

THE  
SANDUSKY  
DIGITAL ACADEMY



@gobluestreaks



Sandusky City Schools

#SCSSDA #GoBlueStreaks

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## 22+ Student Handbook 2017-2018

# Sandusky Digital Academy 22+ Student Handbook

**School Mission**-The mission of Sandusky Digital Academy 22+ Program is to provide the highest quality blended learning experience for all students in a safe and positive educational environment with a focus on high student achievement and college and career readiness.

**Blended Learning** is an education program that combines online digital media with traditional classroom methods. Sandusky Digital Academy utilizes a curriculum that is delivered via an online platform, as well as teacher centered. Blended learning is designed to maximize learning through effective planning by Highly Qualified Teachers.

**Enrollment Policy**-The Sandusky Digital Academy offers an opportunity for students to earn a Sandusky High School Diploma in an alternative setting. All students must meet the graduation requirements determined by the Ohio Department of Education and the Sandusky City Schools' Board of Education.

Our goal for this program is to offer a blended learning program (online and teacher directed) to aid students in completing the necessary coursework to earn a high school diploma.

Adults must meet the following criteria to participate in Sandusky Digital Academy 22+ program:

- Students must be at least 22 years of age
- Students who have not received a high school diploma from an Ohio charter school or a city, local or exempted village school district or a general educational development (GED) certificate.
- Students must be an Ohio resident.

**Accessing your Courses**-To access your coursework, you will gain access to OdysseyWare via the Sandusky City School's website/tab Sandusky Digital Academy. Each student will be assigned a unique login and password to unlock his/her classes.

**Awarding of Credit**-In accordance with requirements of the Ohio Department of Education, a student will be awarded credit for a course by achieving a D or better. The final grade issued by the teacher will be placed on the transcript and utilized for cumulative GPA.

**Assessments**-All Sandusky Digital Academy's students are unique learners with individualized success plans. Therefore, each student is required to complete a series of assessments, that may be required upon entry and throughout the course of the school year that help guide the pace of the learner. State mandated assessments are a requirement for graduation. These tests require mandatory participation.

All students will have the opportunity to attend Success Labs (test prep). These labs will be conducted by highly qualified teachers in each subject area and are designed to prepare students for mandated state testing.

**Attendance Policy**-The Sandusky Digital Academy 22+ Program has an established procedure to support student learning and achievement. To maximize student learning and maintain progress towards graduation, Sandusky Digital Academy will measure a student's progress by the number of lessons completed daily. To be counted as PRESENT (not absent), a student must complete a minimum of 5 lessons per day equaling 25 lessons per week or be logged on a minimum of five hours per day, and attend a weekly Success Lab.

There are three ways students can earn attendance at Sandusky Digital Academy 22+ Program:

1. Attend a Success Lab for direct instruction, support, tutoring, and guided practice. These will be held from 4-6 p.m. Tuesday and Thursdays at Jackson School, 314 Madison Street (Athletic Entrance).
2. Complete 5 lessons per day/25 lessons per week or be logged on a minimum of 2 hours per day.
3. Call and make an appointment for tutoring.

Students progress academically by working a minimum of six hours daily on curriculum.. Evidence supports that academic success and regular attendance go hand-in-hand.

**Excused Absences**-The law is very clear about what constitutes a legal excuse for an absence from school. Reasons for excused absences from school (based on Ohio attendance laws) are listed below:

1. Illness (doctor's excuse may be required)
2. Illness in the immediate family
3. Death in the immediate family
4. Death outside the immediate family
5. Medical appointment
6. Observation of religious holidays
7. Court appearance
8. College visitation

Students returning to school without a note will be considered unexcused. The unexcused absence can be changed from unexcused to excused absence with a note from parent/guardian to the Alternative Education Coordinator/Principal within 5 days from the date of absence.

When a phone call is not received, a call to the home of the absent student will be made. Sandusky Digital Academy will spot-check students' absences. Due to the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the Alternative Education Coordinator.

**Dress Code**-All student attire must be neat, clean and properly sized. No garment should have holes, rips or tears. Shirts, pants, and shoes should not include profanity, references to gangs, tobacco, drugs, alcohol, sexual activity, or anything immoral or illegal.

**Shirts-** All shirts or tops should cover the shoulder and fit properly. Undergarments, shoulders, bras, backs, or midsections should not show.

**Pants/skirts/shorts-**All pants should sit on the waist and not drag on the ground. Garments that are oversized, tight-fitting, and exposing the thigh or undergarments are not allowed. Legging style pants must be worn with a tunic or top that covers the majority of one's thigh. All skirts and shorts should be knee length. Short skirts or short shorts are not permitted.

**Shoes-**All footwear must be properly sized and not present a hazard. House slippers/house shoes, stilettos, and shower shoes are not permitted.

If you have any questions about the dress code please speak with staff. Any student in violation of the dress code will be subject to disciplinary action and be required to change before attending class.

**Behavior Policy**-Inability to abide by the following guidelines is grounds for further discipline action as deemed necessary by the Alternative Education Coordinator/Principal.

1. Display an attitude of respect and kindness
2. Refrain from using any foul or profane language
3. Use websites only pertaining to schoolwork while in SDA lab
4. Complete the designated number of lessons per week
5. Be present in the SDA lab when scheduled
6. Refrain from distracting the other students present in the lab

**Academic Honesty Policy**-Sandusky Digital 22+ Program is committed to helping learners grow intellectually, emotionally, and socially. In keeping with this mission, academic honesty and integrity are expected of all. Each student is responsible for his/her own ethical behavior, and fostering ethical behavior in others. Academic dishonesty includes, but is not limited to:

- Unauthorized representation of another's work as your own (plagiarism).
- Borrowing text from print or electronically published material, either directly quoted or paraphrased without proper citation.
- Knowingly providing your work to another student who then copies or presents the work as his/her own.
- Using material or electronic devices not approved during tests, quizzes, and other assessments
- Providing your username and password to another student.

### **Violation of Academic Honesty Policy**

- Violation #1 Class will be deleted and must be repeated
- Violation #2 Entire course will be deleted and must be repeated
- Violation #3 Behavior contract and/or student may be suspended

**Grading Scale**-All final scores provided by instructors are converted to a letter grade as per the Sandusky Digital Academy grading scale as listed below. Grades will be entered into Progress Book and posted on the student's official transcript including the

cumulative Grade Point Average (GPA). The following decimals are used in determining the student's GPA:

- A (4.0) 90-100
- B (3.0) 80-89
- C (2.0) 70-79
- D (1.0) 60-69

### **Sandusky High School/Sandusky Digital Academy 22+ Diploma Requirements**

**Students must earn 21 credits inclusive of:**

- **Language Arts:** 4 credits
- **Mathematics:** 4 credits (must include one credit of Algebra II or the equivalent of Algebra II)
- **Science:** 3 credits (must include one credit of physical science, one credit of life science, and one credit of advanced study)
- **Social Studies:** 3 credits (must include  $\frac{1}{2}$  credit of American History, and  $\frac{1}{2}$  credit of American Government)
- **Health and Physical Education:**  $\frac{1}{2}$  credit of each
- **Electives:** 6 credits
- Students must pass all mandated state tests.

**Please contact Sherry Smith with any questions at 419-984-1060**