

STUDENT HANDBOOK OF iSUCCEED ONLINE HIGH SCHOOL (Revised July 2023)

ATTENDANCE

Each student is required to login onto campus at least 5 days per week. Failure to do so will result in the student being counted absent. Students will be marked as present and working in classes Monday through Friday starting August 22 and ending May 15. Students are not required to login on days the Northwestern School District is not in session. Ex.: Thanksgiving, Christmas/New Years, and Easter Holidays will be days they need not check in for attendance.

If a student has missed 15 consecutive school days, the student will be dropped from the school district per SD Admin Rule 24:17:03:06. See below.

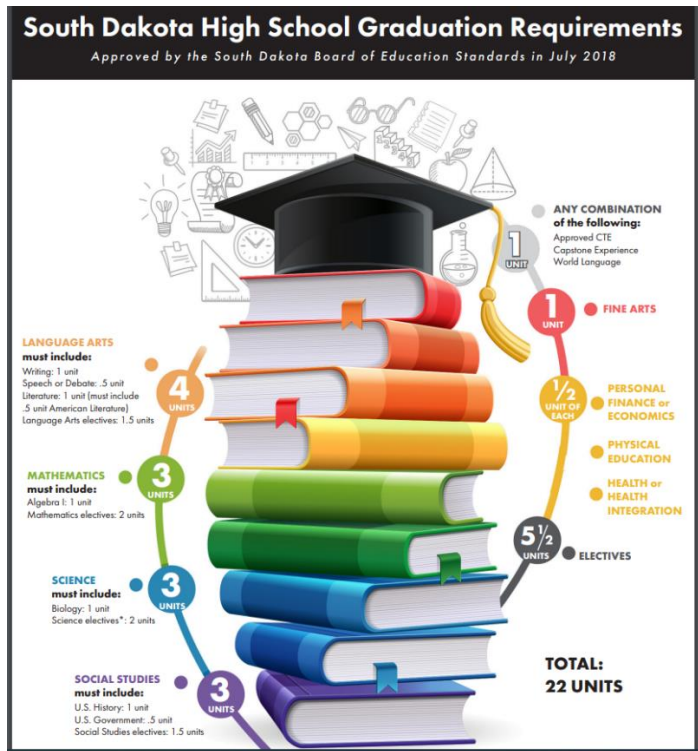
SD Admin Rule 24:17:03:06: Student count for state aid purposes.

No student who has an unexcused absence of 15 consecutive school days may be included in the count of the attendance center for state aid purposes, retroactive to the last day the student attended school or had an excused absence. An excused absence, for purposes of this section, includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days. Nothing in this section supersedes the student due process requirements referenced in SDCL chapter 13-32, article 24:07, or other applicable law.

If a student finishes their classes early, then they will be counted present for the remaining days of semester. This will be taken care of by the office.

GRADUATION REQUIRMENTS AND ENDORSEMENTS

Students wishing to graduate from iSucceed High School must meet the graduation requirements for High School Diploma set by the State of South Dakota.



In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student’s personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement. The requirements beyond the base high school diploma requirements are in red text in each advanced endorsement section below.

Students planning to attend a Career/Technical School, enter the military or workforce may choose to graduate with an Advanced Career Endorsement and earn a total of 22 credits including the following:

ADVANCED CAREER ENDORSEMENT REQUIREMENTS <i>Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.</i>	
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Mathematics electives: 2 units 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective) 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
2+ UNITS OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher	4 ½ UNITS OF ELECTIVES

ADVANCED ENDORSEMENT REQUIREMENTS <i>Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.</i>	
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Other Lab Sciences: 2 units 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
1 UNIT OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education • Capstone Experience • World Language 	5 ½ UNITS OF ELECTIVES

Students planning to attend a 4-year college graduate with the Advanced Endorsement and earn a total of 22 credits including the following:

Students planning to attend a 4-year college may choose to graduate with the

Advanced Honors Endorsement and earn a total of 22 credits including the following:

ADVANCED HONORS ENDORSEMENT REQUIREMENTS			
<i>Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-31 (High school course requirements for opportunity scholarship eligibility).</i>			
All high school coursework completed with a "C" or higher			
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: .5 unit 	1 UNIT OF FINE ARTS	3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • World History: .5 unit • Geography: .5 unit • Social Studies electives: .5 unit 	½ UNIT OF HEALTH or HEALTH INTEGRATION
4 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit • Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html) 	½ UNIT OF PERSONAL FINANCE or ECONOMICS	2 UNITS OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language 	2 ½ UNITS OF ELECTIVES
4 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Any Physical Science: 1 unit • Chemistry or Physics: 1 unit • Science elective: 1 unit 	½ UNIT OF PHYSICAL EDUCATION		

Transfer Credits

Students who have transferred to iSucceed School and who have earned high school credits from an accredited high school, can transfer those credits toward their graduation requirements.

Asking Questions

It is so important to ask questions. A virtual classroom lacks the advantage of your teacher seeing your visual clues, so it is important for you to ask questions. Our teachers and principal are here to help. They take pride in helping students achieve their educational goals.

We do hope you enjoy learning with us this year!

Parent Portal

Parents can receive weekly progress reports through Edgenuity. Parents need to request this option and provide the principal with a current email address.

Personal Learning Plan

Selecting Courses

Our students work with our principal to develop a Personal Learning Plan. If you have earned high school credits at another school, our principal will enter your transferred credits and provide you with a list of courses you need to complete to graduate. We encourage students and parents to work with the principal to determine the students' courseload.

Staying On Track to Meet Your Personal Graduation Plan

You are in charge of your education and academic goals. You have access to your courses 7 days a week, 24 hours a day. We encourage you to have a daily schedule and goals. Students who enroll in their 9th-grade year and want to graduate in four years should work toward completing **5-6 credits per year**.

Note: iSucceed School does not require students to complete a minimum number of credits per year, nor to graduate within a 4-year time-frame. Your Personal Learning Plan is well...personal, and designed to meet your individual goals. On average, students complete 5.0 – 6.0 credits per year.

We suggest working a few hours each day (4-5 days a week) on each of your courses. You will notify your principal when you have completed a course and you are ready to add another course from your Personal Learning Plan.

Students and parents should review their **Personal Learning Plan** frequently. Your **Personal Learning Plan** is an evaluation of the courses and credits completed showing the remaining credits needed to graduate.

Communicating with iSucceed School

You and Your Teachers

Close communication between you and your teachers ensures that your needs are heard and addressed. At the same time, iSucceed School expects that you will direct your own education, monitor your own progress and provide constructive feedback for improving the iSucceed School system.

You should be in constant contact with your teachers throughout your coursework. Your communications with your teachers are asynchronous, and therefore, direct voice conversations or IM communications are not practical. Your teachers will respond to your posts within 24 to 48 hours. If you are having difficulty with the learning content of course materials, you are encouraged to write to your teacher and ask for more explanation.

Even though you will work independently on your coursework, you are not working in seclusion. We value students actively communicating with teachers throughout their work, because we understand that students learn best through interaction.

Office Staff and Administration

Parents and students can call and speak with iSucceed School office staff and administrators during regular business hours Monday through Friday (8-4:00 central time). Our phone number is 1-605-887-3467. If you are not able to reach them by phone you can email them. Our experienced staff will be happy to answer your questions.

Avoid Plagiarism

Plagiarism is not acceptable. Whether it's intentional or an accident, it's still considered plagiarism, and the same penalties will apply.

Plagiarism may be defined as taking credit for work done by others. The two common forms of plagiarism result from quoting and paraphrasing. Quoting is simply copying text "word-for-word," and it becomes plagiarism when proper credit is not given to the original author.

Paraphrasing is less obvious than quoting. It involves rearranging or slightly rewording what was originally written by another author. Many people feel that by paraphrasing, they avoid plagiarism. However, if the paraphrase contains another person's idea, it's still plagiarism unless proper credit is given to the original author. In plagiarism by paraphrasing, a writer "steals" another's ideas, if not their exact words.

It's important that you understand what plagiarism is and how you can avoid it. Ideally, all work you submit should be in **your own words** and should be your original ideas. If you use other ideas to support your own ideas, then you **must** cite your sources.

Directly copying text from a source, whether it is a book, website, student, or anything else, is plagiarism, unless you

- place the text in quotation marks **and**
- clearly cite the source
- Whenever you are asked to provide a definition, you must write the definition in your own words, based on what you have learned in the lesson or from your own research.

If a teacher points out that your work contains plagiarism, then learn from the experience. The teacher is not insulting you; they are notifying you that you need to learn new writing skills. It is similar to a friend pointing out that you have (intentionally or unintentionally) done something seriously impolite. Learn from the experience and decide not to make the mistake again.

Graduation

If you are not able to attend the Commencement Ceremony, your Graduation Packet will be mailed to you upon completion of your graduation requirements. These packets contain your Diploma, 3 Official Transcripts for you to give to colleges, work, etc., plus 1 Unofficial Transcript for your records.

Letters and other documents needed

Proof of Enrollment

Often students will need a Proof of Enrollment letter for their zoned school district, car insurance, health insurance, etc.. We can provide this letter upon written request. We cannot mail or fax this letter to the student or parent, but only directly to the school district, insurance company, etc.

If you are mailing the forms for us to complete, please enclose a self-addressed, stamped envelope so that we can return the forms to the correct address.

Proof of Attendance

iSucceed School offers a great deal of flexibility to families and students. Students are responsible for setting their own pace and time schedule for work in their courses. iSucceed School does not maintain requirements for 'seat time,' but **quantity and quality of work mastered**. That being said, students should plan to work on their schoolwork daily to keep on track toward graduation.

iSucceed School will confirm full-time attendance (20 hours per week) upon request when a student is submitting a minimum of 9 posts per week. Students needing DMV forms, Social Security forms, or other attendance verification forms filled out must have met these criteria during at least 2 consecutive weeks in the current enrollment year before the form will be sent. If the student stops submitting work, a cessation form will be sent.

Requesting Transcripts

Transcript can be requested by writing to the principal. Please provide us with the complete name address of the school receiving the transcript and school's fax number. **Please note:** Official transcripts cannot be sent through email. Official transcripts must be sent to the school in signed and sealed envelope.