



### **Taking Notes**

The faculty and administration at DVA strongly encourage students to take notes by hand when working through their courses in *Odysseyware*. Research has shown that longhand note-taking is linked with greater academic success, and we have witnessed this fact firsthand.

### **Essay Questions**

Essay and other constructed response questions are accompanied by specific guidelines for their successful completion. Often these guidelines will specify a number of facts or other pieces of information that must be included. Sometimes they also include a word count. Do not ignore these guidelines and requirements. Insufficient essay and short answer responses will be reassigned.

### **General Tips**

Online courses are designed to be rigorous and challenging, but students will only get out of them what they are willing to put into them.

Read the entire lesson

- Watch the entire video and/or read the video transcript
- Take detailed, well-organized notes

### **Number of Attempts & Pass Thresholds**

#### **1) All courses in Odysseyware will be set up as follows:**

Lessons & Quizzes: 70% Pass Threshold / Max 2 attempts

TESTS: 60% Pass Threshold / 1 Attempt

\*\*\*\*Students may contact their teacher about a 2<sup>nd</sup> Attempt. The teacher may require additional review before 2<sup>nd</sup> attempt is granted.

**THE LAST ATTEMPT WILL BE THE ONE THAT COUNTS!**

#### **Grade Weighting:**

For each unit the following will be used to calculate the unit average.

Lessons/Projects: 30%

Quizzes: 30%

Tests: 40%

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100%

## **Academic Integrity Contract**

Students enrolled in DeKalb Virtual Academy must take all unit tests, course examinations, final exams, and Alabama mandated assessments. Such items must be proctored by DVA staff.

Students are responsible for the following:

- Students must take a final exam in each course, unless exempted by their local school
- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.
- Students will not allow others to copy their work.
- Content from the internet will not be misused or misrepresented.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subject to invalidation and review by the DVA Academic Integrity Committee. Additionally, the student may be removed from the course with a failing grade and may be subject to dismissal from the virtual academy. Virtual students are responsible for their transportation to and from DVA site.

### **Minimum Requirements to Remain Enrolled in DVA**

- Maintain consistent access to the Internet and capable device for completing coursework.
- Accumulate no more than 5 unexcused, full-day absences during the current year.
- Maintain appropriate course progression as measured by the completion of lessons, assignments, quizzes, and/or tests.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of DVA.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from DVA.
- All students must re-apply for acceptance in DVA each school year.

## DVA Student Pacing/Intervention Guide

### Moodle Courses

- A Moodle student that is listed on the weekly report as:
  - 1) “Inactive” – 7 or more days without submitting an assignment, discussion, quiz, or test
  - 2) “Alert” – current average in a course is below 60

is considered to be behind in the course and an at-risk student. At such point, the student must attend additional work sessions at DVA until adequate progress is made to catch up, assignments are submitted, and has an average above 60. Failure to report to such additional work sessions will count as an unexcused absence.

### Odysseyware Courses

Any student who is 10% or more behind the pace in a course or has an average below 60 is considered to be an at-risk student. At such point, the student must attend additional work sessions at DVA until adequate progress is made to catch up, assignments are submitted, and has an average above 60. Failure to report to such additional work sessions will count as an unexcused absence.

## **2018-2019 Code of Student Conduct**

### Notice of Receipt and Agreement

It is the intent of the DeKalb County Board of Education that each student and his/her parent/guardian receive a copy of the DeKalb County Board of Education's Code of Student Conduct. The faculty within each school is charged by the Board of Education to review the Code of Student Conduct with the student body. It is the parent/guardian's responsibility to read the content and discuss the information with their child. By signing this form, you are verifying receipt of the DeKalb County Code of Student Conduct.

Code Of Student Conduct - I acknowledge that I have received a copy of the Code of Student Conduct adopted by the DeKalb County Board of Education.

Special Education - I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in DeKalb County Schools.

Textbooks - I acknowledge that I have received information concerning the care and possible replacement of state-owned textbooks.

Student Photographs - I understand that if I object to the photographing of my child I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

Surveys - I understand that if I object to my child participating in a Drug Use or Pride Survey as required by Title IV funding, I shall place written objections on file with the school at the time of the student's enrollment or at any time thereafter. Refer to Drug Testing section for guidelines on random testing of students participating in extra-curricular activities.

Internet Use - I understand that if I object to my child using the Internet and/or e-mail, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

FERPA - I acknowledge that I have received information regarding the Family Education Rights Privacy Act.

My signature acknowledges receipt of DeKalb County's Code of Student Conduct and individual school sections, which includes Special Education Information, Textbook Rules, and Regulations, Photographs, Surveys, Internet Use, and FERPA.



By signing below, I acknowledge that have read and agree to the stated policies and procedures, academic integrity contract, student pacing/intervention guide, and the code of conduct of DeKalb Virtual Academy and DeKalb County Schools. I understand that failure to comply with the above stated expectations and minimum requirements could result in removal from DeKalb Virtual Academy. Removal from DVA can occur at any time during the school year. Students who are removed from DVA and who are granted enrollment at their base school or any other school are not guaranteed course equivalents in the traditional, face-to-face format.

Student name printed \_\_\_\_\_

Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_