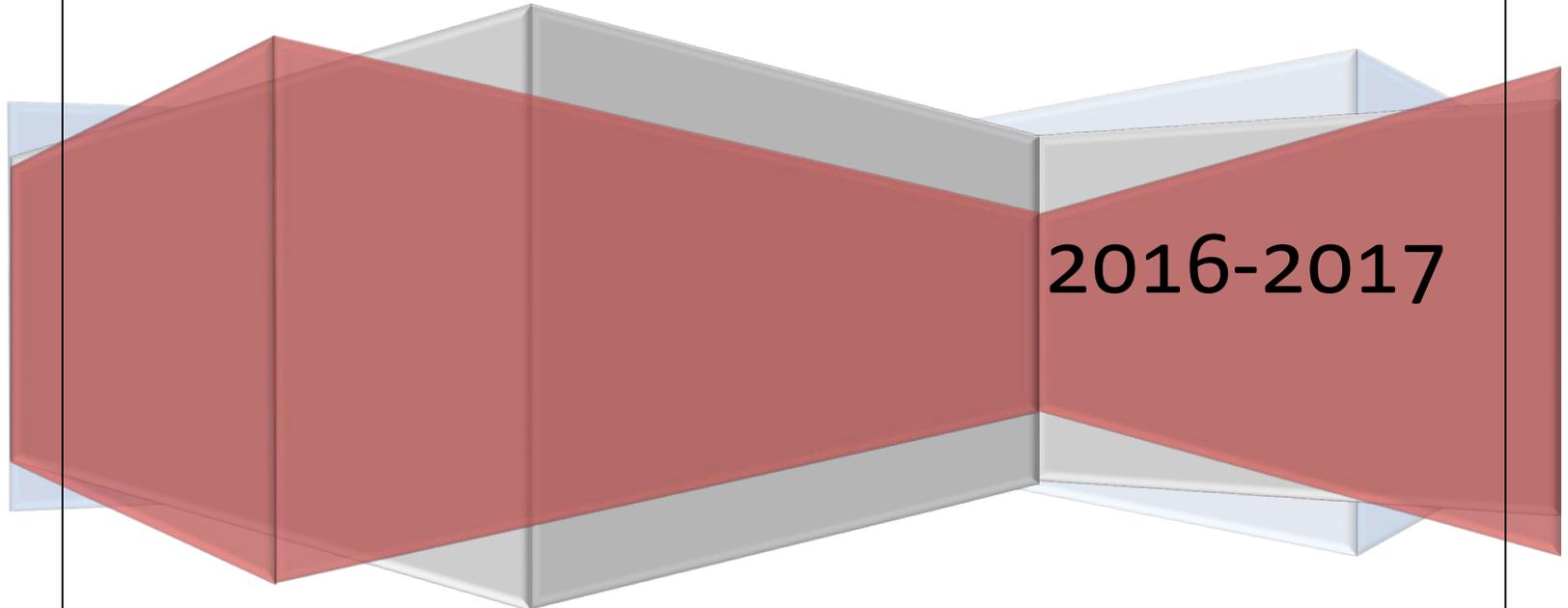
**Benjamin Russell High School**

# **Alexander City Schools**

## **Virtual School Handbook**

**iGrad Procedures**

**Dr. Anthony Wilkinson - Principal**



**2016-2017**

# Alexander City Schools Virtual School Handbook

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## 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.

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## **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.

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## **iGrad – Benjamin Russell High School**

### **Program Purpose**

The purpose of the iGrad program is to work in partnership with students and parents to provide an alternative program of instruction to students that will benefit from a virtual program as a path to fulfill the graduation requirements for Benjamin Russell High School.

### **Program Description**

The iGrad Program is designed to be an online, self-paced, individualized, program of instruction that offers students a non-traditional pathway to graduation at Benjamin Russell High School (BRHS).

### **Eligible Students**

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

- A candidate for credit advancement;
- Homeschool student;
- One or more years behind grade level in credits;
- Pregnant;
- Parent of a child;
- Required to work in order to support household;
- Temporary medical limitations;
- Dislike of traditional school;
- Behavioral or anxiety issues; or
- Any other conditions in which the BRHS 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.

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## 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 iGrad 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 who have been identified as meeting the eligibility requirements will be recommended to the BRHS Leadership Team for enrollment consideration into the *iGrad* program.
- Students currently enrolled at BRHS are encouraged to submit requests for enrollment for iGrad prior to August 1<sup>st</sup> for the fall term and prior to January 1<sup>st</sup> 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 BRHS.
- Students NOT enrolled at BRHS may request enrollment in iGrad at the beginning of any of the nine-week periods.
- 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 *iGrad Support Team* that will consist of a teacher, counselor, administrator, and a potential student tutor or mentor.
- The student will complete a career survey and develop an *iGrad 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 iGrad program will be considered as being in attendance if they are successfully progressing academically in their coursework.

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## 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 obtain a high school diploma 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.
- Students in the *iGrad* 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 mentor teacher will meet with and assist the student through online observations and communications.
- If assigned, written or oral assessments that are a requirement for the completion of the class must be completed during an on-campus meeting.
- The student will be required to participate in all state-mandated assessments for their grade level.
- School attendance during the regular school day will be required on the days that state-mandated assessments are administered. These assessments are the ACT Aspire for 10<sup>th</sup> grade, the ACT with Writing for 11<sup>th</sup> grade, and the ACT Workkeys for 12<sup>th</sup> grade.
- OR, the school system reserves the right to require students enrolled in the *iGrad* program to complete state-mandated assessments on campus at a date and time selected by the administrators of BRHS.
- The student will be required to participate in grade or school-wide initiatives such as Senior Blitz, student-led conferences, etc.

## Continued Enrollment in the Program

- The teacher will meet and 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 for the nine-week period AND is maintaining passing grades of 60 or higher, he/she may elect (pending BRHS Leadership Team approval) to continue in the *iGrad* program or to return to the traditional classroom.
- With approval of the BRHS Leadership Team, the student may continue in the *iGrad* program until he/she has earned enough credits to graduate.
- If an *iGrad* student is failing to make academic progress toward graduation, the BRHS Leadership Team may elect to remove the student from the *iGrad* Program.

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## **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, peer tutoring and/or mentoring on the days that they attend class on campus.
- Students will be assigned one appointment date within the first nine-week period to meet with their assigned counselor to review their progress and potential career plans.
- 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 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 BRHS and athletic coaches.

## **Additional Restrictions**

- Students looking to enroll in the virtual program, that are 17 years of age or older, must be on track to graduate with their age-appropriate cohort.
- The BRHS iGrad Virtual Program is intended for preventing dropouts, the acceleration of students, and as an alternative pathway to traditional school.
- Students enrolled in the iGrad Virtual Program will be allowed to participate in the graduation ceremony and attend, but not limited to, grade level normal school functions, unless noted by the principal.
- Students in the iGrad Virtual Program will be required to participate in additional projects required by the administration of Benjamin Russell High School for all students. These projects will be discussed at the orientation meeting.

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## 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.

- **1<sup>st</sup> Step :** Mentor will notify student, parent, and principal by email and /or phone call regarding academic status and/or inactivity.
- **2<sup>nd</sup> Step:** Mentor and principal will have a face to face conference with parent and student regarding academic status and/or inactivity.
- **3<sup>rd</sup> 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.
- **4<sup>th</sup> 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 iGrad Virtual Program.

I understand and will obey the iGrad 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: \_\_\_\_\_

\_\_\_\_\_

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## iGrad Virtual School Application Form Benjamin Russell High School

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_ Fall (Due to Dr. Wilkinson by August 1<sup>st</sup>)

\_\_\_ Spring (Due to Dr. Wilkinson by January 1<sup>st</sup>)

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

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\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**School Use:** \_\_\_ Review of Grades \_\_\_ Review of Discipline \_\_\_ Review of Attendance

