

# Student Expectations Policies and Procedures





# Course Participation

- Students must log on, complete and submit work regularly (3 separate days in a 7 day period).
- Students must not wait until the end of the semester to submit work
  - Late Policy in effect
- Student must communicate with eTeacher when the are not able to log in or have any other events that prevent them from working on their course such as illness, family emergency and any Internet disconnections.
- Students must communicate with teacher regarding questions about coursework and their course in general.
- Communication with Virtual School will be only for general questions regarding operations, grade reports, etc.



# Assessments

- Students must complete a final exam for each course in which they are enrolled.
- The final exam must be administered at their home campus.
- Students must complete an End of Course (EOC) assessment for subject that require it by the state and must be administered by the student's home campus.
- EOC will become part of the graduation requirements beginning with the freshman class of 2011-2012.

# Academic Dishonesty

- Academic Dishonesty or Academic Misconduct is any type of cheating that is performed while taking an online course through the Virtual School Department Tuition-Based Program.
- The Virtual School Department does not tolerate Academic Dishonesty
  - **1<sup>st</sup> time offense:** Students involved in academic dishonesty will receive a zero (0) on the assignments and will be given a withdrawal warning.
  - **2<sup>nd</sup> time offense:** Students involved in academic dishonesty a second time will be removed from the online course and receive a failing grade from the course which will appear on their permanent academic record.

# Academic Dishonesty (Continued)

- What is considered Academic Dishonesty
  - Copying information from the Internet and submitting it as your own
  - Copying another student's work and submitting it as your own
  - Letting someone else copy your work and letting them submit it as their own
  - Using online translators in foreign language courses.
  - Using notes, or online resources during a computer scored test (CST)

The determination that a student has engages in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional. HISD Board Policy: EIA(local)



# Course Rigor

- AP Courses
  - Must be college level
  - Writing must be detailed
  - Writing must have minimal or be free of grammatical errors
  - Work must be submitted on time (unless otherwise requested and approved)
  - **Students must complete all assignments**



# Course Rigor

- Regular Course

- Writing must have minimal or be free of grammatical errors
- Work must be submitted on time (unless otherwise requested and approved)
- **Students must complete all assignments**



# Withdrawal Policies

- Student may withdraw, and **is eligible for a refund** based on the day of withdrawal if the student is withdrawn between day 1- 5 of enrollment
- Student may withdraw, and **is not eligible for a refund**, but will not receive any academic penalty if the student withdraws between day 6 and 14 of enrollment
- Students who **withdraw after the second week of enrollment will receive a 50w**, which the school will record on the student's permanent academic record, and affects the student's overall **GPA**. (No Tuition Refund)



# Assignment Submission Policy (Late Policy)

- Students will have three days from the due date to submit their assignment.
- On the fourth day the assignment will be locked and the student will not be able to submit it for grading.
- eTeachers will determine extenuating circumstances.
- Example:

Assignment Due	Grace Period	Assignment Locked
Sept. 1, 2011	Sept. 2 - 3, 2011	September 4, 2011