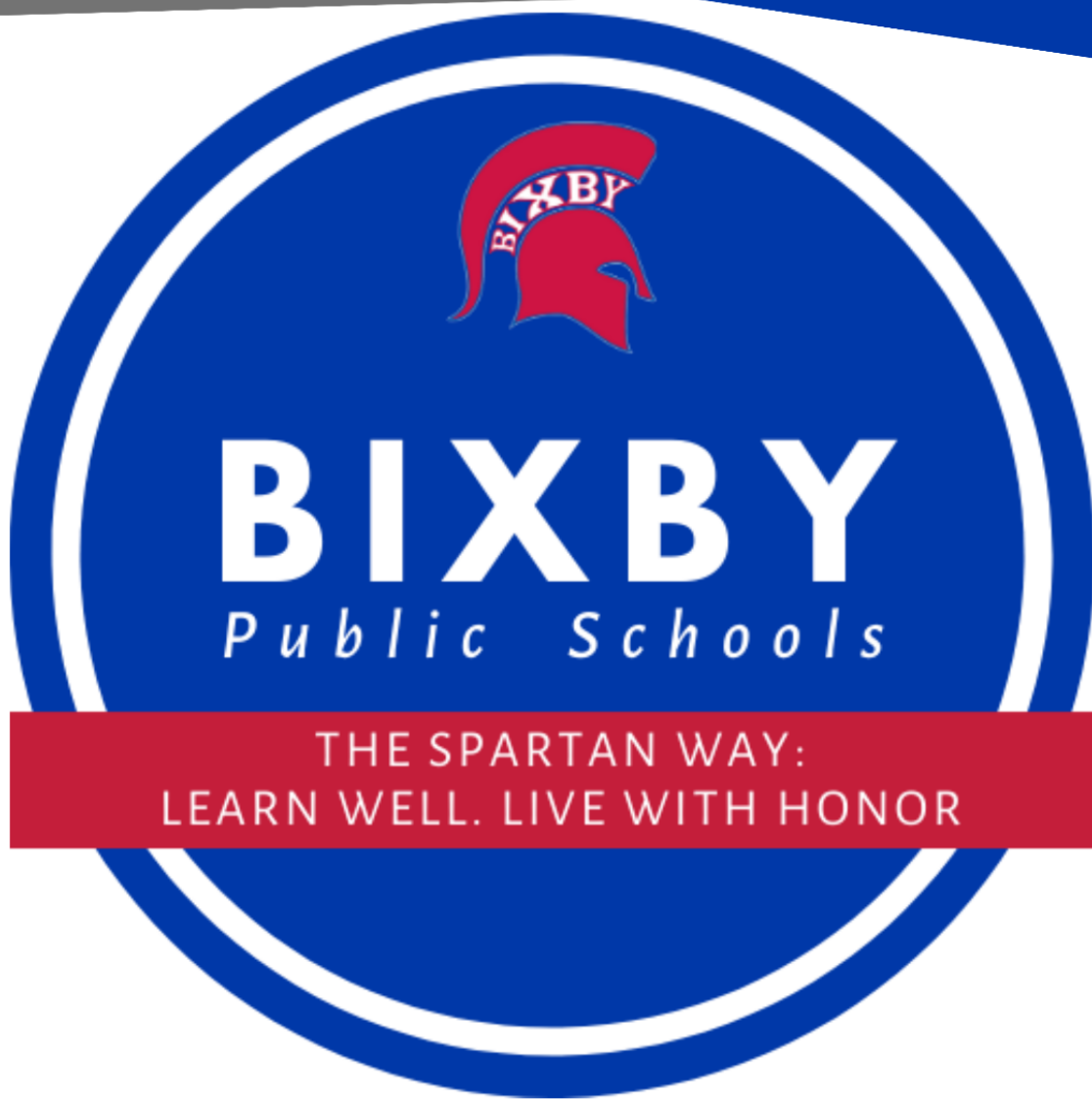


Spartan Connection Academy Procedure Manual

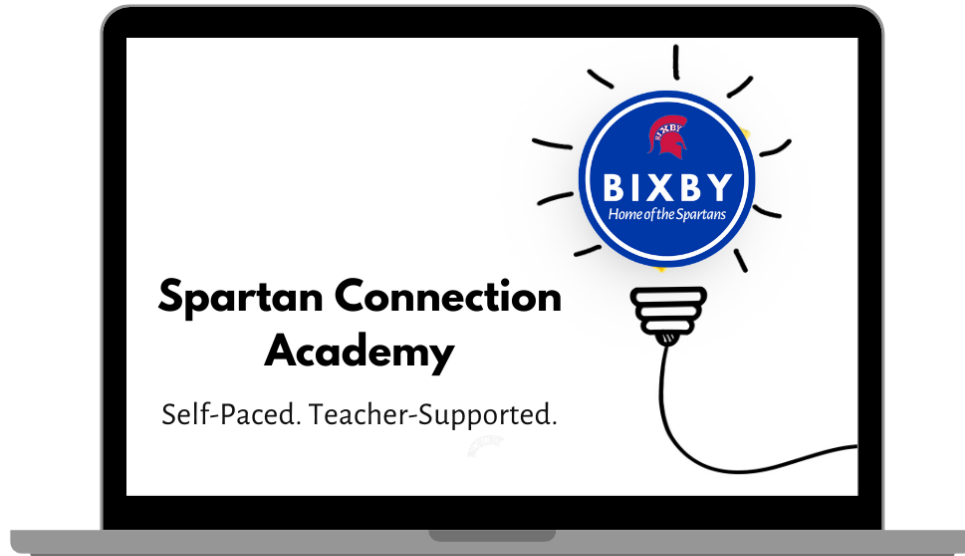


2023-24

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INTRODUCTION



Our faculty and staff are excited that you have decided to take virtual classes. These courses will meet the educational needs of your student. The online curriculum is presented in a way that your child will be able to experience a positive learning environment through skilled technology-based instruction with the daily support of a BPS teacher.

This hand out will provide the student and parent/guardian with an in-depth look at the BPS policies and procedures. You will be notified in writing of any changes made to this standards booklet throughout the year.

I look forward to the upcoming school year. If I can be of assistance, please do not hesitate to call. Contact information is as follows:

Phone: 918-366-1738

Email: wcoleman@bixbyps.org

Sincerely,
Wes Coleman
Director of Spartan Connection Academy

ENROLLMENT

Elementary (Grades 3-6) - Middle School: Students who wish to enroll in virtual classes must fill out the SCA Enrollment form during the open enrollment period. A SCA waiting list will be created for families that wish to enroll after SCA classes have met grade level maximum enrollment. Families that are notified of being on the waitlist will remain enrolled at their home school site and continue attending until a spot in SCA opens.

Secondary: Students who wish to enroll in virtual classes must visit with their high school counselor. Starting with the 2023-24 school year, we will cap enrollment per virtual teacher section at 100 virtual students. Students who enroll after the 100 student cap will be put on a waitlist until spots open in virtual sections and will be notified. At the high school level, a graduation checklist will be formulated to determine each student's virtual course schedule.

Required Forms:

1. Virtual Enrollment Form

- Includes the parent/student contract and the parent/student survey.
- Finalizes the enrollment process.

CHARACTERISTICS OF A SUCCESSFUL VIRTUAL LEARNER

Online Learning offers a rigorous and unique learning opportunity for Bixby students. Before enrolling families need to consider the following student expectations with age/grade level in mind:

1. I am self-motivated and an independent learner.
2. I consider myself to be a proficient reader and writer.
3. I have effective listening skills and can follow directions without a teacher's direct supervision.
4. I am comfortable using various kinds of technology.
5. I can effectively organize my time to meet the weekly requirements of the online course.
6. I am able to devote a substantial amount of time to the online course work.
7. I understand that online courses are challenging and can exceed the requirements of a traditional class.
8. I realize that communication with my instructor is very important to a successful online experience.

STRUCTURE

Opportunity for daily interaction with a highly qualified teacher certified in the subject area for which students are enrolled is a key component of the Spartan Connection Academy. Your child's teacher of record will offer times to meet as needed. These daily sessions serve three capacities: teaching a lesson, hosting office hours, and receiving academic support. Additionally, students or the teacher of record can request or require a Google Meet to address individual needs. Students who enroll in SCA are highly encouraged to commit for a whole semester. Students who wish to return to in-person instruction must notify their virtual teacher. After receiving notification, students will be placed at their home school site within 48-72 hours.

LEARNING MANAGEMENT SYSTEMS

As is true in a brick in mortar classroom, a highly effective teacher is critically important. The BPS teacher assigned to each virtual student will serve as just that!

In addition, an effective and appropriate online learning platform is equally important. BPS is proud to offer Edgenuity as the LMS for grades 3-12. This allows us to provide students learning virtually the platform which best suits their age and academic needs while focusing on Oklahoma Academic Standards.

Access: Families in need of a device and/or internet access should visit

<https://www.bixbyps.org/page/family-tech> for assistance.

<u>Grade Level</u>	<u>Platform</u>
3-12	Edgenuity
All Grades	Google Classroom (Supplementary Lessons)

ATTENDANCE

Per BPS Board of Education Policy 2105, a student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.
 - b. The student is on pace for on-time completion of the course as required by the school district.
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year.
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.
3. Students are required to log in and participate in group and individual Google Meets daily. Any Google Meet assigned by the virtual teachers must be attended.

All full-time virtual students must adhere to local residency requirements as outlined by BPS Board of Education Policy 2101. Students must reside with the parent/legal guardian/attorney-in-fact that has established residency in Bixby Public Schools per enrollment records. Any violation of residency requirements will result in the student being dropped from Bixby Public Schools.

ELEMENTARY VIRTUAL LEARNING

All online content is monitored and graded by a Bixby Public Schools Teacher of Record (TOR). This TOR is available for students to communicate with, seek help, and ask questions. Teachers for grades 3-6 will supplement the virtual curriculum with PE, Art and Music lessons.

TEACHERS OF RECORD

<u>Grade Level</u>	<u>Teacher of Record (TOR)</u>	<u>Email</u>
Third Grade	Stephanie Leggett	sleggett@bixbyps.org
Fourth Grade	Stephanie Leggett	sleggett@bixbyps.org
Fifth Grade	Stephanie Leggett	sleggett@bixbyps.org
Sixth Grade	Stephanie Leggett	sleggett@bixbyps.org

DAILY ROUTINE

Establishing a routine is an important component of virtual learning. This routine will vary student to student and family to family as each student will be working at their own pace. Generally speaking, students should expect to participate in the following activities daily:

- Daily Office Hours and/or Live Instruction for Supplemental Lessons via Google Meet.
- Supplemental lessons focused on Art, Music, PE via Google Classroom/Google Meet
- Independent work via Learning Management System on core curriculum, self-paced, estimated 30 minutes per core subject depending on the student's age, work pace, and initiative toward learning objectives.
- Students may request a scheduled one-on-one virtual session with a teacher.
- Students are expected to be an active participant in group and individual Google Meets. Daily Google Meets help reinforce concepts that are covered during asynchronous learning and are required.
- SCA teachers are available via email throughout the school day (8:00-2:45) during non-designated meet times.

SECONDARY VIRTUAL LEARNING

Students in high school have two options available for their online course schedule.

Middle School students must complete all online courses at home, an on campus online lab is not available.

Students will be awarded course completion credits based on BPS Board of Education Policy 3127: Graduation Requirements.

VIRTUAL LEARNING OPTIONS

Option 1: Full-time Virtual:

- Students may choose to work on all six periods at once during the semester.
- The student must be on target in each class which is designated by the online assignment calendar.
- Full-time Virtual students are still able to participate in any school sponsored activities on campus. Students must meet weekly eligibility requirements for these events.

Option 2: Blended Learning

- Students may enroll in 1-5 courses, as designated by their site counselor.
- High School students can choose to take online courses on campus in a virtual lab (HS Science Room 208) OR at home.
- Middle School students must complete all online courses at home, an on campus online lab is not available.
- Students work at their own pace and are required to take all finals in the online lab.
- The student's actual grade (as published by Edgenuity) will be recorded into Canvas weekly for eligibility purposes.
- Students who are taking a Credit Recovery class outside the 1-6 school day will not have the CR class counted towards eligibility.
- Students choosing this enrollment option may enroll in electives and/or extracurriculars on campus.
- According to OSSAA rules, students must attend at least one period on campus in order to be eligible for participation in OSSAA sponsored activities. Students may need to be enrolled in a traditional class such as football or choir in order to participate in competitions or contests. Students also need to maintain eligibility according to OSSAA in order to participate in games or contests.

Online learning is a privilege and if deemed educationally inappropriate the school can refuse or revoke online privileges to students.

HOME VIRTUAL VS ONLINE LAB (High School Only)

High school students who enroll in the virtual program have the option to take their online courses either at home or in the on-campus virtual lab. Students who wish to take home virtual courses must be self-motivated. If a student falls behind, is failing or not logging in to work at home, they can be placed in the online lab for the duration of the semester.

Students have the option to work on any online course in the online lab in the science building at the high school. Attendance will be taken each day in the lab and it is monitored by two virtual coordinator assistants

(VCA). The VCA's are able to help with the functionality of the Edgenuity program, but are not in the room for tutoring purposes. Students needing academic support should reach out to their Teacher of Record or attend daily office hours. Students are expected to work daily while in the lab and daily attendance will be taken.

MIDDLE SCHOOL COURSE OFFERINGS

Core Courses:	Elective Courses:
<ul style="list-style-type: none"> • English Grade 7 • English Grade 8 • Math Grade 7 • Pre-Algebra • Algebra I (for HS credit) • Science Grade 7 • Science Grade 8 • Geography Grade 6 • Geography Grade 7 • US History Grade 8 	<ul style="list-style-type: none"> • Career Explorations – two semesters • Contemporary Health – one semester • Civics & Citizenship - one semester • Foundations of Personal Wellness - two semesters • Introduction to Art – two semesters • Literacy and Comprehension - two semesters • Online Learning and Digital Citizenship – one semester • Strategies for Academic Success – one semester • Spanish I (for HS credit) – two semesters • Reading– one semester

TEACHERS OF RECORD

All online content is monitored and graded by a Bixby Public Schools Teacher of Record (TOR). Students are able to communicate with, seek help, and ask questions of each teacher.

<u>Subject</u>	<u>Teacher of Record (TOR)</u>	<u>Email</u>
Middle School-All Core Subjects	Stephanie Leggett	sleggett@bixbyps.org

HIGH SCHOOL COURSE OFFERINGS

Core Courses:	Elective Courses:
<ul style="list-style-type: none"> • English 9 - two semesters • English 10 - two semesters • English 11 - two semesters • English 12 - two semesters • Algebra I - two semesters • Algebra II - two semesters • Concepts in Probability and Statistics - two semesters • Intermediate Algebra - two semesters • Geometry - two semesters • Pre-Calculus - two semesters • Statistics - two semesters • Trigonometry – one semester • Economics – one semester • Human Geography - two semesters • OK History - one semester • US Government - one semester • US History - two semesters • World History - two semesters • Biology - two semesters • Chemistry - two semesters • Earth and Space Science - two semesters • Environment Science - two semesters • Physical Science - two semesters • Physics - two semesters 	<ul style="list-style-type: none"> • ACT Prep Math/Reading/English - one semester each • Art History I - two semesters • Career Planning & Development - one semester • Civics & Citizenship - one semester • Computer Applications 1 - one semester • Computer Applications 2 - one semester • Computer Applications 3 Microsoft Office - one semester • Computer Applications 3 - Information Technology - one sem • Computer Applications 4 - one semester • Contemporary Health – one semester • Economics - one semester • Expository Writing - two semesters • Financial Math - two semesters • Foundations of Personal Wellness - two semesters • Healthy Living - one semester • Health Science Concepts - two semesters • Introduction to Art – one semester • Introduction to Business - two semesters • Lifetime Fitness - one semester • Online Learning and Digital Citizenship – one semester • Psychology - two semesters • Sociology - one semester • Spanish I/II/III - two semesters • Strategies for Academic Success – one semester

CREDIT RECOVERY

High school seniors may have the option of taking credit recovery classes online, either in the lab or at home. Students are able to take up to 1 additional CR class each semester outside the 1-6 school day without being charged. Students who choose to take a CR class will take a prescriptive test in the lab prior to starting the course. Students will have the full 18 weeks to complete a credit recovery course. Credit recovery can be offered as a zero-hour course outside the school day for all high school students as needed. For more information regarding Credit Recovery, please reach out to your child's high school counselor.

TEACHERS OF RECORD

All online content is monitored and graded by a Bixby Public Schools Teacher of Record (TOR). Students are able to communicate with, seek help, and ask questions of each teacher.

<u>Subject</u>	<u>Teacher of Record (TOR)</u>	<u>Email</u>
Math	Blane Burge	bburge@bixbyps.org
Science	Roy Hunter	rhunter@bixbyps.org
Social Studies	Mike Rogers/Glenn Sullivan	mrogers@bixbyps.org gsullivan@bixbyps.org
English	Natalie Burnham	nburnham@bixbyps.org
Spanish	Michael Cox	michaelcox@bixbyps.org
Electives	LaWanna Hunter Bianca Castillo	lhunter@bixbyps.org bcastillo@bixbyps.org

NCAA/AP COURSES

Students who wish to take an online course that will count towards their 16 core NCAA approved classes or AP courses must visit with their site counselor to get approval prior to enrolling in the virtual program. **If your child chooses to take an online course for NCAA purposes you will be charged \$250.00 per class each semester of the course. This fee is required due to the instructor qualifications for NCAA and using Edgenuity's SIS service to facilitate the virtual teacher.** Checks can be made payable to Bixby Public Schools. Edgenuity will be responsible for facilitating and grading all NCAA or AP online coursework, not Bixby Public Schools.

For additional NCAA guidance visit [here](#).

AP students will be charged \$400 per course each semester. This fee is to pay for a College Board certified Edgenuity teacher to teach the course and to cover the cost of textbooks. This teacher of record is not associated with or employed by Bixby Public Schools. Students will be required to communicate with this teacher daily and all questions regarding curriculum and grading will go through this teacher of record. Students must pay in full or have a payment plan in place prior to enrollment in an AP course.

FAQ's

1. **Can all schools provide virtual classes?**
 - Yes. All schools are required by law to offer supplemental (up to equivalent of 5 courses) online instruction when it is appropriate for a student.
2. **What are the Oklahoma State Department of Education requirements for a public school providing virtual education?**
 - All requirements are the same as are required of brick and mortar public schools, with the exception of attendance rules which are established by the local Board of Education.
 - The teacher of record must be certified in the subject area for which they are assigned.
3. **Is a supplemental or virtual student eligible to compete in school-sponsored extracurricular activities?**
 - Yes for grades 9-12. The school would establish acceptable attendance monitoring that is equivalent to the OSSAA 90% attendance rule. The OSSAA recognizes that local Board of Education decisions and administrations determine attendance at each school.
4. **Are schools required to provide computers or connectivity to students at their home?**
 - To ensure access for all students, devices and/or internet access will be provided for students with a need.
5. **What are the NCAA requirements concerning online coursework and student athlete eligibility?**
 - The NCAA has an approval process that all schools should follow for non-traditional courses. Please visit: [here](#) for more information.
6. **Can students who begin enrolled traditionally, choose to opt for virtual learning at any time and vice versa?**
 - Students are expected to remain in virtual learning for the whole semester. Students may move to in-person classes at any time. Students who find a need to be in virtual learning will be added to a wait list for SCA.
7. **If a student doesn't feel they have enough access to their teacher of record, what should they do?**
 - Contact the Director of Spartan Connection Academy to share concerns.
8. **Will there be interaction with other virtual students?**
 - Teachers can choose to host collaborative Google Meets.
9. **How does the Spartan Connection Academy differ from other virtual schools in the state?**
 - To sum it up, DAILY interaction with a Bixby teacher AND the ability to continue involvement in school-sponsored activities and athletics.
10. **If my child attends Gifted and Talented classes, can that be accommodated in Spartan Connection Academy?**
 - Yes; Bixby's Gifted and Talented teachers will be facilitating GT services for students enrolled in Spartan Connection Academy.
11. **If my child is in Intermediate or Advanced Math, can those courses be accommodated via Spartan Connection Academy?**
 - Yes; BPS has built custom courses that align to our advanced math curriculum.
12. **If my child is on an IEP, can that be accommodated in Spartan Connection Academy?**
 - Parents with questions related to special education or related services should contact the BPS Director of Special Education.