

Independent Study 2021-22 Handbook and User Guide

GENERAL POLICIES

Appointments:

- ❖ Minimum once per week; scheduled day and time*.
- ❖ All units for the week are due by your appointment day and time.
- ❖ Appointments may be virtual.
 - In a virtual setting, your teacher will meet with you through Zoom/Google Meet
 - You will be required to “share your screen”.
 - Your camera needs to be **on** - you must be appropriately dressed.
 - All school behavior expectations apply in a virtual classroom/meeting.

*Completing more than 2 units per week will require you to meet with your Supervising Teacher an additional day.

*If you are struggling with a subject, meet with your Course Teacher more often until the issues are resolved.

Appointment Duration:

- ❖ Your weekly appointment length will average 1-2 hours. Time may vary based on the following factors: completion of all assigned weekly work; need for instruction/remediation; test preparedness; quality of work; required state and district tests; completion of appointment assignments; guidance and attendance issues; teachers’ discretion.
- ❖ Be prepared to work on your course in your Breakout Room until the Supervising Teacher can meet with you.
- ❖ Being late could result in: increased time spent in a meeting that day, a rescheduled appointment (*only if teacher’s schedule allows*), or unexcused absences for the entire school week.

Appointment Assignments:

- ❖ You must complete all appointment assignments. These may include, but are not limited to, completing state/college test preparation, completing skills based activities, taking state and district tests, and redoing work that has not met the minimum pass rate.

Attendance/Absences/Participation/Non-Participation:

- ❖ Attendance is earned by completing a *minimum* of 1 credit per week.
- ❖ Failure to complete at least 1 credit by your appointment will result in 5 days of unexcused absences.
- ❖ Participation is earned by attending your weekly appointment every week.
- ❖ Failure to attend your weekly appointment will result in non-participation and escalating consequences.

Communicating with the Teacher/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 (BYPASS, Failed Quiz, HELP) and include the course name and activity number (English 3 A - 1.4.5).
 - If necessary, in the message field include any extra information needed.
- ❖ If you need immediate assistance/have not received a timely response to your message, email or call the teacher or the site’s paraeducator. See website for contact info. (www.fjuhsd.org/isierra).
- ❖ Your teacher is *generally* available by phone, email, or Virtual Conferencing during regular school hours.

Work Expectations:

- ❖ Work a *minimum* of five hours per school day/25 hours per week.
 - Increase hours as needed to meet weekly credit goals.

Working Rate/Weekly Credit Goals:

- ❖ Complete a *minimum* of 1-2 credits per week. Some courses require multiple units to equal 1 credit.
- ❖ You may complete 3+ credits per week to help you regain credits or fast track graduation. If you earn:
 - 1 credit/week - You are earning attendance, but falling behind/further behind in credits.
 - 2 credits/week - You are earning attendance & slowly catching up in credits/maintaining current credit count.
 - 3 credits/week - You are earning attendance & moving quickly to credit/graduation goals.

Interventions:

- ❖ Phone calls, emails, Coach Reports, Aeries Communication, or other automated systems will be utilized in communicating attendance issues, progress issues, testing dates, and behavior issues.
- ❖ Progress Reports with comments only may be sent home quarterly. This will be determined by the student's progress compared to the percentage of time enrolled in Independent Study.
- ❖ In the event that student issues cannot be resolved by the above means, a parent-teacher-counselor conference will be scheduled.
- ❖ If you are absent 4 times, for any reason, or, if satisfactory education progress goals are not met, you will be referred to counseling/administration for a placement re-evaluation, and may be removed from the program. Your parent/legal guardian needs to be present for the placement re-evaluation.

District, State, and Federal Testing:

- ❖ Students are required to participate in District, State and Federal tests; student appointment times may be extended and/or students may be required to participate on an additional day to meet testing requirements

Academic and Other Supports:

- ❖ English learners, foster youth, McKinney Vento, students with 504's, pupil's requiring mental health supports, individuals with exceptional needs and students with individualized educational plans will be provided support as specified during their team meetings.

COURSEWORK INFORMATION

- ❖ Do only assigned units; complete all unit activities in order.
- ❖ Check your school gmail, your APEX Announcements, and APEX Messages DAILY.

Assignment Due Dates:

- ❖ Help you stay on track with your course, reach credit goals and stay on track for graduation.
- ❖ Must be followed to: maintain attendance; catch up to and/or stay on the path for on-time graduation.

Assessments:

- ❖ Assessments consist of Quizzes and Unit Tests.
 - Units Tests have a CST (multiple choice portion) **and** a TST (written portion)
- ❖ All work for the unit must be completed and submitted to request the unit test.
- ❖ All unit tests are proctored (taken under teacher supervision). Schedule a day/time to meet with your teacher when ready to test.
 - Electronics are not allowed during tests. If seen, it can result in an automatic score of "O".
- ❖ Most assessments have a minimum pass rate of 60%.
 - You are allowed two attempts to pass Quizzes and CST's.
 - If you fail both times, APEX locks down your progress - the next lesson will not appear.
 - Resolve the situation with your teacher as per instructions shared with you at course enrollment.
- ❖ Only 2 unit tests can be taken at a sitting. If you complete 3 units/week, you need to make an additional appointment to meet with your teacher.
- ❖ If completing a full course, you must take the Final Exam for course credit.

Grading:

- ❖ Points possible for graded activities are listed on: activity/quiz/test pages and the Enrollment Details Report.
- ❖ For overall course points see the Course Syllabus in the Resources section.
- ❖ Teachers may assign the following scores for the listed reasons:
 - “0”: the activity was not turned in, it was plagiarized, or given a Bypass (a temporary score).
 - “1”: the activity was received and the grade is pending.
 - “2”: the activity needs to be redone.*
- ❖ **Unit score CANNOT be higher than the averaged score of the unit’s CST and TST, or the CST alone.**
- ❖ You must pass **both** portions of the unit test with a 60% or higher in order to get credit for the unit. If you do not, you will be required to redo the unit.
- ❖ *The deadline for redoing/re-submitting work will be determined by your course teacher. Activities submitted after the given deadline will retain the original score.

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 via physical paperwork, and/or via email. This will be considered the same as relaying the information through a course syllabus. It is the students’ responsibility to make sure they understand, and communicate to their parent(s)/guardian(s), the Last Day to submit work and the day of their Final. No work or tests will be accepted after the given deadlines.
- ❖ **ALL COURSEWORK MUST BE COMPLETE TO TAKE THE COURSE FINAL/BE GIVEN A FINAL GRADE. STUDENTS CANNOT CHOOSE TO “TAKE A ZERO” ON AN ASSIGNMENT.**

Course Content Assistance/Apex Technical Support:

- ❖ Problems understanding the course content: See the iSierra website, Resources section, for tutorial sites; Message your Course teacher.
- ❖ Problems accessing assigned course/units: contact your teacher ASAP
- ❖ Technical problems, such as error messages or inability to play videos: Contact APEX Support at: 1-800-453-1454. Or from your APEX dashboard, select Help>Help Home>Support.
- ❖ Forgot your password: Select “Forgot my password” from the login page.
 - Computer problems are not an excuse for incomplete work. Contact your teacher, the librarian or a school administrator if you are experiencing computer, wi-fi or technical issues.

Removal From Course:

Removal from a course and/or disqualification from earning course credit may occur when a student:

- ❖ Has more than three absences.
- ❖ Fails to complete assignments and/or make progress as assigned.
- ❖ Violates the Code of Conduct.

Transferring/Returning to Comprehensive High Schools:

- ❖ Independent study operates on an alternative schedule which does not align with the comprehensive high school traditional schedule. This could result in credit deficiencies when moving between programs mid semester.

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.

ON-SITE LAB RULES ****This applies to any student given permission to work in the on-site lab:*

- ❖ Students are expected to complete their work at home, a lab is available if a classroom environment is needed and permission is given.
- ❖ All students will be expected to follow the behavior expectations and rules while working in the lab. Failure to do so will result in losing the lab privilege for the day, week, or permanently.
 - The student will be asked to leave the lab and a parent/guardian will be called to pick up. The student will need to work from home and meet virtually.

Lab and/or Virtual Setting Behavior Expectations

- ❖ Work quietly at your computer station.
- ❖ Work only on your school assignments.
- ❖ Treat teachers, instructional aides, fellow students, and lab equipment with respect.
 - *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.*
- ❖ Follow ALL Lab Rules: Sign in/out; Hall Pass; No Cell Phone; No Food/Drink.
- ❖ Follow Teachers'/Instructional Aide's instructions at all times.
- ❖ Frequent "in and out" will be questioned and may be subject to consequences.

Sign-in and Sign-out:

- ❖ Sign in with your Supervising Teacher as soon as you enter the lab.
- ❖ Sign out with your Supervising Teacher when you are leaving the campus.

Hall Pass:

- ❖ Except at break and lunch, you must have a pass to be outside the lab.
 - This includes leaving to use the restroom or to drink water.
- ❖ You may not just leave the classroom because you feel like it. There are set break and lunch times.
- ❖ If you are on campus without a pass, you will be escorted to the office to speak with administration.

Classroom Supplies:

- ❖ Please bring writing materials - paper, pens/pencils. It is recommended that you have a notebook.

Streaming/Cell Phone:

- ❖ Cell phone use is **severely** restricted. If you want to use your cell phone, work from home. You cannot work in the lab without following the cell phone rules.
- ❖ *Have your phone away in your backpack when inside the lab. If you need to make or take a call, step outside.*
 - *You will be sent home for violations of phone policy.*

Food/Drink:

- ❖ No food or gum at the computers; check with your teacher regarding break/lunch times.
- ❖ Water is acceptable to drink in the lab, but it must be capped.

Disciplinary Consequences:

- ❖ 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.*
- ❖ You may be sent home for the day, week, or permanently from the lab.
- ❖ If you are sent home for the day, you may not come back & ride the school bus.

STUDENT CODE OF CONDUCT

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 (Apex Learning). Failure to abide by these rules may result in revoked access as well as consequences determined by La Sierra High School and/or FJUHS administrators. Apex Learning will cooperate with LSHS and/or district administrators regarding matters related to violation of the code of conduct. If you witness any violations of this code of conduct, 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.

Passwords: YOU AGREE TO:

- Maintain the secrecy of your login information, and to use only your own.
- Not help anyone gain unauthorized access.
- Sign off from the Apex Learning courses and close your Internet browser window when you have finished 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
 - 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 website title, URL, author, page number, and publication date of the site, if available.
 - ★ Suggested websites: <http://www.easybib.com> or <https://owl.english.purdue.edu/>

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.

RESOURCES

Subject Area Information:

www.fjuhsd.org/isierra>Resources>Student Resources>Course Information and Support

Students taking the courses listed below need to check the iSierra website for special instructions, such as novels to check out (English), tutorial sites (Math), or recording options for spoken assignments (Spanish).

- ENGLISH
- MATHEMATICS
- SPANISH
- All AP courses

User Tutorials

<https://www.fjuhsd.org/Page/1861>

Frequently Asked Questions:

<https://www.fjuhsd.org/Page/3085>

iSierra Sites and Staff:

<https://www.fjuhsd.org/domain/732>

APEX Technical Support:

Chat: <https://support.apexlearning.com/contact>

Email: support@apexlearning.com

Phone: 1.800.453.1454 (Select #2) Monday - Friday 5:00 am - 7:00 pm PT

APEX USER GUIDE

Understanding Apex Course Activities

All of the resources you need for your online course(s) are embedded in APEX, unless otherwise stated. Each unit is divided into lessons, and each lesson is divided into multiple “Activities”. Each activity has a specific title and number, for example: **Study 2.1.1**. **The first number is the unit, the second number is the lesson, and the third is the activity.** So **Study 2.1.1** is *in* unit 2, lesson 1, and it is activity 1.

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

- ❖ Non-Graded Activities: are to be completed and submitted electronically.
- ❖ Graded Activities: are to be completed and submitted electronically.
- ❖ Interactive Activities: are to be completed and posted within the course. Do not print or submit separately.

The following work must be completed and submitted PRIOR to taking your unit test:

***Non-Graded Activities-** (these are considered your course notes)

1. **Study Guides** (for every Study section), ***Reading Guides** (English only), ***Check-ups** (math only)
2. **All interactive exercises within each unit** (these are not printed out).
3. **Unit Review** (answer any checklist questions in a **full sentence format - Not “Yes” or “No”**).

***Graded Activities-** (These will have “**Points Possible**” listed on them-see page 7 for submission instructions)

1. **Quizzes**
2. **Discuss** (Discussion Posts)
3. **Written Activities** (titles vary by course)

Practices	Explore	Journals	Projects
Check-ups	Logs (<i>PE only</i>)	Dry Labs (<i>science only</i>)	
**Write (<i>English only</i>)			

4. **CST and TST**: Proctored unit tests to be completed only under staff supervision.

***The **Write** Activities are an exception: They do not have a “Points Possible” listed, but they are Rough Drafts for Essays and must be submitted with the essay or the essay will not be graded.*

UNIT TEST BYPASS

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

UNIT TEST BYPASS INSTRUCTIONS:

After submitting **all** “Graded Activities” electronically, Message a bypass request by doing the following:

- ❖ In the subject line type “**BYPASS REQUEST**,” and type the **Course Title, and Unit #**
 - Ex. **BYPASS REQUEST - English 3A, unit 4**
- ❖ A temporary score of “0” will be given for the CST,
 - This will open the next unit.
 - Your grade will drop until you take the test and replace the score.

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 with points listed next to them in the Table of Contents are Graded Activities.

Quizzes: Take independently at home. The score is automatically posted to your Activity Scores Report.

Discuss Activities- These are considered "class discussions". See the iSierra Online Academy website for posting directions.

Written Activities:

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

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

Submitting

Copy the Activity into Word or a Google Doc (Check with your teacher on which one is preferred)

1. Copy and Paste the entire Activity into your Word or Google Doc
 - a. Open Word or Google Doc (open a Google Doc within Google Drive, please)
 - b. Highlight the entire Activity, including the numbered heading.
 - c. Right click on the highlighted area and select "copy" or press ctrl+C.
 - d. Click on Word document or Google Doc, then right click and "paste" (select clipboard w/paintbrush).
 - e. **The activity should look exactly the same as it did in APEX.**
 - f. Complete the Activity - use the formatting instructions above.

Saving in Word

1. Save the document with your first and last initial and the Activity number. For example:
(mm 1.2.3 Journal).
2. If you are working in the classroom, save to your Gdrive, onedrive, etc, but not on school computers.

Saving & Submitting Using GOOGLE DRIVE

1. Title the google document with the same title as the Activity.
2. Select "Share," In "Get Link," change to "Anyone with the Link can Edit"
3. Select "Copy Link" and then select "Done".

Sending via Apex Messaging for both Word & Google Drive:

1. In your Apex Dashboard, open a New Message.
 - a. Select the Course Teacher, and type the Activity title in the Subject line.
 - b. If using **Google**, paste the "Shareable link" you copied into the message field.
2. Select the "Submit Homework" box
3. From the Activity drop down menu select, the appropriate Activity title. (Must match)
 - a. If using **Word**, select "browse" and attach your document.
4. Click "Send"

FOR ALL ASSIGNMENTS:

1. 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.
2. Assignments may not be faxed, scanned or pasted into the message of an email.
3. Your Non-Graded activities, such as Study Guides, are also to be submitted electronically. Watch the video *How to Submit Unit Notes* on the iSierra website for 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. No Exceptions.