Starting the 2019-2020 school year, Vigo County School Corporation students have an option to enroll full time in the Vigo Virtual Success Academy. This program allows students to choose a virtual school option instead of attending their school of legal settlement. This option will allow students who are now homeschooled to enroll as full-time virtual students in the virtual school. The Vigo County School Corporation will still offer part-time virtual school opportunities in the form of credit recovery or blended learning options.

Vigo Virtual Success Academy
Scope and Delivery

The Vigo Virtual Success Academy will offer over 280 semesters of virtual courses available to all students grade 9-12. To be a full time student they must meet specific requirements; but students who do not meet those requirements will still be eligible to take virtual courses on a part-time basis. The courses are made available through a partnership with Edmentum’s EdOptions Academy and will include core, elective, AP, Global Language, and Career and Technical Education courses. Courses approved in the district curriculum guide will be offered.

The Vigo Virtual Success Academy has two (2) types of enrollments for students. **Full-time** students are enrolled at Vigo Virtual Success Academy taking a majority of all courses through the virtual academy supported by a physical lab at Booker T. Washington Alternative High School. **Part-time** students are enrolled at their high school in the Vigo County School Corporation, but they are taking one (1) or more courses via Edmentum’s Courseware with all accountability data residing at the students’ full-time enrolled school.

Vigo Virtual Success Academy will be a stand-alone public school. Each full-time student will be officially enrolled in the Vigo Virtual Success Academy and all related services, including counseling and special education services will be provided by educators at Booker T. Washington Alternative High School. Full time virtual students will not be eligible to be part of any school athletic team, band, club, or any school sponsored activity. Per IHSAA “virtual education is defined as a stand-alone public ...which only utilizes the non-traditional learning method of on-line instruction and where a student can enroll, graduate, and earn a diploma. To qualify as a virtual school, a school cannot sponsor any athletic programs involving any IHSAA recognized sports, whatsoever.”

Students in the part-time virtual setting will be enrolled at their home school and will receive all educational services from their school of enrollment, including counseling and special education services. Students in the part-time virtual setting may be offered a flex schedule, which would be approved by the high school principal. In addition students in the part-time virtual setting (credit recovery option only) can be enrolled in more than five classes per trimester and may earn up to eight credits during a trimester. Students taking a virtual course for original credit may earn five credits during a trimester.
The Program will be run through a partnership with EdOptions Academy, a completely accredited virtual school.

**Program Definitions**

**Time Frame:** The Vigo County Virtual School will use targeted students as the first students registered into the virtual school. In September 2019 the virtual school will be open as a choice option.

**Grade Level:** Starts as a 9-12 program. K-8 programs are being developed for future implementation.

**Eligibility:** Vigo County School Administration will target the following students:
- Current Homeschool Students
- Homebound Students
- Credit Recovery grades 10-12
- Flexible Scheduling Needs
- Alternative Education

**Staffing:** The program will consist of a Principal of the Vigo Virtual Success Academy, who will be responsible for administering the entire virtual program, both full time and part time programs. The program will also employ a special education teacher to assist students with IEP’s. In addition in each middle and high school, a counselor will be responsible for the credit recovery needs for students’ at all five high schools. The Vigo County Staff will be assisted by EdOptions Academy personnel and staffed by EdOptions Academy. *NOTE: EdOptions Academy has agreed to hire Vigo County School Corporation teachers on a part time basis to teach virtually in this program.*

**Enrollment:** An application for enrollment must be completed by the student and parent for entry into the Vigo Virtual Success Academy.

**Student Responsibilities:** Must attend an orientation day specified by the Vigo County Virtual School. Students will have an option to attend the after school virtual program at the Vigo County Virtual School, which will announce a time frame for afterschool study. Students are expected to work on their course off campus. **ALL FINAL EXAMS MUST BE TAKEN IN THE LAB IN FRONT OF THE LAB FACILITATOR. Any possible exceptions must be approved by the VVSA principal.**
Vigo Virtual Success Academy
Policies

Student Registration
Full time students will complete a registration form for the virtual academy. Students will then be given an interview date they must attend.

Home School students will complete the application form for the virtual academy found on the district website. All home schooled students from the year before will be accepted into the virtual academy.

Part-time students will be enrolled into their course by their guidance counselor with the permission of the school principal.

Student Eligibility

Full-time Students:
Students may transfer to the full-time virtual program from the traditional school for the following reasons.
1. Documented medical or emotional reason
2. Case Conference Decision
3. Result of Disciplinary Hearing
4. Principal Discretion

A full-time student is a student who takes at least 15 courses (5 per trimester) a year through the Vigo Virtual Success Academy. Students who are currently enrolled in their high school must apply to transfer to the Virtual Success Academy. Parental permission is also needed. Once in the program, students must maintain a 2.0 GPA, must have no failing trimester grades, maintain good attendance, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements, they will be on probation for one trimester. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full time program and be placed back in their home school.

Home School Students from year before: All Home School students will be accepted in the program as full-time students. Once in the program, students must maintain a 2.0 GPA, must have no failing trimester grades, maintain good attendance, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements, they will be on probation for one trimester. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full time program and be placed back in their home school.

Part-time Students:
A student may be enrolled in the part-time virtual program (Courseware) for the following reasons.
1. Credit Recovery: Student failed a required course
2. Flex Schedule: Schedule will not permit a student to take a class
3. Documented medical or emotional concern
4. Recommendation Expulsion process
5. Principal Discretion
A part-time student is a student who still takes a majority of courses at their assigned high school but takes at least one course online as a part of their schedule. These students will be required to take their online course while on campus but may still work 24/7 on their online courses.

**Note: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)**

**Requirements for Testing**
All full-time and part-time students will be required to take all mandatory state and local testing. All data from the students’ testing will be included in the data with their assigned high school. Full-time students must comply with all Vigo County School Corporation District Student Testing guidelines listed in the code of conduct. Full- and part-time students will take all online course final exams at the high school enrolled.

**Course Length**
Students are given a maximum of 12 weeks to complete a one credit course during 12 week block. Courses can be completed prior to the 12 weeks. During a Summer School session, students have a maximum of 4 weeks to complete a one credit course. Courses can be completed anytime within the 4-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed timeframe.

**Withdrawal Policy**
Students have 14 days from the time of enrollment in the course to withdraw with no penalty. Students who withdraw after the 14-day grace period can reenter the course at the point where they left off if the request for re-enrollment happens within 30 days of withdrawal. All requests for re-enrollment after 30 days will require the student to start the course from the beginning. All withdrawals after the 14-day grace period will be shown as WF.

Withdrawal Policy from Virtual Program: Official WD Notice

**Course Content**
All semester-based courses are one credit. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be proctored.

**Proctoring of Final Exams**
Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents. Booker T. Washington Alternative High School will be the location of the Vigo Virtual Success Academy.

**Course Types**
All courses are offered in Full Course or Pre-assessment.

- Full courses are taken from start to finish without option for pre-test.
- Pre-assessment courses offer pre-tests. Students may test out of content with approved scores. (NCAA will not accept pre-assessment courses)
Attendance
Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and Academy staff. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Hours: Students must login every day that Vigo County Public Schools are in session. The student should spend at least an hour per course per day that they login. Students who do not login for 10 or more consecutive days will have to meet with the principal and their parent/guardian at Booker T. Washington Alternative High School.

Earning Credit and Grading Policy
In order to receive credit in a course, students must meet two requirements:
1. The student will need an overall average of 70%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

Note: Students will be allowed to retake the End of Semester test (EOS), regardless of the first score made. For credit recovery students, it is at the discretion of the teacher; a student may be able to take a final exam more than one time. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, The student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>90-93.99</td>
<td>A-</td>
</tr>
<tr>
<td>88-89.99</td>
<td>B+</td>
</tr>
<tr>
<td>84-87.99</td>
<td>B</td>
</tr>
<tr>
<td>80-83.99</td>
<td>B-</td>
</tr>
<tr>
<td>78-79.99</td>
<td>C+</td>
</tr>
<tr>
<td>74-77.99</td>
<td>C</td>
</tr>
<tr>
<td>70-73.99</td>
<td>C-</td>
</tr>
</tbody>
</table>

Student Advancement and Graduation
Students must meet the already established requirements to advance to the next grade level or to graduate with a Vigo County School Corporation Diploma. Please see graduation requirements in Vigo County School Corporation Student Parent Guide.

State Testing: All state testing for part-time students will be completed in the student’s home school. Full-time students will complete all state testing at Booker T. Washington Alternative High School. The school will be responsible for notifying, assigning, and administering standardized testing to the student.

Teacher-of-Record: The part-time virtual student will maintain their teacher-of-record at their home school. Full-time virtual students will have a teacher-of-record assigned by the
Virtual Academy. The teacher-of-record will be responsible for all student needs associated with their Individualized Education plan (IEP).

**Homebound Students:** Students who are placed on homebound will be considered part-time virtual students (Courseware). Homebound students will be placed in no more than three classes during the trimester and cannot exceed more than nine classes throughout the school year. Students without an IEP will work remotely from home and will be required to meet attendance requirements. Students with an IEP who are placed in the virtual program will have a special education teacher assigned who will monitor the progress of the student. Homebound will have to take final exams with a proctor unless otherwise specified.

**Expulsion Meeting Placements:** Students placed in virtual school as a result of an expulsion meeting will be considered part-time virtual students (Courseware). Students referred as a result of an expulsion meeting will be enrolled in the virtual program for no more than one full trimester and cannot be enrolled in more than two courses during that time.

**Graduation Requirements:** The assigned guidance counselor from the student’s homeschool will be responsible for scheduling the student and for guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

**Transcripts and Grade Reports**
Students and parents may access a student’s unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other Vigo County students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Virtual School Administrator

**Right to Privacy Policy**
Vigo County School Corporation and EdOptions Academy respects a student’s right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student’s education records. Vigo County School Corporation and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student’s education record.

**Athletic Considerations**
When considering the enrollment of a student-athlete into either full-time or part-time virtual programs, the school principal and counselor should consult with both the NCAA and IHSAA guidelines regarding policies concerning virtual education. Special consideration should be taken for student-athletes who plan to play at the college level. **Pre-assessment courses are not accepted by NCAA.**
Vigo Virtual Success Academy
Student Code of Conduct

Vigo County School Corporation and EdOptions Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through the Vigo Virtual Success Academy administration and the Vigo County Student Code of Conduct. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place. The following policies are specific to the Vigo Virtual Success Academy. To view Vigo County School Corporation’s Student Code of Conduct please refer to the Vigo County School Corporation Student Parent Guide.

Academic Misconduct
Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student’s work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:
- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination
Disobedience or noncompliance toward any staff member of the EdOptions Academy or Vigo County School Corporation is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:
- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

Computer Misuse
Any student who attempts to access the secure information of EdOptions Academy or PLATO Learning, Inc. or its affiliates in an improper manner, uses another student’s or staff member’s login information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:
1. First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to PLATO courseware, or administrative referral for possible withdrawal.
2. Second offense: Referral to the administration for possible withdrawal

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student
violating this Policy in the EdOptions Academy’s sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

**Anti-Bullying Policy**
Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Vigo School Virtual Academy / EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

**EdOptions Academy uses this definition of cyber bullying:**
Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking.

**Internet Acceptable Use Policy**
The internet is a compilation of many networks that support the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

**Internet–Terms and Conditions of Use**
- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates’ systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user’s name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

**Academic Integrity Student Agreement**
1. I will do my own work.
2. I will not copy another person’s work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided by the Vigo Schools Virtual Program and EdOptions Academy.

**About Our Partner: EdOptions Academy Accreditation and Approvals**

EdOptions Academy is fully accredited through AdvancED which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other Vigo County School Corporation schools.

Beginning with the 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other elective are not subject to NCAA review.
2. Only the full course counts, Students who are potential NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.
4. Vigo County School Corporation must use the Final Grade given by EdOptions Academy and the student’s transcript must reflect that the student took the course through EdOptions Academy.

***EdOptions Academy must know in advance any student who may be a NCAA Scholarship Athlete.***
Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the “Policy”) in advance of proceeding with taking an EdOptions Academy course. EdOptions Academy leverages this Policy to maintain the academic integrity of the EdOptions Academy, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the EdOptions Academy and Vigo Schools Virtual Academy.

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6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

________________________________   ________________   __________________
Student’s Name                  Student’s Signature                  Date

________________________________   ________________________   __________________
Parent’s Name                  Parent’s Signature                  Date