

THE
SANDUSKY
DIGITAL ACADEMY



@gobluestreaks



Sandusky City Schools

#SCSSDA #GoBlueStreaks

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Parent-Student Handbook 2017-2018

Sandusky Digital Academy Parent-Student Handbook

School Mission-The mission of Sandusky Digital Academy 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.

Students who are eligible to enroll in Sandusky Digital Academy are:

- Students who are performing below grade level and wish to “catch up.”
- Students who need to work from home.
- Students who have extenuating circumstances that make attending school difficult.

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 be required 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 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 equalling 25 lessons per week or be logged on a minimum of five hours per day, and attend a weekly Success Lab.

There are two ways students can earn attendance at Sandusky Digital Academy:

1. Attend a Success Lab for direct instruction, support, tutoring, and guided practice.
2. Complete 5 lessons per day-25 lessons per week or be logged on a minimum of six hours per day.

Students progress academically by working a minimum of six hours daily on curriculum. Sandusky Digital Academy also requires students to attend a Success Lab a minimum of 2 times per week (anything less must be approved by the Alternative Education Coordinator/ Principal). Evidence supports that academic success and regular attendance go hand-in-hand.

Student can work from home. The request to work from home must be submitted in writing (using provided form) and signed by student, parent, Alternative Education Coordinator/Principal, and counselor). Students enrolled in the online option will be required to attend the open lab hours if progress is not being made.

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. Failure to provide documentation can result in a truancy report being filed with the juvenile court pursuant to House Bill 410 Habitual and Chronic Truancy:

- 1. Definition of 'habitual truant' has changed from days to hours. The new definition is:**
 - a. Absent 30 or more consecutive hours without a legitimate excuse;**
 - b. Absent 42 or more hours in one month without a legitimate excuse;**
 - c. Absent 72 or more hours in one year without a legitimate excuse.**
- 2. Includes 'excessive absences':**
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse**
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse**

When a parent/guardian 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 even after a phone call to the school is made. 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.

Tardiness/Early Dismissal-A student who is tardy to school must report directly to the Alternative Education Coordinator/Principal and will be required to sign in. Reasons for tardiness from school (which have been verified by a note from a parent/guardian if student is a minor):

1. Illness
2. Appointment

- 3. Leaving Sandusky Digital Academy Without Permission**-Students may not leave the building any time without permission, before the end of the session. Minor students must have permission (written or phone call) from a parent or guardian to leave school prior to dismissal. A student leaving school without permission could be suspended. If a minor student walks out of the building without permission, their parent or guardian will be notified. The Alternative Education Coordinator/Principal could request a meeting before the student returns to the building.

Illness at School- In the event a student becomes ill at school, their parent/guardian will be contacted. The student will then be released to that parent/guardian or allowed to leave after the parent/guardian has been notified and permission has been granted. Students that are 18 or older will be allowed to leave if necessary.

Students with a chronic physical condition which may cause an unusual number of days absent must file a doctor's excuse with the Alternative Education Coordinator/Principal. This includes students that may be on maternity leave. Permission may also be granted for students to work exclusively from home. A computer and internet device will be provided based on need.

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.

Cell Phone & Electronic Device Policy- All cell phones and electronic devices (ie. iPod, smart phone) must be handed in to be placed in the charging station. The charging station is located in room 5. Cell phones are not allowed to be kept in pockets or backpacks during class time. If a student does not hand in their cell phone this is considered a violation of the Cell Phone and Electronic Device Policy.

- Violation #1 Cell phone/device will be confiscated from the student and returned to student at the end of the day for the first violation. This is considered a warning.
- Violation #2 The cell phone/device will be returned ONLY to the Parent/Guardian of the student. Only those listed on the Contact List are able to be contacted.
- Violation #3 Behavior contract and/or student may be suspended.

THERE WILL BE NO EXCEPTIONS TO THIS POLICY: Students who have cell phones/electronic devices confiscated more than three times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. We realize that having to pick up a student's phone or device may be inconvenient; and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones and devices will be labeled with the student's name and kept in the main office until the parent takes possession.

Behavior Policy-Inability to abide by the following guidelines is grounds for further discipline action as seen 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 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 ProgressBook 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 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 ½ credit of American History, and ½ credit of American Government)
- **Health and Physical Education:** ½ credit of each
- **Electives:** 6 credits

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