

ST. TAMMANY PARISH PUBLIC SCHOOLS



STPPS VIRTUAL SCHOOL

**STPPS VIRTUAL SCHOOL
GRADES K – 12**

**PARENT AND STUDENT HANDBOOK
2020 – 2021**

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STPPS Virtual School

Welcome & Introduction

Dear Parent(s):

Welcome to St. Tammany Parish Public Schools Virtual School. STPPS Virtual School is a full-time online K-12 instructional program providing anytime, anywhere learning. This virtual and interactive learning environment is student-centered and academically individualized to build educational capacity. There are many benefits to our unique learning model, including a rigorous and comprehensive curriculum with rich, engaging content, support of Louisiana certified teachers utilizing Louisiana academic grade-level standards, flexible scheduling of student's work times, ongoing communication and progress monitoring, and customized remediation adaptable to unique student's needs.

Technology assists in maximizing learning and ultimately empowers students to positively impact their world and become responsible citizens.

The Parent-Student Handbook is a comprehensive guide to STPPS Virtual School policies and procedures. We ask that parents and guardians take the opportunity to review it carefully with their children and refer to it throughout the school year, as needed.

Our dedicated staff looks forward to working with your family during the upcoming school year. Please feel free to contact the STPPS Virtual office any time you have questions or concerns.

Yours in Education,

The Administration, Faculty, and Staff

STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.

St. Tammany Parish Public Schools Virtual School Handbook

23648 Sparrow Road, Bldg. D
Mandeville, LA
(985) 202-0127

The St. Tammany Parish Public School system governs the STPPS Virtual School. For that reason, students must abide by policy established in the *District Handbook for Parents and Students* and the *Pupil Progression Plan*. The STPPS Virtual School has limited availability based upon the extent of enrollment at any given time.

VISION STATEMENT

We are committed to providing educational excellence for all full-time virtual students to learn anytime, anywhere.

MISSION STATEMENT

The mission of STPPS Virtual School is to improve student educational achievement through a non-traditional approach of an individualized, rigorous, standards-based virtual education for students.

STUDENT ELIGIBILITY

Students who reside in St. Tammany Parish are eligible to enroll in the STPPS Virtual School. A full semester enrollment commitment is recommended to ensure course alignment.

ADMISSIONS

The following guidelines for enrollment are designed to increase the success of virtual students. Parents and students should become familiar with our school and determine if it is a good fit for them. This type of school may not be the alternative solution for all students.

1. All new students will be required to participate in an orientation session with parents/guardians.
2. The enrolled student and parent must sign the Parent and Student Contract.
3. Once the student is enrolled with STPPS Virtual School, the withdrawal process with the previous attended school should be finalized.

The Enrollment Process at the STPPS Virtual School, consists of three major parts:

1) APPLICATION:

- a. Parent must submit all of the required documents via the STPPS online registration portal before the student's application is considered for enrollment. Parent will receive an email that the online application has been submitted.
- b. The school will review the application and notify the parent by phone and/or email if there are any program of study concerns.
- c. If the student is pre-approved, then the parent will receive notification regarding next steps.

2) ENROLLED STATUS:

- a. Once the student is accepted and enrolled, both the student and parent are required to participate in an orientation. During this training, the families will receive an overview of the program, responsibilities of the student and parent in a virtual school, successful monitoring practices, and training on the online learning platform.

FAMILY COMMITMENT

PARENT RESPONSIBILITIES:

We, as parents, will support our child's learning in the following ways:

- Providing supplies, computer, internet access, and a suitable work area.
- Monitoring attendance.
- Monitoring the participation in educational activities for the required amount of time.
- Ensuring the completion of homework.
- Participating, as appropriate, in decisions related to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education.
- Providing transportation to the school, if needed.
- Communicating with the school by promptly reading all messages from the school either received by my child or by mail and responding, as appropriate.

STUDENT RESPONSIBILITIES:

We, as students, will share the responsibility to improve our academic achievement by:

- Attending all online classes or sessions as required or recommended by teachers.
- Spending a minimum of 20 hours a week in virtual education.
- Completing my homework every day, and ask for help when I need to.
- Requesting make-up assignments for all excused absences from teachers upon return to school or class within two (2) days. I understand that all class work, due to the nature of instruction, is not readily subject to make up work.
- Completing make-up assignments for classes missed. Failure to make-up all assignments will result in lower assessment of my academic progress.
- Participating in appropriate state tests.
- Completing all required school days, assignments, quizzes, tests, and projects prior to the end of each semester.
- Attending the STPPS Virtual School campus dressed in accordance with STPPS Dress and Grooming policies and wearing an ID, if needed.

ACADEMICS

STPPS Virtual School creates instructional experiences designed to provide maximum opportunity for students as they progress through each grade. Students must be enrolled in a full schedule of courses, as outline in St. Tammany's Pupil Progression Plan. A complete list of K-12 courses can be found in Appendix D.

GRADING INFORMATION

Grading will follow St. Tammany’s Pupil Progression Plan. The evaluation key to be used in Kindergarten is:

- O = Outstanding
- S = Satisfactory
- N = Needs Support

The following scale will be used in grades 6-12:

- 100-93 A = 4 quality points
- 92-85 B = 3 quality points
- 84-75 C = 2 quality points
- 74-67 D = 1 quality point
- 66-0 F = 0 quality points

STPPS Virtual School will follow St. Tammany Parish School Board’s Pupil Progression Plan for final grades in that course assignments and assessments will be scored based on the 100 point scoring for students in grades K-6. Final grades for students in grades 7-12 are based 80% on assignments and 20% on exams. Students taking a course with an End-of-Course (EOC) exam (English I, English II, Algebra I, Geometry, Biology, US History) will be recommended to attend tutoring sessions if their grade in the course drops below a 67.

Students are able to view course progress and percent completion at all times using the online course dashboard. The scores in the online dashboard are not the official grades. To view weekly grades for a course, students and parents should log into the Student Progress Center. This is the official gradebook for all classes. Online teachers will post grades once a week so that students and parents can stay current with student’s progress.

Establishing a daily work schedule is critical to the successful completion of online courses. It is important to remember that online students must work on their courses each day.

Students must successfully complete their online courses by the course completion date indicated in the courseware (Target Date). A course is only considered complete when the courseware indicates a 100% student progress rate and all assignments, projects, and essays have been completed, submitted, and graded by the teacher.

- Kindergarten through 8th grade students will be given 10 months to complete their courses. (For example, August – May)
- High school students will be given 5 months to complete their semester courses. (For example, August – December or January – May.)

GRADES 9 – 12 STUDENT CLASSIFICATION

- 9th grade 0 – 4.5 credits
- 10th grade 5 – 10.5 credits
- 11th grade 11 – 16.5 credits
- 12th grade 17 credits or more

HIGH SCHOOL DIPLOMA OPTIONS

LOUISIANA TOPS UNIVERSITY CURRICULUM (For graduating class of 2018 and beyond):

TOPS University curriculum ensures students will have completed the minimum required curriculum as a component of TOPS eligibility, as well as Louisiana public university freshman entrance requirements. Eligibility for TOPS as well as entrance to Louisiana public universities also relies on earning a minimum required GPA as well as minimum required ACT composite scores and sub-scores. Completion of this curriculum also enables enrollment in a community college or vocational school. **Students completing the TOPS University Curriculum require a minimum of 24 units in specific courses, submission of the FAFSA, and passing 3 of the 6 LEAP 2025 tests to earn a high school diploma.**

Louisiana TOPS University Diploma Graduation Requirements

English.....4 units

English I, II, III, IV

Mathematics.....4 units

Algebra, Geometry, Algebra II, and 1 unit of Algebra III, Pre-Calculus, Calculus, AP Calculus AB or BC

Science.....4 units

Biology, Chemistry, and 2 units of Physical Science, Physics, Biology II, Chemistry II, PLTW Principles of Engineering, or Environmental Science

Social Studies.....4 units

World Geography, Government, U.S. History, World History

Physical Education.....1 ½ units

Health.....1/2 unit (JROTC I and II may be substituted for PE/Health)

Foreign Language.....2 units (in the same language)

Spanish I and II, French I and II, or American Sign Language I and II

Arts.....1 unit

Art I, Fine Arts Survey, or Basic Technical Drafting. Students may substitute one unit of credit in eligible band, orchestra, choir, art, or drama courses.

Electives.....3 units

Total.....24 units

TOPS TECH CAREER CURRICULUM (For graduating class of 2018 and beyond):

TOPS Tech Career Curriculum is the state’s initiative for school districts, colleges, and businesses to collaborate in providing *career courses* and *workplace experiences* to high school students, allowing students to continue their education after high school, and *certifying them for career fields* most likely to lead to high-wage jobs. A parent or guardian must sign the Louisiana TOPS TECH Career Diploma form to take advantage of the TOPS TECH Diploma Curriculum. While in high school, participating students will be provided opportunities to achieve *industry certificates or college credentials* in addition to their high school diplomas. These credentials will qualify graduates to continue their studies after high school at a Community or Technical College **OR** to launch a career upon graduating. **Students completing the TOPS TECH Career Curriculum must complete a TOPS TECH Pathway of 9 pathway credits, with a total of 23 high school credits, an industry based certification for the chosen pathway, submission of the FAFSA, and pass 3 of the 6 LEAP 2025 tests to earn a high school diploma.**

Louisiana TOPS Tech Diploma Graduation Requirements

English.....4 units

English I, II, and two units of English III, Business English, English IV, or Technical Writing

Mathematics.....4 units

Algebra I, Geometry, and 2 units of Math Essentials, Financial Literacy (formerly Financial Math), Business Math, Algebra II, Algebra III, or Pre-Calculus

Science.....2 units

Biology and 1 unit of Chemistry I, Environmental Science, Physical Science, PLTW Principles of Engineering, Agriscience I and Agriscience II (one unit combined)

Social Studies.....2 units

Government, U.S. History

Physical Education or JROTC.....1 ½ units

Health.....1/2 unit (JROTC I and II may be substituted for PE/Health)

Career Courses.....9 units from student selected pathway

Students must earn the number of required credits and meet the diploma/program requirements in order to graduate.

ATTENDANCE

The State of Louisiana requires that all children upon turning seven years old until their eighteenth birthday must attend a public school, private day school, or participate in an approved home study program. Any student above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation. Because STPPS Virtual School is a full-time public school, students may not be concurrently enrolled in another public school or be registered as a home-school student. In order to be eligible to receive credit for courses passed, high school students may not miss more than five (5) days of non-exempted excused absences, unexcused absences, and/or suspensions per semester. Elementary students may not miss more than ten (10) days of non-exempted excused absences,

unexcused absences, and/or suspensions per year. Refer to the *District Handbook for Students and Parents* for additional information regarding definition of the types of absences.

Due to the nature of virtual instruction, STPPS Virtual students are not confined to attend school or access their course work at a specific time of the day.

- Students must work on the online courses daily.
- A minimum of 20 hours each week should be spent actively working for attendance purposes.
- If the student does not meet the minimum numbers of hours, they will be marked as absent.
- If the student is absent for any reason, parents must ensure that the child completes make-up assignments for all absences from their teachers upon return to their online academic coursework.
- For an unexcused absence, all missed assignments and assessments receive a zero grade. Therefore, the parent/guardian should monitor their student's daily online accumulated hours, the daily schedules, assignments, quizzes and tests to assure their student does not fall behind.

Parent must notify the STPPS Virtual School's office either by phone or email if the student cannot work on his/her course due to a medical procedure, illness, or an unexpected event. Inactivity can be approved provided that student progress is satisfactory in all courses.

The school may take action regarding excessive absences, including reporting to the Child Welfare Attendance Officer for truancy, retention and/or credit denied.

CHILD SEXUAL ABUSE PREVENTION, EDUCATION, AND REPORTING PROGRAM

As mandated by the St. Tammany Parish School Board, students in grades K –8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education, and Reporting. All materials used in the instruction may be previewed by contacting the school administration. We encourage you to talk with your child about this topic, as well as other general safety issues.

CODE OF STUDENT CONDUCT

STPPS Virtual School is committed to providing a safe teaching and learning environment for students, staff, and members of the community. All students are expected to conduct themselves in accordance with the policies and procedures of the school. Please refer to the *District Handbook for Parents and Students* for additional information regarding discipline policies and procedures.

ACADEMIC INTEGRITY

Student's assignments must be completed by the student; this ensures that he/she acquires the knowledge, and the ability to apply the information to assessments and real-life situations. The student may not use another student's submission as their own. When completing all assignments or assessments, each student is expected to:

- Complete assignments and/or assessments independently.
- Refrain from copying or redistributing any part of the assignments and/or assessments in any way whether it's electronically, verbally, or on paper.
- Take assessments without any aides including textbooks, references, or other materials printed or electronic unless otherwise instructed to do so.
- Use only personal notes to take quizzes.
- Refrain from conferring with others such as students, family members, teachers, facilitators, or acquaintances either in person or through electronic communication during assessments.

Academic Integrity violations such as plagiarism and/or security breaches will not be tolerated at any level. Possible disciplinary actions may include teacher-student-parent-administrator conference, detention, exclusion, in-school suspension, and suspension for 1-5 days.

DRUG FREE SCHOOL

STPPS Virtual School is a drug free school. The drug free zone that encompasses our school requires maximum fines and imprisonment for drug violation within that zone. Please refer to the *District Handbook for Students and Parents* for consequences for student use of illicit drugs. A resource list of available drug and alcohol counseling programs may be obtained in the school office. All St. Tammany Parish Schools are smoke-free workplaces. No smoking is allowed on school grounds.

EDUCATION OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital. Children and youth in homeless situations have the right to the following:
 - Attend and succeed in school no matter where they live or how long they have lived there;
 - Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
 - Receive services comparable to those offered to non-homeless children and youth;
 - Get transportation to school; Access educationally related support services;
 - Make sure that disagreements between students and schools are resolved quickly.

EXTRACURRICULAR ACTIVITIES

There are limited extracurricular activities associated with the STPPS Virtual School. A student enrolled in the STPPS Virtual School is not eligible to participate in the boundary school's extracurricular activities.

INSTRUCTIONAL TECHNOLOGY USE POLICY

Accessing the internet using District equipment or your own device and/or through the District's network is a privilege, not a right, and inappropriate use, including violation of this rule may result in cancellation of the privilege. Use of the network must support and be consistent with the educational objectives of the District. In using your own equipment, users are responsible for ensuring their devices use security applications to protect the devices from infection and prevent spreading infections from the devices. All users are expected to follow the generally accepted rules of network etiquette. All students and parents

must sign St. Tammany Parish School Board Instructional Technology Use Policy prior to the use of equipment and the network belonging to St. Tammany Parish Public Schools.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

NCAA Clearinghouse eligibility and verification is the responsibility of the parent or legal guardian. Students who wish to participate in college athletics or who are eligible for possible college athletic scholarships will need to confirm course acceptance with university officials. Information and NCAA Clearinghouse forms are available by visiting their website: www.ncaa.org.

PARENT CONFERENCES

Parents may request conferences with teachers, counselor, or the principal by calling the school at 985-202-0127. Parents are encouraged to call for a conference with the teachers or administrators if they have questions that cannot be answered through email.

PARENT PORTAL

St. Tammany Parish Public Schools Parent Portal, Student Progress Center, allows parents or guardians to update personal information, see grades, and review attendance. To access the information in the portal, parents must first establish a parent user account. Parents will also have access to free and reduced lunch applications, if applicable.

POLICY RESERVATION

STPPS Virtual School reserves the right to change or modify any policies at any time. Changes in policy will be posted to the STPPS Virtual School website. It is the student and/or parent's responsibility to check the website regularly for updates.

PROMOTION AND RETENTION

STPPS Virtual School creates instructional experiences designed to provide maximum opportunity for students as they progress through each grade.

At the end of the school year, a student is promoted to the next grade if that student's educational growth meets the St. Tammany Parish Pupil Progression requirements.

RELEASE OF STUDENT INFORMATION CONSENT FORM

The Release of Student Information Consent Forms are for students who newly register. All previously signed forms will remain in the student's cumulative file and follow the students year to year; therefore, students enrolled in school last year will not be asked to sign the form again. Students may only be photographed, video-taped, etc. for publication if this form is signed and on file in the school office. If for any reason you do not want your child photographed, we would appreciate you calling this to our attention verbally in addition to noting this on the Release Clarification Form.

SAFETY DRILLS

Fire drills, tornado drills, as well as shelter-in-place drills at regular intervals are required by law and are an important precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Instructions will be provided to employees and students who are on campus.

STPPS Virtual School adheres to the calendar established by STPSB for school days and holidays.
[2020-2021 STPPS Calendar](#) (Dates are tentative and subject to change.)

SCHOOL SERVICES

ENGLISH LEARNERS (ELs) SERVICES

English Learners (ELs) have a right to a comprehensive educational program with high standards provided by trained and knowledgeable staff. STPPS Virtual School is committed to providing equitable access to an educational experience designed to develop academic skills and concepts at the same level as other students. Translated forms can be provided upon request.

SPECIAL EDUCATION SERVICES

Special Education is the provision of services to students with an identified handicapping condition who require specialized instruction and possible accommodations, modifications, and related services in order to benefit from their education. Like any public school, STPPS Virtual School is responsible for providing a Free and Appropriate Public Education (FAPE) under the federal guidelines of the Individuals with Disabilities Education Act (IDEA). STPPS Virtual School is required to provide access to the curriculum for students in their least restrictive environment. For students with a current Individualized Education Program (IEP), special education teachers and supporting staff members are expected to follow the components within the IEP.

To assure compliance and appropriate services for all students, students who are identified as special education students and served under an Individual Education Plan (IEP) must follow the student contract requirements unless exempt or adjusted within the IEP. The compliancy process should be followed consistently for ALL students at the school. When a special education student reaches the last level of noncompliance where the school would normally institute administrative withdrawal, the special education manager needs to be notified and a Manifestation Determination Review (MDR) will need to be held with the entire IEP team, including parent as mandated by state guidelines. During this meeting the determination will be made as to whether or not the student's disability contributed to the noncompliance and if so, the IEP can be modified as appropriate to better meet the student needs. If not, then the compliancy policy will be followed in the same manner as any other student.

SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap. STPPS Virtual School has responsibilities to identify, evaluate, and provide access to appropriate educational services if a child is determined eligible. For students with a current 504 plan, the general education teachers are expected to follow the accommodations, modifications, and other services. The school will identify a Section 504 Coordinator.

SEXUAL HARASSMENT

The St. Tammany Parish School Board is committed to providing a safe and stable climate free from sexual harassment by students, Board Members, Superintendent, administrators, teachers, and other employees who have contact with or provide services for the Board or any other personnel associated with the Board and over whom the Board can exercise influence. Sexual harassment is a violation of the law and school board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the school system who believe there are acts of harassment to report them to the school Principal or designee. The Board through the school principal shall promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Inappropriate behavior will be handled according to the school's discipline procedures. The School System and Board will not tolerate retaliation by anyone associated with the school system against one who files a complaint

of sexual harassment. Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses. Reporting of incidents need to be made to the Principal at your child's school. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

STANDARDIZED ASSESSMENTS

By choosing to enter the STPPS Virtual School, parents agree to have their child participate in the state and national standardized assessments. For all of these mandatory attendance events, timely transportation to and from the STPPS Virtual School must be provided by the parent/guardian. The assessments are listed below:

- Kindergarten – 3rd Grade: DIBELS 8th
- 3rd – 8th grades: LEAP 2025
- 9th – 12th grades: LEAP 2025 (as applicable)
- 11th grade: ACT
- 12th grade: WorkKeys (as applicable)
- Industry Based Certifications (IBCs)
- K-12: ELPT

DIBELS 8th

DIBELS 8th identifies which children may be at risk for experiencing reading difficulties so they can receive timely and effective support.

ENGLISH LANGUAGE PROFICIENCY TEST

ELPT is designed to measure the performance of ELs as they progress through their K-12 education and achieve college and career readiness. ELPT draws upon emerging technologies and innovative methods to measure progress and to encourage reclassification relative to grade-appropriate performance.

LEAP 2025 TESTING

LEAP 2025 tests measure the knowledge and skills a student should have mastered by the end of the course. The results of these tests help ensure that all Louisiana students have access to a rigorous curriculum that meets high academic standards. These tests will assess student learning in the following elementary, middle, and junior high courses:

- English Language Arts
- Math
- Science
- Social Studies

These tests will assess student learning in the following high school courses:

- Algebra I
- English I
- English II
- Geometry
- Biology
- U.S. History

Any student enrolled in and/or receiving credit for an LEAP 2025 course, regardless of grade, inclusive of middle school students taking high school courses for high school credit, is required to take the LEAP 2025 test upon completion of that course. LEAP 2025 tests are offered at the end of the fall and spring semesters. Students completing the course at the end of the fall semester shall participate in the fall testing regardless of the grade earned during the fall semester. Students completing the course at the end of the spring semester shall participate in the spring test regardless of the grade earned during the spring semester. Students must pass one LEAP 2025 Test in each of the following categories to earn a diploma:

- English I or English II
- Algebra I or Geometry
- Biology or U.S. History

PSAT: a practice test for the SAT that gives 11th grade students a chance to enter National Merit Scholarship Corporation scholarship programs. The PSAT measures critical reading skills, math problem-solving skills, and writing skills. Ninth and 10th grade students can take the test for practice. The test is administered on a scheduled school day in the fall. Registration is held during the month of September in the guidance office, and a fee is required.

ACT: the ACT test assesses high school students' general educational development and their ability to complete college-level work. By Louisiana State law, all eleventh graders are required to participate in ACT state testing during the spring semester. For more information and online registration visit: www.actstudent.org.

SAT: the SAT tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. This tests is recommended for 11th grade students or students who have completed Algebra II. For more information and online registration visit www.collegeboard.com.

STATE AND NATIONAL TESTING PROCEDURES TESTING SECURITY POLICY

Any student found cheating or in violation of the testing procedures will receive a zero on the test. If the actions of the student result in the voiding of all class scores, additional disciplinary action will be taken. Violation of test protocol, including the use of cell phones, smart watches, I-pods & similar electronic devices, by a student who is taking a test is a serious violation and will result in the same academic consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any student in the classroom is still testing. Consequences for this type of misbehavior will result in receiving a ZERO for the project, test or quiz and the appropriate discipline for a regular cell phone violation.

STUDENT PROGRESS

Interim reports are issued at 4.5 weeks of each grading period to all students in all subjects. A robocall will be sent by the Principal as a reminder to check the Student Progress Center. Refer to the school calendar for dates.

Final exams are given the last week of each semester. Refer to school calendar for dates. Students are not permitted to take exams early. He/she must get administrative approval for a make-up exam.

Report cards are issued at the end of each nine-week grading period. Please be sure to maintain an updated mailing address. Refer to school calendar for dates.

TECHNICAL ISSUES

If the student experiences any issues with the Learning Management Platform, then he/she should contact the student's teacher as soon as possible.

STPPS Virtual School does not supply devices or internet services at this time. STPPS is not responsible for equipment that is not property of St. Tammany Parish School Board.

TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state merit-based scholarships. For more information about TOPS, visit www.osfa.state.la.us or call 1-800-259-5626, extension 1012. TOPS applications are completed through the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in the Guidance Department after January 1 or online at www.fafsa.ed.gov.

WEAPONS POLICY

Students found using, possessing and/or concealing a knife, firearm, weapon capable of discharging a projectile, or other dangerous instruments capable of causing bodily harm shall be immediately suspended and may be recommended for expulsion. Police notification will be made immediately. Students using, possessing and/or concealing any look-alike object that may have the principle appearance of a weapon or dangerous instrument shall be immediately suspended from school and may be recommended for expulsion. Upon the recommendation for the expulsion, a hearing shall be conducted by the Superintendent or his/her designee. Students in grade five or lower who have been found in the hearing process of using, possessing and/or concealing a weapon, or look-alike weapon shall be disciplined in accordance with the decision made by the Superintendent or his/her designee. Any case involving a student in grade five or lower found in possession of a firearm on school property shall be referred to the School Board through a recommendation for action from the Superintendent.

WITHDRAWAL

The parent or guardian who enrolled the student may determine that STPPS Virtual School is not the best option for the education of the student. The decision should be discussed with the school's counselor. If the decision is made that the student should withdraw, please complete the withdrawal form provided by the school.

NOTICE OF NONDISCRIMINATION

The St. Tammany Parish School Board does not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794).

CAREER AND TECHNICAL EDUCATION ANNUAL PUBLIC NOTIFICATION

Career and Technical Education courses are available at all STPPS secondary sites and are open to all students. STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX and Title II Coordinator is Terry Meyer; 321 N. Theard St., Covington, LA 70433; phone 985-898-3236; email Terry.Meyer@stpsb.org. The 504 Coordinator is Cara Barry, 706 W. 28th Ave., Covington, LA 70433; phone 985-898-3309; email Cara.Barry@stpsb.org. All students have the opportunity to participate in Career & Technical Programs of Study including, but not limited to, areas of Health Care, Construction Crafts & Trades, IT Computer Technology, Culinary Programs, and

Agriculture. Admission requirements for each course can be found in the student course guide/schedule packet of the individual campus where the course is being offered. Please contact the Guidance Counselor at the specific school site for additional information, program requirements and/or any questions you may have.

APPENDICES

APPENDIX A
SCHOOL-PARENT COMPACT

This Commitment Compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve academic success during 2020-2021 school year.

SCHOOL RESPONSIBILITIES:

The STPPS Virtual School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Louisiana’s student standards as follows:
 - Offering a high quality, standards-based online curriculum
 - Utilizing experienced, highly qualified, fully certified teachers
 - Providing additional assistance and support for students who are experiencing academic difficulty
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held during the new student/new school year orientation.
- Provide parents with frequent reports on their children’s progress. STPPS Virtual parents are able to access their student’s grades on a daily basis.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents via telephone and email on a daily, weekly, and/or monthly basis.

PARENT RESPONSIBILITIES:

We, as parents, will support my child’s learning in the following ways:

- Providing supplies, computer, internet access, and a suitable work area.
- Monitoring attendance.
- Monitoring the participation in educational activities for the required amount of time.
- Ensuring the completion of homework.
- Participating, as appropriate, in decisions relating to my child’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education.
- Providing transportation to the school, if needed.
- Communicating with the school by promptly reading all messages from the school either received by my child or by mail and responding, as appropriate.

STUDENT RESPONSIBILITIES:

We, as students, will share the responsibility to improve our academic achievement by:

- Attending all online classes or sessions as required or recommended by teachers.
- Spending a minimum of 20 hours a week of virtual education.
- Completing my homework every day and asking for help when I need to.
- Requesting make-up assignments for all excused absences from teachers upon return to school or class within two (2) days. I understand that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Completing make-up assignments for classes missed. Failure to make-up all assignments will result in lower assessment of my academic progress.
- Participating in appropriate state tests.
- Completing all required school days, assignments, assessments, and projects prior to the end of each semester.
- Attending the STPPS Virtual School campus dressed in accordance with STPPS Dress and Grooming policies and wearing an ID, if needed.

APPENDIX B
PARENT-STUDENT CONTRACT

Please read each statement carefully.

- I understand that enrollment includes full participation in all mandated state testing on the required dates and at the assigned location.
- I accept the responsibility to supervise my student(s) in using the K-12 curriculum. I understand that I am expected to be knowledgeable about my student's activity and grades.
- I understand my student must work a minimum of four hours per school day.
- I understand that I will be expected to monitor my child's attendance on a daily basis.
- I understand that my student must participate in regularly scheduled online sessions.
- I understand I will have the guidance and support of a St. Tammany Parish Public School certified teacher in implementing the curriculum with my student.
- I understand that there are guidelines and policies regarding daily lessons and assignments. Work should be completed each school day.
- I understand that I must read and respond to Emails and phone calls from the STPPS Virtual teachers in a timely (24 hours) manner.
- I understand that if my phone number, address, email address or emergency contacts change that I am required to inform the STPPS Virtual Counselor in a timely (24 hours) manner.
- I understand that STPPS Virtual courses are online and I have a backup plan that will be implemented in case of internet or computer outage.
- I understand that STPPS Virtual School has zero tolerance for sexual harassment, drug use, and cyber-bullying.
- I have read and understand the Technology Use Policy.
- I understand that all course work should be completed by the student and not by any other person.
- I understand a microphone and webcam are required.
- I understand my student will attend classes daily and follow the instructional schedule per his/her grade level.
- I understand that students must follow the rules of conduct policies outlined in the *District Handbook for Students and Parents*.

RECEIPT OF STUDENT & PARENT HANDBOOK AND PARENT & STUDENT CONTRACT

____ I have received a copy of the STPPS Virtual School Student-Parent Handbook and agree to adhere to all school policies.

____ I have read the STPPS Virtual School's Parent-Student-School Compact and signed the Parent-Student Contract.

This page must be signed and dated for each student enrolled in STPPS Virtual School.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Print Student Name: _____ Date: _____

The signature page indicates that both students and parents have received a copy of STPPS Virtual School Student/Parent Handbook including the STPPS School-Parent Compact and Parent-Student Contract. The STPPS Virtual School's administration has attempted to convey all pertinent rules, regulations and procedures that are necessary to maintain compliancy during the school year.

APPENDIX C
STPPS VIRTUAL SCHOOL STAFF DIRECTORY

[View the Staff Directory on the STPPS Virtual School Website](#)

APPENDIX D
STPPS VIRTUAL SCHOOL COURSE OFFERINGS

[View the most current course offerings on the STPPS Virtual School Website](#)

APPENDIX E
PROGRAM BASICS AT A GLANCE

1. STPPS Virtual School enables students to complete courses from students' homes.
2. Edgenuity developed in partnership with Accelerate Education is the platform for grades K-5 where the courses are located and where parents and students can also locate due dates and read class announcements.
3. Edgenuity is the platform for grades 6-12 where the courses are located and where parents and students can also locate due dates and read class announcements.
4. STPPS Virtual School coursework is approved by the Louisiana Department of Education. Credits will transfer to other public schools.
5. STPPS Virtual School graduates receive a diploma.
6. Students should work at least four hours per day, (five days a week).
7. Most of the time spent is online, so students need to be able to work at the computer for long, uninterrupted periods of time each day. Constant, reliable internet access is a necessity. Students should have a back-up plan in case of internet outage. Internet and computer outages are not excused absences.
8. Certified, highly qualified subject-specific teachers lead each class.
9. Students must follow deadlines established by their teachers in each course. Students have daily assignments in each class that are either computer scored or teacher scored.
10. Teachers hold office hours and tutoring sessions.
11. Students taking a course with an End-of-Course exam (English 1, English II, Algebra 1, Geometry, Biology, and US History) will be recommended to attend tutoring sessions if their grade in the course drops below a 67.
12. Parents may conference with teachers primarily via E-mail or, if necessary, they may call teachers directly during school hours. Teachers will reply to messages within 24-48 hours.
13. Teachers respond to student questions within 24-48 hours (school days only) and return graded work promptly.
14. High school classes are time-bound by semester. When the semester ends, courses are closed out.
15. If a student desires information on graduating early he/she should contact the guidance counselor.
16. Student's time spent online will be tracked daily.
17. Students must participate in all mandated state testing.
18. We highly discourage families to take vacations during the school year when students will miss school. Families are encouraged to consult the school calendar and travel during scheduled breaks. If a student falls behind, it is very difficult to catch up!

APPENDIX F
TYPICAL DAY WITH ONLINE LEARNING

A typical school day with online learning is a very busy one, and you should prepare to spend a minimum of four hours engaged in scheduled classes. First, begin each day by checking e-mail for important messages from teachers. Then, focus on one class for the first hour of work. Locate the assignments that are due for that day and complete them as best you can. Contact your teacher should you need assistance. As the day continues, you should check e-mail frequently and stay focused on completing at least one hour of work for each class. The following list provides helpful hints on how to be successful with online learning.

10 Tips to Success with Online Learning

1. Set up an Effective Learning Environment

Establish a quiet and organized place to do your schoolwork, free from distractions and equipped with good lighting and a comfortable chair. Pencils, paper, etc. should be easily accessible in your work area.

2. Get and Stay Organized

Prepare a desk calendar to highlight dates for major tests, projects, and other important dates. In addition, list teachers' office hours for reference when help is needed.

3. Ask for Help

Online learning requires a high level of effort, commitment, and discipline. You have a built-in support system that includes your parents, teachers, administrator, and your school counselor. Depending on the question you may have, contact the appropriate person as soon as possible. Students should take advantage of teachers' online office hours for help in a particular class and attend any review sessions that may be offered.

4. Manage Your Time

Prepare to spend at least one hour for each class you are enrolled in. Check each course for important daily and weekly announcements to identify what assignments are due and when. As you are working on your lessons, train yourself to resist looking at social media—save that for break time!

5. Use Smart Study Skills

Take notes on student guides while you are working through lessons—it's a great way to help commit the material to memory. Complete the entire assignment and get all questions answered before taking the quiz or test.

6. Take a Break!

If you find that you are not being productive, it's probably time for a short break. Get up and stretch. Read a book for 15 minutes. Go outside for a jog. Whatever it is, give yourself permission to take a short break, then come back fresh and ready to work.

7. Have a Plan B

More than likely, you will experience technical difficulties at some point. Losing your internet connection or getting a computer virus can be very frustrating. Prepare for contingencies now—ask friends or relatives if you can use their computer in case of an emergency, find a library with computers, or if you have access to a laptop, find a bookstore or coffee shop in your area that has internet access. Remember, loss of internet services is not an excused absence.

8. Attend and Participate in Tutoring Sessions

The sessions provide an opportunity to ask questions and review lessons or concepts that you might be struggling with. Be prepared with paper, pencil, etc. to take notes.

9. Connect with Other Students

There are plenty of ways for you to connect with your local and school community. Get involved with a local youth organization.

10. Work in Every Course Every School Day

Strive to complete all work on the days that your teacher has assigned. With online learning, it's really hard to catch up if you fall behind—and that can lead to failing a course. It is very important to work at least five days a week in every course.

