



Student Handbook

2021-2022

Dear Spartans,

Welcome to Boardman's new virtual learning option: the Spartan Online Academy. I'm Edward Adams, the Supervisor of Digital Learning for the District. We are excited to offer this learning alternative for our students and families who believe they will thrive in a self-paced learning environment supported by our Boardman teachers.

A committee of administrators, online teachers, and Boardman parents spent months researching and vetting various online platforms. As a result of that effort, we chose two learning programs that we feel will be most beneficial to our students in grades K-12. The rigors of the programs are further explained in the Student Handbook and we strongly encourage parents considering this option, to read the handbook thoroughly.

This type of learning is not ideal for all students. It comes with unique opportunities but also requires a lot of responsibility on behalf of the student, as well as their parent/guardian. Some of the key benefits of our online program include the following:

- Ability to participate in our in-person music programs
- Ability to participate in our in-person after-school extracurricular activities
- Ability to participate in Boardman athletics.
- Opportunity to graduate with a Boardman High School Diploma.

On behalf of the Boardman Local School District, I am delighted to welcome you to the Boardman Spartan community. We look forward to developing a strong partnership with you during your child's time here in Boardman.

Sincerely,

Edward Adams
Supervisor of Digital Learning
Boardman Local Schools
Edward.adams@boardmanschools.org
330-726-3412 Ext. 64007



The Spartan Online Academy Handbook is a supplement to the handbooks approved by the Boardman Board of Education for:

Robinwood Lane Elementary

Stadium Drive Elementary

West Boulevard Elementary

Boardman Center Intermediate School

Boardman Glenwood Junior High School

Boardman High School

All policies and procedures contained in these handbooks are applicable to all students attending the Spartan Online Academy unless otherwise stated in this handbook.

Administration Staff

| <u>Staff Member</u> | <u>Title</u> | <u>Contact Information</u> |
|---------------------|--------------------------------|---|
| Edward Adams | Supervisor of Digital Learning | Email: Edward.Adams@Boardmanschools.org Phone: 330-726-3412 |
| Jared Cardillo | Director of Instruction | Email: Jared.Cardillo@Boardmanschools.org Phone: 330-726-3412 |
| Katie Fallo | Director of Student Services | Email: Katie.Fallo@Boardmanschools.org Phone: 330-726-3411 |

Student Code of Conduct

Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity, or purpose, or creates a likelihood that it will interfere with the health, safety, or well-being, or rights of other students, is prohibited.

Examples of unacceptable behavior, in a virtual environment, include but are not limited to the following:

- Intentionally damaging school issued devices
- Introducing viruses to a system
- Plagiarizing assignments
- Cheating
- Cyberbullying

The penalty for the violation of any district policy will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conferences, denial of participation in extra-curricular/co-curricular events, detention, Saturday school, administrative removal, in-school reassignment, home suspension, placement in an alternative educational setting, recommendation of expulsion from school, placement in an intervention program, and/or referral to the juvenile authorities. The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized.

Spartan Online Academy Software

Lincoln Learning (K-5 Only)

Spartan Online Academy students in Grades K – 5 will be using Lincoln Learning as their Learning Management System. Lincoln Learning is student centered and offers a wide variety of activities the students will complete to show mastery on standards based topics. Each lesson has a built-in virtual teacher to help the students work through and understand new material. Lincoln Learning curriculum also provides each student with an accompanied Student Workbook to go along with most of their online assignments. For more information on Lincoln Learning, please visit <https://lincolnlearningsolutions.org/>

Edgenuity (6-12 Only)

Spartan Online Academy students in Grades 6 – 12 will be using Edgenuity for their Learning Management System. The curriculum in Edgenuity is aligned with Ohio Content Standards and offers a wide variety of courses to our virtual students. Each topic includes a warm-up, a prerecorded lesson with a live teacher, and an accompanied assignment / quiz for the students to demonstrate mastery. The curriculum is 100% online based including virtual science experiments and a built in eNotes feature so the students can keep all of their assignments and resources in a digital environment. For more information on Edgenuity, please visit <https://www.edgenuity.com/>

Instruction/Support

Instruction

Instruction is built into the academy software and is delivered by a team of licensed educators via video/audio recording. *Please note that instruction will not be provided by Boardman teachers.*

Support Staff

The role of the support staff is to provide students with additional instructional support. This support shall take the form of answering questions during office hours and grading non-auto graded assignments. Office hours will be provided after the traditional school day. *When possible, this support will be provided by Boardman teachers.*

Contact List

| Question Topic | Contact Person |
|----------------------------------|--|
| Enrollment/Withdrawal | Edward Adams - Edward.Adams@Boardmanschools.org |
| Technical Support | Edward Adams - Edward.Adams@Boardmanschools.org |
| Testing Schedule | Edward Adams - Edward.Adams@Boardmanschools.org |
| Assignments/Homework | Teacher |
| Grades | Teacher |
| Attendance | Edward Adams - Edward.Adams@Boardmanschools.org |
| Special Education Accommodations | Special Ed Teacher/Katie Fallo - Katie.Fallo@Boardmanschools.org |

Admission Requirements

Kindergarten - Fifth Grade

Parents/students must complete an *Admission Application* requesting consideration for enrollment in the Spartan Online Academy. ***All requests will be considered on an individual basis.***

Admission requirements will include but not limited to the following:

- Students must have earned passing grades in each core class during the previous school year (when applicable).
- Students have had no more than 3 unexcused absences in the previous semester (when applicable).
- Students must have remained on pace with all lessons in their previous online courses.
- Students must have adult supervision

Sixth Grade - Twelfth Grade

Parents/students must complete an *Admission Application* requesting consideration for enrollment in the Spartan Online Academy. ***All requests will be considered on an individual basis.***

- Students must have a 2.0 (C average) grade point average or above (when applicable).
- 9th-12th grade students must be on track with credits for graduation.
- Students have had no more than 3 unexcused absences in the previous semester (when applicable).
- Students must have remained on pace with all lessons in their previous online courses

Enrollment/Withdrawal

To be admitted into the Spartan Online Academy, students must be enrolled in the Boardman Local School District and submit their completed Spartan Online Academy application by the specified due date. All applications will be reviewed by an admissions committee. All applicants that are denied admittance into the academy may appeal this decision to the Superintendent.

Students who are admitted into the academy MUST commit to at least one semester in the academy.

Students wishing to withdraw from the academy, after completing their first semester, must notify the Supervisor of Digital Learning by no later than two weeks before the end of the semester. In-person students wishing to enroll in the academy for the Spring semester must do so by the designated date.

Per the academy student agreement, any student that fails to remain in good standing of the agreed upon terms is subject to be transferred to in-person instruction. The timing of this transfer to in-person instruction will be determined by the district.

Attendance Requirements

It is the belief of the Boardman Local Schools that regular attendance is vital to the academic, personal, and social needs of all students. It is the basic responsibility of the parent to ensure the proper and consistent attendance of the student. To that end, Boardman Schools have been working cooperatively with the Mahoning County Juvenile Court System in implementing an Early Warning System (EWS) to provide interventions and support for our students and families experiencing difficulties with, but not limited to, attendance, grades, and behavior. The following guidelines will be used to determine satisfactory attendance in our online environment:

Student attendance will be based on the following:

- Active online activity
- Scheduled video/phone conference
- In-person orientation days.
- In-person testing days.

**** Please note, students will be required to be in-person for unit and state tests or as deemed necessary by the Supervisor of Digital Learning. Families will be responsible for providing transportation, for their students, to and from school.**

Online Activity: Both of our learning management systems (Edgenuity and Lincoln Learning) provide progress reports to communicate if a student is making adequate progress in each of their

classes. If students fall behind in their course progress, they will be required to put in the necessary time to get back on track.

Students are expected to login and complete their online assignments each day for a minimum of five (5) hours or a total of twenty five (25) hours each week. These numbers are based on a full five day school week. Time spent on unplugged (work not completed on a computer) or workbook activities will count towards this weekly total. Students will be required to turn in these types of assignments.

The table provided indicates how many days a student will be reported absent for the week based on their hourly Online Activity:

| ONLINE ACTIVITY TIME (HOURS) | DAYS ABSENT |
|------------------------------|-------------|
| 22.5 | .5 |
| 20 | 1 |
| 17.5 | 1.5 |
| 15 | 2 |
| 12.5 | 2.5 |
| 10 | 3 |
| 7.5 | 3.5 |
| 5 | 4 |
| 2.5 | 4.5 |
| 0 | 5 |

Students who are ahead in their coursework with a “B” average will be exempt from the Online Activity requirement for the week.

Scheduled Video/Phone Conference: Failure to attend a scheduled video/phone conference without prior notification to the appropriate district staff member will result in that student being marked absent for that day.

In-person report days: Failure to attend mandatory in-person report days without prior notification to the Supervisor of Digital Learning will result in that student being marked absent for that day.

Attendance Reports will be turned in to the Attendance Office on Mondays for the previous week. Students who are not keeping up with their course progress will be reported absent based on their Online Activity. For the most up-to-date attendance information about your child, please contact the Supervisor of Digital Learning.

Excused Absence Requirements:

- The student must submit (via email to the Supervisor of Digital Learning) a note written by a parent, guardian, or physician stating the days of the absence and the reason for the absence. A physician's excuse will be required for all absences beyond 38 hours or more in one school month or 65 or more hours in a school year.
- Falsification of any excuse, forging of a teacher's or parent's signature, or falsification of parent/guardian phone call will result in school discipline.
- Ohio law lists the following as reasonable excuses for student absence from school: (1) personal illness, (2) serious illness in the family requiring the student's presence, (3) quarantine of the family home, (4) death of a close relative, (5) observance of a bona fide religious holiday, and (6) family emergency (must be an acceptable reason in the judgment of the administration).
- All documentation for school absences must be received by the school within two school days of the student's return in order to be considered an "excused absence".

Testing

Unit Testing:

Students will be required to be in-person for any assessment deemed necessary by the Supervisor of Digital Learning.

Benchmarking:

Individual buildings may require students to participate in in-person assessment to monitor student progress and or growth.

Ohio State Testing:

Students in grades 3-12 are required to complete their state assessments in-person. Testing times will be coordinated with the Supervisor of Digital Learning.

Grading Policy

Lincoln Learning (Grades K – 5)

Overall quarter and semester grades will be calculated by our Academy Teachers and reported to the student's ProgressBook account on a quarterly basis. It is important to note that the grade displayed on the Lincoln Learning course cards may not be an accurate reflection of the student's official grade in the class. While the computer system will attach a score to every submitted assignment, our Academy Teachers will determine which assignments are assessment worthy and which are simply for practice. A majority of the student's grade for each course will be compiled based on student performance from the "*Assess It*" and "*Mastery Assess It*" assignments throughout the semester. For official, up-to-date, grade information please contact your teacher.

Edgenuity (Grades 6 – 12)

Overall quarter and semester grades will be calculated using the Actual Grade metric in Edgenuity and reported to a student's ProgressBook account on a quarterly basis by our Academy Teachers. Progress Reports in Edgenuity (Figure 1 & Figure 2) display your child's grade calculated in three different ways; Overall Grade, Actual Grade, and Relative Grade. It is important that you and your student understand what each of these grades mean and how they play into your official score for the course. How the system calculates each grade is outlined below:

Actual Grade – This is the grade that you will find on your child’s ProgressBook Account, Report Card, and Transcript and is the most accurate reflection of how the student is performing in the course. The grade is generated based on completed assignments as well as the pace of the course.

Overall Grade – This grade is a good indicator of the quality of work the student has submitted. If the student is at or beyond the recommended pacing of the course, this grade will mirror the Actual Grade. This grade is generated based on completed assignments only.

Relative Grade – This grade shows what the student would receive if they did not complete any more work for the semester. If a student elected to drop a course midyear, the Relative Grade would be reported on the student’s Report Card and Transcript. This grade is generated by comparing completed assignments to total assignments for a course.

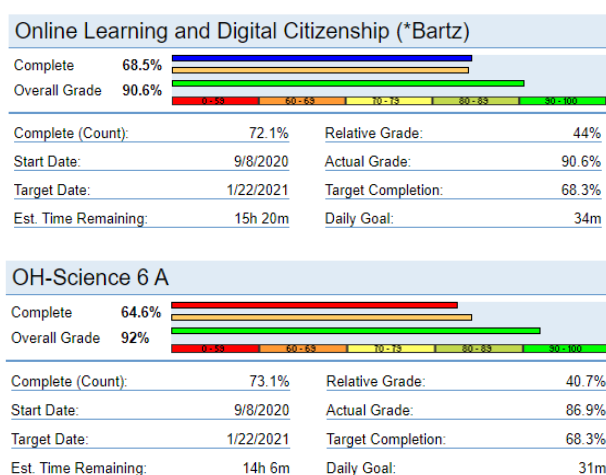


Figure 1

Figure 2

Why is my Overall Grade different from my Actual Grade?

If students are not at or beyond the recommended completion percentage for the course, their Actual Grade will reflect a lower score than their Overall Grade. This is because of missing assignments that need to be submitted. In Figure 1, the expected Target Completion Percentage for Online Learning and Digital Citizenship is 68.3% and the Student’s Current Completion Percentage is 68.5%. Since the Student’s Current Completion Percentage is at or beyond the Target Completion Percentage their Overall Grade and Actual Grade mirror each other. This student is on pace and in good standing. In Figure 2, the expected Target Completion Percentage for Science 6 is 68.3% and the Student’s Current Completion Percentage is 64.6%. Since the Student’s Current Completion Percentage is below the Target Completion Percentage their Actual Grade is lower than their Overall Grade. This student is behind the recommended pace of the course. While it may appear the student is getting penalized for late work this is not the case in the Spartan Online Academy. Once the students are caught up to the recommended pace of the course their Actual Grade will once again mirror their Overall Grade. Although Edgenuity will recommend due dates for assignments in the LMS, students are not penalized for turning in

past due assignments. The only true due date for the Spartan Online Academy is the final day of the semester.

Why does my grade seem to drop each morning when I log into the system from the night before?

With the exception of weekends and holiday breaks, the Target Completion Percentage is always moving toward the completion date (end of the semester). If a student is on pace and completes the minimum requirement for the day when they log off their Current Completion Percentage and

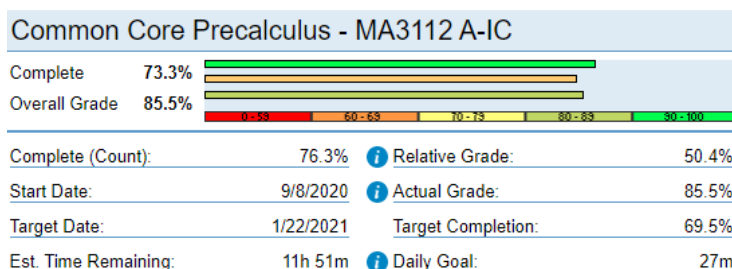


Figure 3

the Target Completion Percentage would match and as a result their Overall Grade will reflect their Actual Grade. The student logging off for the day does not stop the Target Completion Percentage from moving forward so when the student logs back in the next school day the Target Completion Percentage will be slightly higher than their Current Completion Percentage resulting in a slight (and temporary!) decrease to the student's Actual Grade. Once the student completes the required work for the day their percentages will match again and their grade will recover. To avoid this, it is recommended that students work slightly ahead of pace keeping their progress bar in the green zone (Figure 3).

How is my final grade calculated?

| | |
|---|--|
| First Nine Weeks Grades | Reflects student performance as of the first half of their semester 1 courses |
| Second Nine Weeks Grades | Reflects final grades for all semester 1 courses |
| Third Nine Weeks Grades | Reflects student performance as of the first half of their semester 2 courses |
| Fourth Nine Weeks Grades | Reflects final grades for all semester 2 courses |
| Final Grade for Full Year Courses | Equals the weighted average of the two semester grades |
| Final Grade For FALL Single Semester Courses | Equals the second nine week grade |
| Final Grade For SPRING Single Semester Courses | Equals the fourth nine week grade |

Technology/Acceptable Use Policy

*Students must notify the Supervisor of Digital Learning, immediately, if there is a technology issue. **Unreported technology issues cannot be used as an excuse for not completing work.**

A student's use of the District's computers and Internet resources is a privilege, not a right. Student users of the District's computer network and Internet access are expected to use this technology as an educational resource.

Student computer network/Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the educational mission of the District. Students are required to abide by the terms and agreements outlined in the district's Acceptable Use Policy as well as the generally accepted rules of network etiquette.

Examples of Acceptable Use I will:

- Use school technologies for school related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such. Be cautious to protect the safety of myself and others. Help to protect the security of school resources.
- To help me achieve academic success
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Internet Access: All academy students must have access to reliable internet in order to successfully complete their online coursework.

Chromebooks: All students will be issued a chromebook and charger.

Student and Parent Responsibilities

As a Spartan Online Academy student, I agree to:

- Dedicate a minimum of 25 hours per week to complete all coursework.
- Stay on pace with all of my coursework.
- Complete all assignments with integrity and avoid any attempts to “cheat the system.”

- Continually read my school email on a regular basis and check the academy website for updates.
- Promptly attend all scheduled meetings with Academy staff members.
- Ask for help when I need it from my Academy teacher, Coordinator, and my parents.
- Take pride in my work by actively reading / listening to content, watching videos, taking notes, and using my resources on quizzes and tests.
- Use the built in tools and interventions to help me succeed.
- Students will be held responsible for any changes made to this agreement. Updates can be found on the Spartan Online Academy website.

As a Parent/Guardian of a Spartan Online Academy Student, I agree to:

- Ensure that an adult will be present to support the student while they are completing their coursework.
- Dedicate a minimum of 25 hours per week for my child to complete all coursework.
- Ensure that my child remains on pace with all of their coursework.
- Ensure that all assignments are completed with integrity and prevent any attempts to “cheat the system.”
- Maintain regular contact with my child’s teachers and administrators.
- Promptly attend all scheduled meetings with Academy staff members.
- Ask for help when I need it from my Academy teacher or coordinator.
- Use the built in tools and interventions to help me succeed.
- Be held responsible for any changes made to this agreement. Updates can be found on the Spartan Online Academy website.

Athletics

Provided that students satisfy all academic requirements and abide by the Boardman Athletic code of conduct, applicable students will be permitted to participate in Boardman athletics.

7th - 8th ATHLETES

Boardman Glenwood competes with other schools in volleyball, football, basketball, wrestling, track, and cross country. Boys' teams are organized in seventh and eighth grade football, basketball, wrestling, track, and cross country. Girls' teams compete in seventh and eighth grade volleyball, basketball, track, and cross country. Our school is a member of the Junior High Division of the Ohio High School Athletic Association and is governed by its rules and regulations. Students may try out for these teams, but numbers accepted must be limited for some sports because of equipment requirements or coaching limitations. According to the Ohio High School Athletic Association, during the quarter preceding the sport in which a student is a participant, the student must pass a minimum of 5 of their courses taken and attain a grade point average of 1.0 or better on a 4-point scale. Any student who is declared ineligible may not participate with the team during any league or tournament event. Every student who plays on an interscholastic team must have a physical examination by his or her family doctor. This is the parent's responsibility. The school is not responsible for any accidental injury. Interscholastic athletics are not funded by the Board of Education. Boardman Glenwood funds are derived from a share of the annual magazine sale, the sale of T-shirts, admissions to our athletic contests for each sport, and proceeds from our concession stand. Each student on an athletic team, including cheerleading, must pay a \$25.00 athletic fee for each sport.

9th - 12th ATHLETES

Please see the Boardman High School Athletic Code of Conduct for detailed information on student athlete requirements and expectations.

Performance Music Offerings

Grades 5-12

Students in grades 5-12 will have the option to report **in-person** to participate in **band, orchestra, and choir**, while completing the rest of their coursework from home.

***Families will be responsible for providing transportation, for their students, to and from school.**

(After School) Extracurriculars

All students will be permitted to participate in all applicable after school activities, provided that they meet all the necessary requirements to do so. For information on what these requirements/expectations are, please contact the relevant school directly.

(Revised 11/01/2021)