Hatchet Virtual Academy

Washington Community Schools has partnered with Edmentum's Courseware (Grades 6-12) and Calvert Learning (K-5) programs to provide Washington Community Schools students a full time online option during the COVID19 global pandemic. The following provides the policies and procedures regarding this program.

Scope and Delivery of the Hatchet Virtual Academy

The Hatchet Virtual Academy will offer a virtual option to students in grades K – 12. To be a full-time student a student must meet specific requirements. The courses are made available through a partnership with Edmentum and will include a full Elementary program including all four core courses as well as electives. The Secondary students (6-12 grades) will be offered all core courses a student needs to stay on track academically.

Students in the Virtual Academy are not eligible to attend in-person classes at WCS while enrolled in the Virtual Academy. Students who elect Virtual Academy, are committing to at least one full semester of online programming.   Transfers to the traditional school may take place at the traditional semester break.

Hatchet Virtual Academy will NOT be a stand-alone school. Each full-time student will be officially enrolled in their district assigned school.

Washington Community School teachers will be assigned to a cohort of students to monitor and provide support to. Students will communicate with this teacher when questions arise related to their online learning.

Hatchet Virtual Academy Policies

Student Registration
Washington Community School parents and students will complete normal registration. A survey form on the registration will provide the opportunity for the parent/guardian to indicate interest in the virtual academy. A Washington Community School designee will follow up with the parent to discuss the virtual academy and make a determination regarding the students format of school for the 2020-2021 school year.

Student Eligibility
All Washington Community School students who have interest in the Hatchet Virtual Academy will be considered for placement in the virtual program. The following criteria provide a guideline for consideration to be placed in the Hatchet Virtual Academy:
- If the student has an IEP, a case conference will need to be scheduled within the first 10 days of the start of the school year. The case conference committee will make the ultimate decision for if virtual learning is the right fit for the student.
- The student has a medical condition that puts them in the high-risk category as it relates to COVID19. Or, the student lives with an adult who has a condition that puts them in the high risk category as it relates to COVID19.
- A parent or guardian is committed and capable of supporting the child's education from home (more important for elementary age students than secondary age students).
- As this program is completely digital and dependent on Internet access, the student's family has access to reliable Internet.
- The student's learning style will allow them to work independently and successfully in an online environment.
- Students who participate in ECA activities must be up to date with their Pacing Guide and their Current Grade must be passing in all five of their virtual classes in order to be eligible.

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

Requirements for State Testing

All full time students will be required to take all mandatory testing. The Washington Community Schools administration will work with the home school of each full-time student to provide the students with all the information the student needs to attend each testing session at the home school site. All data from the students' testing will be included in the data with their assigned school. Full time students must comply with all Washington Community School Student Testing guidelines listed in the code of conduct. ILEARN (grades 3-8) and IREAD (3rd grade), both administered in the spring, are two tests currently on the schedule to occur this school year. Juniors and Seniors will be required to participate in ILEARN attempts as required by the state of Indiana.

Course Length

Grades 7 – 12: Secondary Students are given a maximum of **18 weeks** to complete a **semester** course. Courses can be completed prior to the 18-week window.

Grades K – 6: Elementary students are given the full year to complete all required courses.

Course Content

Secondary Students (Grades 7 – 12): For high school students, all semester-based courses are **one credit,** and will be calculated for GPA. For junior high students, courses are organized by semester. 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.

Secondary students will not receive dual credit for courses completed virtually.

Elementary Students (Grades K – 6): All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

Proctoring of Final Exams (For Secondary Students Only)

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.

Attendance

Students are required to work consistently and to follow the pacing provided within the digital setting. 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 the assigned Washington Community Schools' teacher. 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 per week with their WCS teacher. This contact can be a monthly phone call or attendance at a Google Meet.

> **Required Hours**: Students must login every day that Washington Community Schools are in session. **Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s). **This schedule must be sent to the Washington Community Schools teacher at the begin of each semester.**
>
> **Recommended Junior High / High School Schedule**
>
> The student schedule needs to be at least 45 minutes per course per day.
>
> **Recommended Elementary Schedule**

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Grade      #of hours per week
K-2           7.5
3             7.5 to 9
4-5           8 to 10
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Earning Credit and Grading Policy

In order to receive credit in a course, students must meet the following requirements:

Grades 7 - 12

1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam in-person at WHS in a proctored environment and complete all assignments to earn credit in the course.

Grades K – 6

1   The student will need an overall average of 60%.

Note: Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. 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

The same grading scale used for in-person school is applied to the Hatchet Virtual Academy.

Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with a Washington Community Schools Diploma.

Grade Reports

Grade reports will be issued at the same time all other Washington Community School students receive their grade reports.

Right to Privacy Policy

Washington Community Schools and Edmentum 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. Washington Community Schools and Edmentum must have written permission from the student/legal guardian in order to release information from that student's education record.

Hatchet Virtual Academy Student Code of Conduct

Washington Community Schools 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 Hatchet Virtual Academy Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences for violation of this contract, all matters of misconduct will be handled through Washington Community Schools administration and the student handbook. 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 **Hatchet Virtual Academy**.

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 from the Hatchet Virtual Academy.

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the Hatchet Virtual Academy is considered insubordination. That includes refusal to maintain communication with your teacher. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, 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 from the Hatchet Virtual Academy.

Computer Misuse

Any student who attempts to access the secure information of Edmentum, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in 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:
- 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 possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal from the Hatchet Virtual Academy.

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the Hatchet Virtual Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the Hatchet Virtual 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 Hatchet Virtual Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

Hatchet Virtual Academy uses this definition of cyberbullying:
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 supports 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 virtual courseware messages to others. They will not use offensive, obscene, or harassing language when using any Edmentum, 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 Hatchet Virtual 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 Edmentum. 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 Washington Community Schools Hatchet Virtual Academy.

Chromebook Checkout

Students participating in the Hatchet Virtual Academy will be provided with a Washington Community Schools Chromebook. A parent must accompany a student to checkout the Chromebook to begin the program. Information will be provided for specific dates to receive the device at the start of the school year. Chromebooks are to be kept clean and handled carefully. You will be required to pay for lost or damaged Chromebooks. Students are responsible for their Chromebook even if it is stolen or lost. If due to a stolen or misplaced Chromebook another Chromebook is issued, the student will be responsible for both Chromebooks.

Student Code of Conduct Contract

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with participating in the Hatchet Virtual Academy during the 2020-2021 school year. Washington Community Schools leverages this Policy to maintain the academic integrity of the Hatchet Virtual 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 Washington Community Schools' Hatchet Virtual Academy.

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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:
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- Second offense: zero on the assignment and a referral to the administration for possible withdrawal from the Hatchet Virtual Academy.

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Any student who attempts to access the secure information Edmentum, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in 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:
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- 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.
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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

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 Hatchets Virtual Academy, in addition to the other consequences identified herein.

_____   _____   _____
            Student's Name   Student's Signature   Date

_____   _____   _____
            Parent's Name   Parent's Signature   Date