

# **Aldine ISD Virtual School District Policy**

## **I. AN ALIGNED CURRICULUM**

A. An aligned curriculum is provided for all Virtual School courses in the district. These are developed by the Executive Director of Curriculum and Instruction, Program Directors, the District Coordinator for Online Learning, building principals and department heads.

## **II. ADMISSION TO VIRTUAL SCHOOL**

A. A student who wishes to be admitted to Aldine's Virtual School must be recommended by his/her counselor. A contract must be signed by the student, the student's parents, the student's counselor and the campus bookkeeper upon payment of tuition. This is to insure that all rules and regulations are followed and correct courses are assigned.

B. It is recommended that no more than two courses per student be completed simultaneously. An online enrollment form is completed by the student's counselor for each course taken.

C. The counselor will enroll the student using the online enrollment form found on the district website. If needed, a textbook will be issued by the home campus.

D. The District Coordinator for Online Learning will contact the appropriate district eInstructors and forward the student contracts.

E. Tuition is \$125.00 per course and must be paid before enrollment in a course. A payment plan of 3 equal payments can be scheduled with the campus bookkeepers. The total amount must be paid before the final exam is administered.

## **III. GRADING AND EVALUATION**

A. Adequate grades and evaluation should be maintained on students at all times. Online reports will be run once a week. eInstructors will provide the counselor and parent a progress report every three weeks via email. A backup tape of student computer data is done every night by technology services.

B. Upon course completion, the eInstructor will send a numeric grade to the student's counselor and to the SMS clerk on a grade sheet form. A copy of the grade sheet will also be kept by the VS Instructor in a notebook.

C. The following grade policy will be used for all courses offered. Percentages for major and daily work: 50% Online work and 50% Offline work. This will represent 84% of the student course work which is the cycle grade. The semester grade will be comprised of the average of all online and offline grades taken during the 9 weeks. This average will equal 84% of the student's final grade. The Benchmark Exam grade will equal the remaining 16% of the student's grade. The VS student must pass the district Benchmark Exam with at least 70% in order to receive credit for the course. At the principal's discretion the student may be given two opportunities to pass the exam. If the student fails the exam on the first try, the student may remediate and retake the exam. If the student fails on the second attempt, no credit will be awarded.

E. The virtual school student must follow a Progression Calendar in order to complete the course in nine weeks.

## **IV. ATTENDANCE**

An online attendance report will be run on each virtual school student. Students are required to login on average four times per week and work an average of 90 minutes a day, five days a week.

## V. ACADEMIC INTEGRITY

Academic integrity is a critical issue in any educational setting.

**Aldine ISD Virtual School is committed to academic excellence for every student and believes in and supports each student's personal acquisition of knowledge.**

Academic dishonesty will not be tolerated in Aldine ISD Virtual School.

**It is essential that online students work through each assignment in the course and take the course assessments independently. In addition to carefully reviewing each student's course work, Aldine ISD Virtual School teachers and administrators monitor academic integrity electronically through the course delivery system and software programs.**

Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information or citations, submitting the work of another person, allowing another person to substitute for oneself in completing course work or taking a course test, submitting work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions:

- Loss of grade points,
- Removal from course,
- Failure to receive credit for the course, and
- Loss of eligibility to earn credits through Aldine ISD Virtual School.

If an offense occurs, the student will be notified by email from their teacher that their parents and local school district officials will be notified of the infraction. If further offenses occur, the student will be removed from the course.

Please Note: Regardless of whether the academic dishonesty is a first or second offense, if the incident is deemed severe, the student will be **removed from the course**.

## V. AWARDING CREDITS

Upon completion of the course, the eInstructor will turn in the student's grade to the student's counselor and the campus SASI clerk. The grade will be entered into course history for that student.

## VI. Sec. 26.0031. RIGHTS CONCERNING STATE VIRTUAL SCHOOL NETWORK

(a) At the time and in the manner that a school district or open-enrollment charter school informs students and parents about courses that are offered in the district's or school's traditional classroom setting, the district or school shall notify parents and students of the option to enroll in an electronic course offered through the state virtual school network under Chapter 30A.

(b) A school district or open-enrollment charter school in which a student is enrolled as a full-time student may not unreasonably deny the request of a parent of a student to enroll the student in an electronic course offered through the state virtual school network under Chapter 30A.

(c) For purposes of Subsection (b), a school district or open-enrollment charter school is not considered to have unreasonably denied a request to enroll a student in an electronic course if:

(1) the district or school can demonstrate that the course does not meet state standards or standards of the district or school that are of equivalent rigor as the district's or school's standards for the same course provided in a traditional classroom setting;

(2) a student attempts to enroll in a course load that:

(A) is inconsistent with the student's high school graduation plan; or

(B) could reasonably be expected to negatively affect the student's

performance on an assessment instrument administered under Section 39.023; or

(3) the student requests permission to enroll in an electronic course at a time that is not consistent with the enrollment period established by the school district or open-enrollment charter school providing the course.

(d) Notwithstanding Subsection (c)(3), a school district or open-enrollment charter school that provides an electronic course through the state virtual school network under Chapter 30A shall make all reasonable efforts to accommodate the enrollment of a student in the course under special circumstances.

(e) A parent may appeal to the commissioner a school district's or open-enrollment charter school's decision to deny a request to enroll a student in an electronic course offered through the state virtual school network. The commissioner's decision under this subsection is final and may not be appealed.