iSierra Online Academy: Comprehensive Blended Program Handbook and User Guide 2023-24

GENERAL POLICIES

Appointments:
- Mandatory: <u>once per week;</u> 1 to 1.5 hours/on a scheduled day and time
  - This information will be in an enrollment email and/or your Comprehensive Blended Google Classroom.
  - Always check Apex Announcements for any changes to your appointment day.
- Appointments are for taking unit tests, and comprehension and progress checks.
- Appointments are virtual.
  - Your teacher will meet with you through Zoom/Google Meet
  - Your camera must be on and audio working.
  - All school behavior expectations apply in a virtual classroom/meeting.

Assistance/Communication/Teacher availability:
- Please use the "Messages" tab in APEX. (Parents contact by phone or email)
- Be specific in your message.
  - In the subject line, type the reason for your contact (such as: BYPASS, Failed Quiz, HELP) and ALWAYS include the course name and activity number (English 3A - 1.4.5).
  - In the message field include any extra information needed.
- Your teacher is *generally* available by phone, email, or virtual conferencing <u>during regular school hours</u>.
- If your teacher is unavailable, you may call the site's paraeducator. See our website (www.fjuhsd.org/isierra) or your teachers' Google Classroom for contact information.
- <u>Check your school gmail, your APEX Announcements, and APEX Messages **DAILY**</u>.

Work Expectations:

- **You are expected to work a <u>minimum</u> of 1.5 hours per day, five days a week (7.5 hours each week).**
  - Additional work time may be necessary depending on your course and/or your scheduled timeline for completion.
- You are expected to complete approximately 1/2 units per week, or more, depending on your activity due dates. **Increase hours as needed to meet activity due dates.**

Supplies:
You need the following for this program:
- Chromebook with a working camera:
  - Follow your campus procedures if you need to replace your chromebook.
- Working earbuds/headphones with microphone:
  - See your counselor if you need a set.
- Wifi access:
  - See your school AP Instruction and Operations if you need a hotspot for home wifi access.

APPOINTMENT INFORMATION

Appointment Behavior Expectations:
- Be on time. Late arrival means you might not be able to test that week.
- Please work quietly until the teacher can meet.
- Do not chew gum, eat, or drink in front of the camera.
- School appropriate attire, please.
- Be respectful to everyone, and the equipment, at all times. No hand gestures or inappropriate language.
  - This includes vocabulary, body language, as well as no derogatory comments about: race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.

Appointment Procedure:
- Make sure your chromebook is charged.
- Cameras must be turned on.
- Test your audio and video before joining the Meet/Zoom.
  - YOU WILL NEED AN EARPIECE WITH A WORKING MICROPHONE.
- Do not leave the Meet/Zoom until you have met with the teacher.
  - Students may go to the restroom as necessary, **except** once a test has been started.

Appointment Supplies:
- Please have writing materials - paper, pens/pencils - as needed.
- Please contact your school administrator immediately if you lose your home wifi or need technical equipment.
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Streaming/Cell Phone (during the appointment)**:**
- No interaction on social media that is not contained within the iSierra digital curriculum.
- Cell phone use is severely restricted; Students are not to have their cell phones out at all during a test - consequences apply.

Disciplinary Consequences:
- School Academic Honesty Policies and Codes of Conduct will be followed.
- Parents/Guardians, counselor, and administration will be contacted about negative behavior and a note will be placed into your AERIES file.
  - AERIES *follows you throughout high school, so counselors or admin can see your file.*

COURSEWORK INFORMATION

- Do only assigned units; complete all unit activities in order.
- Work completion and quality is expected.

Assignment Due Dates:

- <u>Help you</u>: stay on track with your course/complete your course on time, avoid failing the course.
- <u>Must be followed to</u>: stay on track with your course/complete your course on time, avoid failing the course, avoid being dropped from the course.
- Assignment due dates are not adjusted because of inability to test (for whatever reason) or missed appointments.

Assessments:

- Assessments consist of Quizzes and Unit Tests.
- **All** unit work, including Study Guides or guided notes, must be completed and submitted by your teachers' work submission deadline in order to take the unit test.
- All unit tests are proctored (supervised) at the scheduled appointment.
- Electronics are not allowed during tests; it can result in an automatic score of "0".
- Most assessments have a minimum pass rate of 60%.
  - You are allowed two attempts to pass assessments.
  - If you fail both times, APEX locks down your progress - the next lesson will not appear.
  - Resolve the situation by following your teachers' directions in the Course Instructions.
    - You may be asked to submit additional notes for the failed section.
- <u>Only 1 unit test can be taken at an appointment.</u>
- If you complete a full course, you must take the Final Exam for course credit.

Grading:

- Points possible for graded activities are listed on the [Enrollment Details Report](#).
- For overall course points/grade weights, see the Course Syllabus in the Resources section.
- Teachers may assign the following scores for the listed reasons:
  - **"0":** Academic Honesty was violated or it was given a Bypass (a temporary score).
  - **"1":** The activity was received and the grade is pending.
  - "**2**": the activity needs to be redone.
    - The deadline for redoing/re-submitting work will be determined by your course teacher. Activities re-submitted after the given deadline will retain the original score.
- All work for the unit must be completed according to the assignment rubrics and Course Instructions in order for the **unit** to be given credit.

Course Completion/ Last Day to take Work:

- Complete your units and course by the assigned due date(s).
- Teachers will relay their last day to accept work, and the day of their course Final Exam via APEX Announcements, and/or the Enrollment Details Report, and/or physical paperwork, and/or email. <u>This</u> <u>will be considered the same as relaying the information through a course</u> <u>syllabus. It is the students'</u> <u>responsibility to make sure they understand and communicate to</u>

their parent(s)/guardian(s) the last day to submit work and the day of their Final.
- No work or tests will be accepted/graded after the given deadline.
- **ALL COURSEWORK MUST BE COMPLETE TO TAKE THE COURSE FINAL/BE GIVEN A FINAL GRADE/BE ELIGIBLE FOR UNIT OR COURSE CREDIT.**

Course Content Assistance/Apex Technical Support:

Help with course content:
- See your Supervising/Course Teachers' Google Classroom Resource sections for specific support information.
- During school hours:
  - Contact your Course Teacher
  - Go to the iSierra website>Student Resources, for independent learning sites and subject area support.
- After school hours: tutor.com
- Problems accessing assigned course/units: contact your teacher ASAP
- Apex technical issues (i.e. error messages, inability to play videos):
  - Contact APEX Support or Apex Technical Support Information
- Forgot your Apex password: Select "Forgot password" from the Apex login page.
- Computer problems are not an excuse for incomplete work.
  - See "Supplies" on page 1 for chromebook/wifi issues

Withdrawal from Course:
- You have **3 weeks to withdraw** from a course without penalty. Email the request to withdraw to your counselor and cc your course teacher.

Removal From Course:
- Removal from a course and/or disqualification from earning course credit may occur when a student:
  - Fails to complete assignments and/or make progress as assigned.
  - Violates the Code of Conduct/Academic Honesty Policy.

UC/CSU and NCAA:

UC/CSU: While most iSierra courses are UC/CSU approved, a few are not. It is up to you and your counselor to make sure that your online course matches your post high school goals.

NCAA: The iSierra course(s) you are taking will be posted under La Sierra High School, an approved NCAA institution. If you are pursuing a sport at the NCAA level your Transfer Request Form should indicate which courses need to be NCAA, so we can make sure all guidelines are being met. While many iSierra courses are NCAA approved, a few are not. It is up to you and your counselor to make sure that your online course matches your post high school goals.

STUDENT CODE OF CONDUCT/ACADEMIC HONESTY

All technology used must be appropriate, and adhere to the district *Acceptable Use of Technology Agreement*. The following rules apply to all activities conducted by students enrolled in iSierra's Online Academy courses. Failure to abide by these rules may result in revoked access to the Apex Platform as well as consequences determined by La Sierra High School and/or FJUHSD administrators. Apex Learning will cooperate with LSHS and/or district administrators in regard to code of conduct violations. If you witness any conduct/academic honesty violations, please contact your teacher.

Accountability: DO NOT:
- Publicly post your personal contact information or anyone else's.
- Publicly post any messages that were sent to you privately.
- Post anonymous messages except for the express purpose of collaborative writing.
- Impersonate another person.
  - Submit "blank" documents to trick the system into registering an assignment has been completed.

Passwords: YOU AGREE TO:
- Maintain the secrecy of your login information, and to use only your own.
- Not to help anyone gain unauthorized access.
- Sign off from the Apex Learning courses and close your Internet browser window when you have finished accessing and using any Apex Learning course.

Netiquette - Know that communications can be retrieved and printed by the instructor at any time.
- Avoid sarcasm and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Never use insults, threats or attacks of any kind against another person.
- Focus your responses on the questions or issues being discussed, not on the individuals involved. ●
Be constructive with your criticism, not hurtful.
- Review your messages before sending them.
- Remove easily misinterpreted language and proofread for typos.

Plagiarism and Source Citation

Plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. You agree not to engage in plagiarism when submitting your work. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit, revoked access and/or additional consequences as outlined in the La Sierra Student Handbook.

You agree **not** to:
- Copy or rephrase another student's work.
- Copy answers from a 3rd party site (e.g. Course Hero, Chegg, StudyPool). *We run documents through a plagiarism checker.*
- Have someone else rewrite an assignment or rephrase any part of an assignment (not just proofread it) ● Copy content from student aids (for example, Cliff Notes), critical sources, reference materials, or other materials, in part or in whole, from any source other than yourself, without acknowledgment (including by rephrasing ideas borrowed from such materials).

   ★ Any quotations from a source require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a website, provide the complete Web page or website title, URL, author if known, page number if applicable, and publication date of the site, if available.
   ★ Suggested websites: http://www.easybib.com or https://**owl**.english.purdue.edu/

Artificial Intelligence (AI)

Any use of AI-generated work to outline, write, create, or edit your assignments will be considered an academic integrity violation.

Cheating

Cheating of any kind is not tolerated. If caught cheating, students will be held to the consequences laid out in the LSHS Handbook and/or their campus's Handbook. Please see the schools' websites for the cheating explanations/consequences and Handbook Details.

APEX USER GUIDE

Understanding Apex Course Activities

Each Apex unit is divided into lessons; each lesson is divided into "**Activities"**. Each activity has a specific title and number,(e.g. **Study 2.1.1).** The first number is the unit, the second is the lesson, and the third is the activity. So, Study 2.1.1 is *in* unit 2, *in* lesson 1, and it *is* activity 1.

All activities are divided into three categories: "Non-Graded," "Graded," and "Interactive."

- Non-Graded Activities: Complete and submit to the teacher electronically.
- Graded Activities; Complete and submit to the teacher electronically.
- Interactive Activities: Click and complete within the course. *Do not print or submit to the teacher.*

The following unit work must be completed and submitted **BEFORE** taking your unit test:

1. **Non-Graded Activities-** (these are your course notes and may be used during assessments)
   - **Study Guides or *Guided Notes**, **Reading Guides** (English**), Check-ups** (may be required for math)
   - **All interactive exercises within each unit**
   - **Unit Review** (may be required - check Course Instructions).

As permitted by course teacher

2. **Graded Activities**
   - **Quizzes**
   - **Discuss** (Discussion Posts)
   - **Writing Activities** (titles vary by course - see your Course Instructions)

The following must be completed for credit consideration (course grading scales apply):

- The unit work listed above and as directed in your Course Instructions.
- Unit Tests: These are proctored tests; completed only under staff supervision.
- Final Exam: For 5 credit courses.

UNIT TEST BYPASS

- If you complete a unit and cannot test right away, you may request a bypass*. This will allow you to continue onto the next unit until you can test in a proctored setting.

UNIT TEST BYPASS INSTRUCTIONS:

- After submitting **all** "Activities" electronically, message a bypass request by following these instructions.

- *Bypasses are limited to **one per course per week.** Meet with your teacher to test at the very next opportunity or your next appointment, whichever comes first.*

Submitting APEX Graded Activities

Activities with "Points Possible" or points listed next to them in the Apex Table of Contents are Graded.

Graded Activities:

Quizzes: Complete and submit independently at home. The score posts to your Enrollment Details Report.

***Discuss* Activities:** Considered "class discussions". Click here for posting directions.

Writing Activities:

Formatting (Activities will be returned with a "0" if these are not followed)

- English: Always use MLA format
- All: Use 12 pt, Arial or Times New Roman font; 12 pt font - double space.
- All: Your responses must be in ***blue*** font for readability.

Submitting
- **Check your teachers' Course Instructions for submission directions.**

Non-Graded Activities:
- Non-Graded activities, such as Study Guides/Guided notes, are also to be submitted electronically. See your Teachers' Course Instructions for submission directions.

FOR ALL ACTIVITIES:
- If you do not select the correct activity title in Apex Messages, the assignment will not go to the correct assignment "mailbox". You are responsible for misdirected assignments.
- Assignments <u>may not</u> be pasted into the message of an email - follow the Course Instructions.
- All Graded/Non-Graded activities must be completed & submitted prior to testing. You may not take unit tests without turning in all of the unit work.
- ***The practice of submitting "blank" assignments to appear as if all assignments are completed will be considered a violation of the Student Code of Conduct/Academic Honesty Policy.***
- ***Use of AI and the practice of plagiarism in the completion of assignments is considered a violation of the Student Code of Conduct/Academic Honesty Policy.***