

Nettle Creek School Corporation  
297 E. Northmarket Street  
Hagerstown, IN 47346  
765-489-4543  
[www.nettlecreekschools.com](http://www.nettlecreekschools.com)



## Nettle Creek Virtual Academy

Nettle Creek School Corporation has partnered with Edmentum's EdOptions Academy to provide Nettle Creek students a full-time online option. The following provides the policies and procedures regarding this program.

### Scope and Delivery of the Nettle Creek Virtual Academy

The Nettle Creek 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's EdOptions Academy 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, electives, AP, and Global Language courses; everything a student needs to earn a district approved diploma. Nettle Creek Virtual Academy will NOT be a stand-alone school. Each full-time student will be officially enrolled in either Hagerstown Elementary School or Hagerstown Jr.-Sr. High School. Students in grades K-6 will be eligible to be part of HES's extra-curricular activities including athletics, band, clubs, or any school sponsored activity. Part-time, in-person attendance is not permitted at HES. Students in grades 7-12 must attend at least one class in person, on campus in order to be eligible for extra-curricular activities (this follows the IHSAA by-laws).

**Each course will have a certified teacher provided by EdOptions Academy.** This teacher is the teacher of record and will be working with the student to teach and guide them through the course.

**Each student will also be assigned to a Success Coach.** The Success Coach will work with the student to make sure the student has everything they need to be successful in the courses. The Coach will provide important information about the school such as testing dates and locations.

**Most Important:** The student is **required** to meet with the success coach either live or on the phone on a weekly basis to go over progress.

### Nettle Creek Virtual Academy Policies

#### **Student Registration**

Full-time students will fill out the registration form for the virtual academy program through the district website. Students/Parents will be notified **by June 15, 2021** if they have been accepted into the virtual academy.

Home School students will fill out the application form for the virtual academy program through the district website. All home-schooled students from the year before will automatically be

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accepted into the virtual academy. NOTE: Besides the virtual academy application, parents must also register students with the school district.

## **Student Eligibility**

### **Secondary Student Eligibility:**

- Only students who have maintained a 2.0 GPA and have had no failing grades the year before entry may apply to be a full-time virtual student.
- Any student taking a vocational/CTE course must take this course in person.
- Parental permission is also needed.
- Once in the program students must maintain a 2.0 GPA, must have no failing semester grades, 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 semester.
- 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. Guidance and parental approval required.

### **Elementary Students Eligibility:**

- Only students who have had no failing grades from the year before may apply to be a full-time virtual student.
- To remain in the program, students need to pass all courses for the year 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 semester.
- 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. Guidance and parental approval required.

### **Home School Students Eligibility:**

- All Home School students will be automatically accepted in the program as a full-time student.
- After starting the program these students will follow the same rules for continuing eligibility as all other students for their grade level.

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

### **Special Education**

Special Education students who would be served at either Hagerstown Elementary or Hagerstown Jr.-Sr. High School are eligible to enroll in the Nettle Creek Virtual Academy. The Teacher of Record for special education students will be a Nettle Creek employee while the Teachers of Service will be from EdOptions Academy. The Teacher of Record will write the goals, monitor the goals, and schedule/run all case conferences.

### **Requirements for State Testing**

All full-time students will be required to take all mandatory testing. The administration of Hagerstown Elementary School and Hagerstown Jr.-Sr. High School will work with each full-time virtual 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 Nettle Creek School Corporation Student Testing guidelines listed in the code of conduct.

### **Course Length**

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

**Grades K – 6:** Elementary students are given the full year to complete all required courses. Early completion of individual courses is allowed.

### **Withdrawal Policy**

Students have 10 school days to withdraw from the program. After the first 10 days, students are committed for an entire semester. Please note that if the student has not met minimum goals in the first 30 days, district administration retains the right to remove such student from the program and reassign the student to either Hagerstown Elementary School or Hagerstown Jr.-Sr. High School. **Students may only transfer to an in-person school at semester breaks.**

#### **Minimum Goals**

1. Daily schedule sent to Success coach or designated person by a specific date
2. Attends all required sessions, meetings (or school can assign a specific number or percentage to allow for emergency situations)
3. Student submits assessments as required by each course.

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## Course Content

**Secondary Students (Grades 7 – 12):** All courses will receive the same credit as they would if they were taken in-person. 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.

**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 Hagerstown Jr.-Sr. High School (or an agreed-upon location). Testing locations will be determined and information shared with student and parents.

### Course Types (For Secondary Students Only)

All courses are offered in Full Course or Pre-assessment. Full time students will take courses only in the full course mode unless the student needs a course for credit recovery.

## 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 the Success Coach. 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 (live) 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 Nettle Creek 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 Success Coach at the begin of each semester.**

### **Recommended Middle / High School Schedule**

The student schedule needs to be at least one hour per course per day.

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### **Recommended Elementary Schedule**

Grade	#of hours per week
K-2	3.5
3	4
4-5	4.5

A primary grade student schedule **could** look like:

Math	50 minutes
ELA	70 minutes
Science	45 minutes
Social Studies	45 minutes

### **Earning Credit and Grading Policy**

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

#### **Grades 6 - 12**

1. The student will need an overall average of a 2.0 grade point average.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

#### **Grades K – 5**

- 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 Scales**

The grading scales will follow the grading scales set for courses at Hagerstown Elementary School and Hagerstown Jr.-Sr. High School. See Handbooks for each school for a more specific breakdown of grades.

### **Student Advancement and Graduation**

Students must meet all already established requirements to advance to the next grade level or to graduate with a Nettle Creeks Schools' Diploma. Please see graduation requirements provided by the Guidance Department at Hagerstown Jr.-Sr. High School.

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## **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 Nettle Creek students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Hagerstown Elementary/Jr.-Sr. High School Administration

## **Right to Privacy Policy**

Nettle Creek School Corporation and EdOptions Academy respect 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. Nettle Creek 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.

## **Nettle Creek Virtual Academy Student Code of Conduct**

Nettle Creek and EdOptions Academy adhere 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 Administration of Hagerstown Elementary School and Hagerstown Jr.-Sr. High School. Please refer to the Student Handbook of each school for further actions that could take place. The following policies are specific for **EdOptions 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

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### **Defiance of Authority/Insubordination**

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Nettle Creek 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 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

**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 Nettle Creek 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 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 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.



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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 must sign before beginning any course provided by the Nettle Creek Virtual Program and EdOptions Academy.

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

EdOptions Academy is fully accredited through Cognia 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 schools in the Nettle Creek School Corporation.

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## **Student Code of Conduct Contract: Nettle Creek Virtual Academy**

**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 Nettle Creek Virtual Academy.

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- Users shall promptly report any inappropriate material they receive.
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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.

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

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