

Policy and Procedures

Evaluating Academic Progress

Students typically take one to two classes at a time. Students who fail to complete two courses in a timely manner with a passing grade will be reviewed. A team meeting will be held with the student, parent/guardian, teachers, and school administrators. The team will discuss the pupil's reasons for declining academic achievements and the individual needs of the student. The team will decide whether the student should be allowed to continue in the online program or not.

Monitoring Progress

Instructors continuously monitor student progress. Instructors not only look at course completion rate, but they also review current performance level and skill of each student. To monitor course completion rate: each student has a progress bar showing at a glance whether he/she is on pace to complete courses on time: the bar is green for on-track or ahead, amber for slightly behind, and red for far behind. By using the Connector, each instructor can answer the following questions instantly:

- Which students are far behind?
- Who has not logged in lately?
- Do I need to grade coursework?
- Which students are not passing the course?
- Which lesson is a student struggling with? Is the pace too fast?
- How long are students working on a particular lesson? Do I need to adjust curriculum?

Instructors can review specific items students are struggling with. They can also generate reports for an individual student or for a class as a whole. Instructors are instantly informed of students who are falling behind or struggling with coursework. Adjustments, student conferences, parent/guardian conferences, etc. can then be initiated.

Formative Assessment of Student Competency

The Content Delivery System has formative assessments capabilities which are designed for instructional planning. Placement tests are used to help make decisions such as into which course the student should be placed, or to identify the parts of the scope and sequence the student knows. Instructors use this data, collected throughout the course, to design, modify, and implement changes based on the individual student need.

Students will participate in the norm referenced testing as designated by the State Board of Education.

Academic Integrity

All students are required to follow the **Student Code of Ethics**:

- **I want to learn because I want to succeed in life.** My teachers are here to help me, but I learn for my sake, not for others.
- **Learning requires both ability and effort.** I can develop my abilities with my teachers' help; but I must put forth the effort.
- **I can make a difference.** I can achieve my goals, also influence what happens to me, and can determine the course of my life. I am not a helpless, passive person.
- **I am responsible for my actions.** I have it in my power to succeed or fail. If I fail, I will get the help I need and study harder next time; I will not blame other people or find excuses for my own failures.
- **I will work to achieve success, not try to avoid failure.** I will take risks as needed, will accept challenges, and will work toward the goals I have set.
- **I will work hard to learn because I want to be successful, not because I want to get good grades or impress people.** I will try hard to achieve mastery, without worrying about how I compare with others.
- **I believe in myself and in my ability to succeed.** I will have problems and make mistakes, but I will solve those problems and learn from my mistakes.

Many methods can be used to ensure academic integrity:

- If an instructor suspects cheating, the students can be required to come in and take a face-to-face exam.
- Software will be used to identify essays suspected of plagiarism.
- Each student will be pre-tested to identify his/her baseline of student performance.
- Instructors will analyze student performance patterns and look for irregularities or inconsistencies.
- Comparing student work – past and present
- By course design:
 - Assign a variety of methods to engage students
 - Assess students in a variety of methods
 - Make assignments that build off previous submitted work
 - Have questions drawn from a large pool of questions
- Computer forensics:
 - IP address monitoring
 - Monitoring electronic activity during the test