

2022-2023

# St. Martin Parish Virtual Program



Overview and Expectations

St. Martin Parish School Board

600 Corporate Boulevard

Breaux Bridge, LA 70517

## Mission

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The mission of the St. Martin Parish School District's Virtual Learning Program is to address the educational needs of students via a non-traditional approach to achieve a world-class education.

## St. Martin Parish Virtual Learning Program Overview

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The St. Martin Parish School District no longer offers a COVID virtual learning option; however, the district will once again offer courses through the St. Martin Parish Virtual Program as it existed prior to the COVID19 pandemic. Interested families should understand the St. Martin Parish Virtual Program will operate differently and carefully consider the following information:

- The program will service students in grades 3-12 only.
- K-2 students will no longer be offered a full-time virtual option for instruction.
- Students in 3rd-12th grade will receive their full-time virtual instruction through the Imagine Edgenuity platform.
- Due to the nature of some courses, a few courses offered in face-to-face instruction are not available in the St. Martin Parish Virtual Program. All courses offered on the high school campus may not be available through Imagine Edgenuity, the virtual platform. This may affect a student's JumpStart pathway or available electives in the TOPS University track. Honors, Gifted, and Dual Enrollment courses are not available in the St. Martin Parish School District's Virtual Program.
- Each course is divided into four grading periods and covers several activities including direct instruction (via pre-recorded videos), journaling, written assignments, quizzes, tests and projects which may require some basic supplies. Some of the activities are automatically graded by the online system, but some will be graded by a certified teacher.
- Students in grades 6-12 will be required to take all Topic Tests, Unit Tests and Course Exams at the St. Martin Parish Virtual Center (or one of the high school Satellite Centers) without exception. These tests/exams assess students on the topics that are covered in the current grading period.
- Students in grades 3-5 will not have to come in-person to take any of their tests/exams at the St. Martin Parish Virtual Center. Tests/Exams and weekly progress monitoring can be accomplished through a Google Meets session with the assigned Virtual School Facilitator.
- Tutoring sessions can also be accomplished through Google Meets with an assigned Virtual School Facilitator as needed.
- **ALL parents/students, however, will be required to register in-person at the Virtual Center.**

## Eligibility Criteria

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Admission into the St. Martin Parish Virtual Program is not guaranteed, and the following criteria will be considered in the admission process:

- Any student who **failed a core academic subject during the 2021-22 school year** is prohibited from enrolling in the Virtual Program as a full-time virtual student, and instead is required to attend their home school for face-to-face instruction to address their deficits.

- Any student enrolled in the SMPSB Virtual Program during last school year (2021-22), who did not take their assigned LEAP 2025 tests as mandated by the superintendent, is prohibited from enrolling in the Virtual Program as a full-time virtual student for the 2022-23 school year.
- The deadline to submit an online application for enrollment consideration is **Friday, May 27, 2022**. All applications must be submitted by the established deadline in order to be considered for enrollment as a full-time virtual student for the start of the 2022-23 school year.
- As an important reminder, admission into the St. Martin Parish Virtual Program is **NOT guaranteed**.
- Student admission into the program will be granted after a thorough review of your child's academic standing, school attendance and participation in mandated state / national assessments.
- If your child's application is approved, you will be contacted by a Virtual Program Facilitator. You and your child will be required to enroll IN-PERSON at the Virtual Center on the following dates:  
  
**June 6-10 from 8:00am - 12:00pm**  
  
**June 20-24 from 8:00am - 12:00pm**
- Once the deadline for enrollment into the Virtual Program has passed, your child will not be allowed to enroll in the Virtual Program until they complete the 1st 9 weeks grading period successfully at their assigned school next year.

## **Criteria for Continued Participation**

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Each student must recognize the value and importance of their education, regardless of the instructional model (face-to-face or online). Students are expected to remain in the St. Martin Parish Virtual Learning Program for at least one 9 weeks grading period, however, their performance and eligibility for the program will be evaluated every 3 weeks. In order to remain eligible to participate in the program, students must:

- Maintain adequate progress and uphold passing grades. Keep up to date with all assignments, projects, quizzes and tests. Each course has a calendar of activities called the "Course Map" with due dates for all. Students are expected to complete all assignments scheduled for them each day. Adhering to this assignment calendar will ensure that the students are making adequate progress.
- All virtual students who fall 5% behind or more in a virtual course(s) will be notified by their Virtual Facilitator that they have one (1) week to get back on target in their course(s). If after a week, a student remains 5% behind or more in their course(s), they will be placed on a 2-week probationary period and required to attend IN-PERSON at the Virtual Center from 8:00am-2:00pm until they catch up in their course(s).
- Only submit original work. Copying and pasting from an internet site or copying another's work is plagiarism and is considered cheating. Additionally, using web services to solve math problems, write lab reports, etc., is another form of cheating. Uploading work that is not your own will result in a grade of "F" for the assignment and may result in immediate removal from the program.

Students who do not maintain eligibility requirements will be required to return to face-to-face instruction prior to the end of the 9 weeks grading period.

## Expectations of the Parent or Guardian

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Parents and guardians remain the most important part and greatest influence on a student's success. In the St. Martin Parish Virtual Program, parental support is slightly different but no less significant. A parent/guardian is always responsible for ensuring their child attends school regularly, has the necessary supplies, completes assignments, and gets help when needed. As an integral part of the success of the Imagine Edgenuity platform for grades 3-5, the parent/guardian of elementary grade students must agree to serve as the "Learning Coach" for their child. The Learning Coach works closely with the virtual facilitator to make sure assignments are completed, schedules are met, and students are engaged and motivated. Therefore, students in grades 3-5 must be accompanied by their learning coach while at the Virtual Center. Other considerations for the St. Martin Parish Virtual Learning Program include:

- Provide accurate and current contact information, including phone numbers and email addresses.
- Attend a face-to-face registration/orientation with your child and sign the St. Martin Parish Virtual Program contract.
- Purchase an ID and at least one school uniform for their child to wear when coming onto the school campus.
- Review the specific grading and performance expectations for students as outlined in the St. Martin Parish Virtual Program Policy Handbook.
- Provide transportation to and from the St. Martin Parish Virtual Center for tutoring, taking exams, etc.
- Receive and review periodic (daily, weekly, or monthly) progress reports via email. We strongly encourage parents to read these emails carefully to accurately monitor the success of their child.
- If requested, parents and guardians may be set up with a login account. This "family login" allows another family member to log in to their child's account to see up-to-the-minute progress. By using the family login, parents and guardians can see different types of reports and more detailed information.
- Monitor the student's internet activity to ensure only school-related websites are accessed.
- Maintain close communication with their child's facilitator regarding student progress, attendance, tutoring, etc.

## Expectations of the Student

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Although students are working on their courses online and on their own schedule, as St. Martin Parish students they are still required to meet the academic standards per St. Martin Parish School Board policy. This includes:

- Meet grading period deadlines.
- Maintain adequate progress by adhering to the assignment calendar course maps.
- Work on assigned courses during St. Martin Parish Virtual School hours (*Additional work on courses can continue beyond those hours if desired*).
- If I am sick during mandated login hours and unable to complete my daily work, I am required to provide a doctor's excuse to my facilitator. I am still responsible for making up my work and/or all lost hours determined by the program before the end of the nine weeks.

- Agree that all submitted work (assignments, projects, quizzes, tests, etc.) will be their own work and not copied from another student or an internet website. Plagiarism and/or cheating may result in immediate removal from the program, and the course will be given the grade of “F.”
- Write responses, short answers, uploaded essays, etc. in school-appropriate Standard English. No slang, abbreviations, or emoji are acceptable.
- Understand that a certified teacher grades all short-answer responses, essays and uploaded assignments. The Edgenuity system automatically grades multiple choice quizzes and tests.
- Wear a St. Martin Parish School ID and school uniform whenever on a school campus to visit or take standardized tests.

## **Frequently Asked Questions**

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*“I don’t have a computer. Is my child still able to participate in the program?”*

Yes. Your child will be issued a Chromebook from their zoned school to use in the program. It is recommended that you purchase insurance for the school-issued Chromebook, as your child will be responsible for its upkeep and financially liable for any damage to the device.

*“How do we get help with navigating the Imagine Edgenuity system?”*

Edgenuity has a very good help system with clear explanations and videos for most topics and tasks, for example downloading instructions or uploading assignments. If you’re not finding the answers you’re looking for within the help tools, email your St. Martin Parish Virtual Facilitator – they’re always happy to help.

*“What if my child is sick during required login hours and unable to work?”*

If your child falls sick during required login hours and is unable to complete their daily work, they are to provide a doctor's excuse to their facilitator. Your child is still required to make up their work and/or all lost hours determined by the program before the end of the nine weeks.

*“Are school holidays observed in the St. Martin Parish Virtual Learning Program?”*

Yes, they are! The assignment calendar within the Edgenuity system is created to accommodate days off of school. It is important to mention that although students are not required to work on courses during parish-wide holidays, students who are "behind" on their course(s) are strongly encouraged to use this time to work until they reach their on-target goals.

*“Does my child still need to take LEAP and ACT tests?”*

Yes, they do. LEAP tests and the ACT are state-mandated and required. If your child does not report to take their assigned LEAP tests and ACT tests, they will be prohibited from enrolling in the Virtual Program as a virtual student the following school year. Students will report to their zoned school to take LEAP (or other standardized) tests.