



## GUTHRIE PUBLIC SCHOOLS

VIRTUAL LEARNING through Edgenuity

On-Campus Student Syllabus, Procedures & Contract

Dear Parent(s) and/or Guardian(s),

Welcome to a new semester! It is an honor and a privilege to be your son or daughter's Edgenuity virtual curriculum coordinator. With your assistance, I look forward to helping them learn and achieve great academic success.

Your student is enrolled in a unique class that allows them to self-pace their learning through the online tool Edgenuity, while completing required credits for graduation.

Your student's grade will come from their work in the online class. Much like an independent study course, they will individually work their way through the curriculum with online video lectures, lab activities and assessments, journaling, vocabulary, searching for online information, and quizzes/tests. They will also be able to actively monitor their status and get instant feedback on their progress. If you provided your email address on the student contract, I will set you up to receive weekly progress reports. **THIS GRADE DOES NOT APPEAR IN THE DISTRICT'S ONLINE GRADE SYSTEM**, so please sign up for the Parent Portal so that you can follow your student's progress.

The Edgenuity coursework is available online 365/24/7. Students can use their notes on their quizzes, and retake quizzes as necessary.

Please read the Edgenuity Course Syllabus & Procedures carefully and then sign the student contract and have them return it to me tomorrow. This is necessary for your student to continue forward in the program. Thank you in advance.

The last page of this packet and the FERPA form are all that need to be returned.

Sincerely,

*Mrs. Juana Benson*

Virtual Curriculum Coordinator

# EDGENUITY COURSE SYLLABUS AND PROCEDURES

## **Welcome to Class!**

This syllabus is a guide to the things you should know and implement to be successful.

### EDGENUITY ONLINE CLASS OVERVIEW:

Being part of the Edgenuity program is a **PRIVILEGE**, not a **RIGHT**. It is not “alternative” school. Edgenuity is different than a traditional course because it is self-paced and online; you will learn all the concepts covered in a regular class at your own pace in an online environment. Much of your coursework (listening to lectures from online instructors, completing vocabulary activities, homework questions, lab activities, and online quizzes/tests) will take place during this class period; however, you will be required to access the program through the library and/or home access if you fall behind. The advantage of being self-paced is that you can move quickly through material that you know well and spend longer on things you need more help with.

Because Edgenuity is self-paced though, you will be taking on more responsibility for yourself than you do in a traditional high school class. To be successful with this course it is essential that you are present and on time every day, on task at all times within the class, and track/maintain your progress throughout the course. You will need to move efficiently through the material. Once the semester is finished, you are out of time. Help will be here to support you, but the ultimate responsibility for your success lies with you.

Note: Edgenuity is very dependent on reading material, and listening to and comprehending online lectures. The time requirement outside of class for this course will be directly related to your English language abilities, your work ethic, and your processing speed within the class time. At the end of the semester, if you have not completed 100% of the course, you will earn 0% for all remaining components. It is essential to keep on track. Also, since this is an Internet based program, there may be some days when the Internet is non-accessible in class. You are still responsible for being no further behind than 6% of your course regardless.

### COURSE REQUIREMENTS:

In order to be successful within this class you **MUST**:

- Be able to navigate the Internet
- Attend all classes
- Come prepared and ready to work daily on your course
- Complete all assignments independently and efficiently
- Track your progress & keep an organized notebook as directed
- Treat your fellow students, lab techs and teacher with respect, working quietly & diligently
- Get one-on-one help from a faculty member when needed
- Display satisfactory progress (no more than 6% behind) on a consistent basis. (See below.)

## EVALUATION:

- Your semester grade(s) will reflect your "Actual Grade" within Edgenuity. If you are on "target" this grade will match your "Overall Grade". The more diligent and accurately you work, the higher your grade will be.
- You can monitor your progress report with the Edgenuity Organizer. You'll see these terms often:
  - Overall grade: The grade you've earned on the portion of the course you've completed.
  - Actual Grade: Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed. If you are on-track or ahead of schedule with your course, the Actual Grade will be the same as the Overall Grade. Only when you begin falling behind in completing your coursework will the Actual Grade be lower than the Overall Grade.
  - Relative Grade: The grade you earned including 0% for all components remaining incomplete.
  - Complete %: The percentage of the course that you've completed.
  - Target Completion: The percentage of the course that should be done thus far in order to be on track to finish the course by the course end date.
- If you fall behind more than 6% in course progress, you will have one week to get back "on track." If progress is more than 10% behind, you will not receive high school credit unless alternate arrangements have been made.
- Remember that grades are NOT GIVEN to you by the teacher. **Grades are EARNED.**

## ASSESSMENTS:

- There will be a quiz, and often a lab assessment (in Math and Science courses) as part of each lesson. You must get a minimum score of 60% on these in order to proceed with the program, unless it is an EOI tested subject which requires a 70% minimum score.
- Your teacher will review your online work, as well as your notebook to ensure that you have learned the required lesson material and are prepared to take the quiz/test. As well, your notebooks must be maintained as outlined in class in order to be permitted to proceed with taking each quiz. Your teacher may require you to revisit your work for the given lesson and/or, at their discretion, alter your grade to reflect your efforts for the given assignments.
- You will be able to use your notes on all quizzes. The better the notes you take, the easier the assessments will be!
- Your daily progress report will show active time and idle time for each log in session.

## BEHAVIORAL EXPECTATIONS:

All Guthrie Public Schools policies are enforced.

Behavior Expectations, Class Rules and Procedures, Consequences of Conduct/Classroom Violations, and Specific Computer Lab Rules will be posted in the lab and will be considered a part of this student contract.

## ATTENDANCE:

- Attendance is taken in the Edgenuity lab just as in a regular classroom. Even if you work from home, your attendance (and daily forward progress) in the lab is required. Refer to the Attendance section of the HS Parent-Student Handbook for details.
- Try not to be absent; you will fall behind, jeopardizing your ability to finish the course and your grade will be affected. In-lab contact time is essential for your success.
- If you are absent, you will need to move through the material faster to make up for the lost time and/or will be required to work through the material via the library and/or home access.
- If you are absent, you must contact the north office per the procedures of the HS Student-Parent handbooks as well as Mrs. Benson, Lab Coordinator, in a timely manner.

## ACADEMIC INTEGRITY:

Academic dishonesty in any form or type will not be tolerated. All online students are expected to strictly adhere to the School's policy which includes but is not limited to cheating and plagiarism. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Furthermore, students will be bound by the guidelines of Academic Integrity. Academic Integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor and coordinator.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.
- You will not sabotage another student's work.

## GRADING SCALE:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

End of Instruction exams, when applicable, will be given per the regularly scheduled exam schedule.

## OFF-CAMPUS ACCESS:

Access of a computer system at home or other regularly accessed location, with the minimum operating requirements of the Edgenuity curriculum, is required.

# EDGENUITY STUDENT - PARENT CONTRACT

Student's Name: \_\_\_\_\_ Class Name/Semester: \_\_\_\_\_

To continue forward in Edgenuity, this form must be signed and returned tomorrow.

By signing below, I am indicating that I accept and agree to abide by the terms, requirements, and rules to be a part of the Edgenuity program listed here and within the course syllabus. I also understand that if I disregard any part of this agreement I risk progressive disciplinary action.

I agree to all of the behavioral expectations and consequences as outlined here, the course syllabus, and GPS policies.

I agree to protect my username and password. I will not share my log in information with others. I will abide by strict standards of Academic Integrity.

I understand that all of my notes/work must be kept in order in a notebook, exclusively used for this class, if required.

I will be present and punctual to class. I will work diligently on my online course in order to complete it by the end of the semester. I understand that I will earn 0% for all remaining components that I have not completed by the end of the semester. Appropriately, I will use access at the school, public library and/or within my home.

I understand that I am to be quiet, non-disruptive, productive, and steadily working on my Edgenuity course during class. If I am not, I understand that my parent/guardian may be contacted, and that disciplinary action will be administered appropriately and progressively.

I accept that my teacher holds the rights to log me off, give me additional activities, require me to redo activities, assign additional courses, and/or suspend my home access privileges if they deem it necessary or beneficial to me.

I understand that school attendance policies are in effect and that attendance is mandatory. I acknowledge that if I fall more than 6% behind at any point in time that I have one week to "catch up" or I can be dismissed from the class, and receive an NC or F. I acknowledge that the weekly grade in this class will be used for school extra-curricular eligibility purposes.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent(s)/Guardian(s)** — Signing above indicates you have read, understand, and will support the expectations and guidelines of the Edgenuity classroom as outlined in the course syllabus, above contract and the attached letter. You will be able to check your student's progress online at any time throughout the semester.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Text? \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

Guardian Phone: \_\_\_\_\_ Text? \_\_\_\_\_ Guardian E-mail: \_\_\_\_\_

Additional Parent/Guardian Full Name: \_\_\_\_\_

Add'l Guardian Phone: \_\_\_\_\_ Text? \_\_\_\_\_ Add'l Guardian E-mail: \_\_\_\_\_