**2017-18 FLVS Policies and Procedures**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Grade: \_\_\_\_\_\_\_**

**Attendance and Pacing:**

1. Because SROA is a public school, regular attendance is mandatory. Students will log into their FLVS account each school day using Class Link, a program that tracks attendance.
2. Students must print the pace chart for each class and follow the charts closely each week.
3. No more than three days should go by with no work submitted.
4. Students who are behind pace (truant) will be required to attend a face-to-face SOS lab at Locklin Technical Center to get back on track; students who require SOS lab intervention will be in jeopardy of being withdrawn from SROA.

**Schedule Changes and Grace Periods:**

1. Students may not make schedule changes after the first ten days of each semester.
2. First Semester Grace Period: The 28 day grace period ends at 2:00 p.m. on **Friday,** **September 8, 2017**. Students must be on pace on this date to remain in SROA.
3. Second Semester Grace Period: The 28 day grace period ends at 2:00 p.m. on **Friday, February 2, 2018**. Students must be on pace on this date to remain in SROA.
4. If a student chooses to remain in SROA after the 28 day grace period, SROA will not allow him or her to transfer to a brick and mortar school in our district. The student must complete the semester or be given zeroes for all incomplete assignments/assessments, and the resulting final grades will be placed on the permanent transcript.

**Communication:**

1. Parents and students are required to maintain close contact with teachers. Students must read all communication from their teachers to benefit from instructional feedback.
2. Parents must inform SROA if their contact information changes and are required to check email and return phone calls.

**Academic Integrity/Plagiarism (Not Giving Credit Where Credit Is Due):**

1. Students must do their own work or be penalized for academic integrity according to this protocol:

First Offense: assignment may be redone for a 50/F (student may be permitted to do an enrichment assignment to improve grade

Second Offense: student will receive a zero for the assignment

Third Offense: student will receive a zero; all tests must be proctored at SROA office; student will be withdrawn at end of semester and will not be permitted to take any more online courses, per FLVS policy.

1. SROA will not reset or unlock tests.
2. All coursework must be typed and uploaded into the system; no work is to be sent to a teacher via private email or text.

**Standardized Testing (FSA/EOC):**

1. SROA students must take all of the standardized tests required for their grade level; students who fail to show up for testing will be withdrawn. All standardized testing occurs on the campus of Locklin Technical Center, and parents are responsible to provide their own transportation.
2. For the safety of our students, unless students have parent permission to drive themselves to testing, parents must physically come in to the test site to sign their students both in and out of testing.

**SROA/FLVS Assessments:**

1. At the end of each semester, students are required to physically report to Locklin Tech to take proctored segment exams for core subjects in a computer lab with their teacher(s).
2. Please mark these important dates on your calendar for segment exams.

First Semester: All coursework must be complete by **December 15**; segment exams will be taken on **December 18 and 19** (two exams per day).

Second Semester (for students in grades 6-11): All coursework must be completed by **May 25**; segment exams will be taken on **May 30 and 31** (2 exams per day).

Second Semester (for seniors): All coursework must be completed by **May 18**; segment exams will

be taken on **May 21 and 22** (2 exams per day).

1. Teachers have the prerogative of requiring a student to come to Locklin Tech to have an assessment proctored.
2. Students will be required to attend mandatory live lessons in core subjects, which will be scheduled on Wednesdays. No DBA’s will be scheduled on Wednesdays. Live lessons will meet the collaboration requirement.

**Discussion Based Assessments (DBA):**

1. Students must schedule DBA’s the appropriate way, using the scheduling tool provided on each teacher’s welcome page.
2. Students who schedule a DBA but fail to keep their appointment will have 10 points deducted from their DBA grade.
3. Students must complete all DBA’s and collaborations for all courses. Students may not opt to take a zeroes on DBA’s.
4. To reserve a day for live lessons, no DBA’s will be scheduled on Wednesdays.
5. If a student skips a DBA, he/she may be locked out of the course.

**Other Important Policies:**

1. If students choose to take a class(es) at their zoned brick and mortar school, they must notify their school counselor (Paula Lowrimore), provide their own transportation, and follow the school’s Code of Student Conduct.
2. Students must be active in a course for at least 14 days prior to being given a completion grade.

**By signing this contract, I am agreeing to abide by the policies of Santa Rosa Online Academy.**

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**Parent Signature Student Signature**