



Monroe City Schools Online Academy Handbook 2023-2024

Mission

The mission of the Monroe City Schools Online Academy is to prepare students using a non-traditional approach through an engaging online academy filled with content-rich, aligned curriculum.

Vision

Monroe City Schools Online Academy will prepare students by connecting learning to 21st Century skills needed for college and career ready students who will excel in an ever-changing society.

Student Requirements

- Students are required to be active participants in daily lessons, complete assignments, and submit schoolwork each day. All assignments must be completed and turned in daily.
- Students are required to complete all academic work on Monroe City Schools supplied Chromebook. The Chromebook is to be used for academic endeavors only.
- Students are required to participate in daily lessons for each of their classes/subjects. Daily attendance will be monitored through the daily lesson participation.
- Students must make adequate progress towards standards mastery each week and maintain the pace of the course.
- Students are required to engage in meaningful, two-way communication with the Online Academy's Supervisor each week. This is a mandatory requirement.
- Students must attend and participate in all state and district mandated assessments at their zoned schools.
- Students must adhere to all Monroe City Schools' dress code policy during all live interactions.
- Students must follow all grade-level expectations for digital citizenship.
- Students are required to follow the Monroe City Schools' Student Handbook regarding discipline behaviors and acknowledge students will be disciplined according to this policy.
- Students are expected to follow all Monroe City Schools' guidelines when referring to technology, acceptable use, and its policy. Proper behavior as it relates to the use of computers is no different than proper behavior in other aspects of school life. All users are expected to use technology in a responsible, ethical, and polite manner.
- Students will continue to follow and maintain all expectations contained in the acceptable use policy and are responsible for content posted through login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- It is expected that students always keep online interaction positive and constructive and follow Monroe City Schools Netiquette Expectations.

Learning Coach Requirements

- Parents/guardians are their child's learning coach.
- Parents/guardians must maintain accuracy of home address, phone numbers(s), and email address(es). This includes advance notification of any temporary changes in availability.
- Parents/guardians and student **MUST** attend the Monroe City Schools Online Academy's orientation.

- Parents/guardians must ensure they plan to pick up the Monroe City School District's issued Chromebook and monitor that the Chromebook is used for academic purposes only.
- Parents/guardians must attend the Monroe City Schools' Online Academy's conferences when scheduled or requested.
- Parents/guardians must be committed to ensuring their child is completing all daily, required activities.
- Parents/guardians will need to reach out and contact the Monroe City Schools' Online Academy's supervisor when help is needed.
- Parents/guardians must answer emails and other modes of communication from the teacher/school administrator within 24 hours during the work week.
- If requested by the supervisor, parents/guardians and student must attend a face-to-face conference.
- Parents/guardians need to understand the value of true assessments ensuring all assessments are completed by the student without unauthorized assistance always supporting academic integrity.
- Parents/guardians are expected to set up and maintain a daily work schedule for the student, including participation in two-way communications.
- Parents/guardians are expected to set up a dedicated learning space in the home free of distractions and interruptions. (Pets, TV, siblings, etc.)
- Parents/guardians ensure student(s) follow the establish guidelines as set forth by Monroe City Schools.
- Parents/guardians are expected to pick up all hard copy materials from the supervisor if requested.
- Parents/guardians are expected to pick up needed devices, maintain these devices and supplies, and return them to the Monroe City Schools' Online Supervisor when one's obligation ends.
- Parents/guardians are required to follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions, not posting photos, videos, or any form of communication on social media regarding all aspects of The Monroe City Schools' Online Academy.

Student and Learning Coach Requirements

- Weekly two-way communication is required with the Monroe City Schools' Online Academy's Supervisor. This can be done via an email exchange, attending weekly Zoom sessions, or a phone conversation. Make every effort to respond quickly to the supervisor's communication.

Student Success

- Commit to working on your courses on a regular basis.
- Schedule specific days and time as "school-work" time.
- Use the Assignment Calendar and Progress Reports as your measure of course completion.
- Ask for help when you need it.
- Make sure you have a quiet area in which to work, where you can concentrate and focus, without too many distractions.
- Schedule enough time to complete your daily assignments at a pace that is most effective for you.
- Make sure to review course work and eNotes before taking an assessment. Grades will be higher if material is reviewed.
- Quality time should be spent on working; therefore, do not rush through assignments or quizzes.
- Stay on task and stay focused and productive so courses are completed on time.
- Use the Assignment Calendar to track the assignments you should complete each day. Setting and achieving daily goals will keep you motivated and determined to succeed.

Monitoring Progress and Communications

Both monitoring progress and communications will be conducted through Edgenuity's online platform, grades in JPAMs, emailed progress reports reflecting student progress, and through the Monroe City Schools Online Academy Supervisor via phone and/or email.

Standard turnaround times for supervisor responses are below:

- Email 24 hour
- Voicemail 24 hours
- Graded assignments 72 hours
- Teacher grades essays 72 hours

The Monroe City Schools' Online Supervisor will contact a student's learning coach if the student is struggling with the academic workload. Signs of struggling with one's academic workload may include not taking quizzes, low grades on assignments, missing assignment, and lack of two-way communication.

Academic Integrity: Policies and Procedures

Student Code of Conduct

The following items constitute the Student Code of Conduct Policy.

- Contribute to a positive and fun learning environment, knowing that what I share and how I participate in class affects my classmates' learning experience
- Take credit for work that is mine and mine alone.
- Use the online systems respectfully and appropriately, knowing they are shared among all my classmates.

Academic Integrity

Students are expected to conduct themselves in accordance with five fundamental values:

- Honesty
- Trust
- Fairness
- Respect
- Responsibility

A student who adheres to high standards of academic integrity maintains that all work turned in is his or her own and is based on the knowledge and skills that he or she has acquired.

Plagiarism and Cheating

Plagiarism is copying or using ideas or words from another person or source such as the Internet or a print source and passing it off as your own. When in doubt, be sure to cite your resource. If it is confirmed that a student has plagiarized work in any manner, the student will be subject to consequences determined by Edgenuity administration and may be removed from the course with a failing grade. Cheating on assessments or tests includes copying from another student or using unauthorized materials on the exam. A student found guilty of cheating on exams or term assignments is also subject to serious academic penalties.