

STPPS High School Academic Courses  
Summer Session 2018  
Summer Office Hours Monday-Thursday 7:15am-5pm  
General Information  
Office Number: 985-727-5518  
Email: [toni.rich@stpsb.org](mailto:toni.rich@stpsb.org)

### **Summer Session Calendar**

- Semester 1- June Session
  - June 4 First day of class for students
  - June 28 Final test and Final submission for the session
- Semester 2- July Session
  - July 2 First day of class for students
  - July 4 School Office closed
  - July 26 Final test and Final submission for the session

**Classes are presented to students via an online digital learning platform. Students must have a computer with internet access to complete course assignments. Students must report to the testing sites with an ID.**

\*\*\*Please note the attendance and final test policies below\*\*\*

### **Registration**

Registration for the June session will close May 18, 2018. The July session registration will close on June 13, 2018. Complete the registration form and return it with the fee to the a<sup>3</sup> Virtual Academy Office. A guidance counselor signature is required for all courses and a Principal's signature is required for New Credit courses.

Virtual Academy  
71460 Edna St. Covington, LA 70433  
Fax: 985-898-6482 Email: [toni.rich@stpsb.org](mailto:toni.rich@stpsb.org)

### **Eligible Students**

- All applicants must be residents of St. Tammany Parish
- Students in grades 9-12 in the 2017-2018 school session
- Incoming 9<sup>th</sup> graders are not eligible for the summer session

### **Fees**

The fee is \$200 per course per session. Students may enroll in 2 courses per session. Payments must be:

- cashier's check or money order (attention to: STPSB)
- online: MyPaymentsPlus (instructions located on the stpsb.org website)
- No cash or personal checks will be accepted.

### **Refunds**

Registration fees will be refunded for any class in which the number of enrollees is insufficient (5 or more must enroll for a course to be offered). Fees will not be refunded for any other reason after the first day of class.

### **Location**

Tutoring sessions and Testing will take place in the Slidell High School Library and the Lakeshore High School Library. Students may utilize either location.

### **Attendance**

Students are offered unlimited access to the digital learning platforms throughout the session from home computers to complete course assignments. Attendance is only mandatory on testing days. If a student misses a

test for weeks 1-3, a medical excuse from the doctor must be submitted to the Virtual Academy Office no later than the Monday following the missed test session. Once the excuse has been approved, the student will be allowed to test at the next scheduled tutoring session. There are no make ups for Test 4 (final test). Vacations and transportation issues are not valid excused absences.

### **School Regulations**

STPPS summer session is a voluntary program provided for students seeking credit recovery options. In order to maintain an atmosphere conducive to learning, the same rules and regulations are in effect during the summer session as during the regular school year. Students are not required to wear school uniforms but must comply with all STPPS dress code rules. Student ID badges are required for testing.

Students are required to test every Thursday at the school testing sites. Testing sessions begin at 11a.m.

Students may arrive no later than Noon. Students taking 2 online courses must arrive no later than 11:30 a.m.

The test sessions end promptly at 1:30 p.m.

\*\*\*Test Week 1 Thursday, June 7 will be available at SHS. Those students testing at LHS may test at the SHS location on June 7 or Test at LHS on Monday, June 11. \*\*\*

### **Study Requirements**

Students should submit lessons daily. Due Dates can be found on the Summer Session Calendar, in emails sent to students' webmail accounts, and course Bb home pages.

Study guide information will be located in emails sent to students' webmail accounts, and course Bb home pages.

Free Tutoring is offered for the core subject areas two days per week (with the exception of the week of July 2).

Please notify the course teacher if you plan to attend a tutoring session. Should a student need additional support in an elective course, please contact the Virtual Academy Office the day before so that arrangements can be made.

### **Digital Learning Platforms**

Odysseyware is an online digital curriculum that offers a broad range of comprehensive standards-based course. Math XL is an online digital curriculum used by Algebra I, II, III, Geometry, and Math Essentials students. Blackboard is an online teaching and learning platform that houses student Grade Centers, announcements, and course resources.

Students will also be assigned an email account by the Virtual Academy. This email account must be used to communicate with the online instructor. No emails to or from the teacher should be deleted. Students must check their email a minimum of once every 24 hours.

Parents are encouraged to monitor email accounts weekly for updates and grade information.

**All course information, including grading and pacing, will be sent to this email account.**

Issues with your Blackboard, MathXL, Odysseyware or webmail accounts must be reported to the Virtual Academy office immediately. Assignments should be started immediately each week so there is time to ask questions or report any issues. Students are not allowed to share account login information with other students.

### **Grading Policy**

Tests are 60% of the Grade and Assignments are 40% of the Grade.

Parents and/or guardians are responsible for tracking grades and progress in these locations.

One unit per week will be assigned and must be submitted by Thursday at 11a.m.

Students will be given 24 hours to submit late assignments. There will be a 50% reduction in points on all late assignments. After 24 hours, students will receive a zero on all late assignments. If an unexpected situation should arise and extended time is needed to complete assignments or take tests, it is your responsibility to contact the online teacher and the coordinator as soon as possible. A doctor's note or other documentation will be required to make-up any work or tests. Only the coordinator can excuse late assignments and missed tests.

All make-up tests for Weeks 1-3 must be scheduled with the coordinator.

Academic fraud will result in a zero on any test or assignment and possible removal from the course.

### **Final Test Policy**

Attendance is mandatory on the last day of each semester, as final examinations are scheduled on that day. Final tests will not be given early.

### **Final Grades**

Grades will be posted in Blackboard and/or Math XL. Final Grades are emailed to the assigned webmail account and sent to STPPS high schools.

Students are responsible for checking with their guidance counselor at the beginning of the school year to make sure summer grades are on their transcript. Non-St. Tammany public school students are responsible for requesting final grades be sent to their school. The school's contact person and email address must be provided.

### **Credit Overview**

1. A student may register for two courses per session. Students are required to meet with their counselor before registering for a course. Counselor signature required.
2. All new credit requests must be approved by the Principal. Principal signature required.
3. If a student is retaking a course, he/she has already passed, the original grade is not deleted from transcript. See your guidance counselor for further explanation.
4. Dropping a course prior to the first Thursday of a session may be requested in writing by parent/guardian. A grade will not be recorded on transcript if dropped the first week of the session. No refund is provided.

### **Course Offerings**

\*\*\*There must be a minimum of five requests to offer a course online\*\*\*

Algebra I	Environmental Science	Health *
Algebra II, III	Chemistry	Speech I
Geometry	English I, II, III, IV	Speech II
Business Math	Business English	Basic Career Readiness
Math Essentials	World Geography	Spanish I, II
Financial Literacy	Government	Principles of Business
Physical Science	American History	Physical Education I, II
Biology	World History	Technical Writing

\* Semester course offered both sessions. All other courses are first and second semester courses.

### **EOC/LEAP 2025 Course Offerings**

EOC/LEAP 2025 course enrollment contingent upon the following information:

Algebra 1, Geometry, English I (entered HS Fall 2017), English II, English III, and Biology

US History – students will take A in June and B in July. Those needing to retake the LEAP 2025 will do so in December 2018.

<b>Semester A Final Grade</b>	<b>Semester B Final Grade</b>	<b>EOC/LEAP 2025 Score</b>	<b>Summer Session</b>
Fail	Fail	Fail	No Summer
Fail	Fail	Pass	June for A July for B
Fail	Pass	Pass	June for A
Pass	Fail	Fail	June for B
Pass	Fail	Pass	July for B

**ST. TAMMANY PARISH PUBLIC SCHOOLS  
JUNE SESSION REGISTRATION FORM 2018**

Summer Session \* 71460 Edna St. Covington, LA 70433 \*985-727-5518 \*Fax: 985-898-6482 \*Email: toni.rich@stpsb.org  
June 4, 2018- June 28, 2018

STUDENT INFORMATION			
Student Number:			
Last name:		First:	Middle:
Street address:			Home phone no.: (    )
City:	State:	Zip Code:	Grade Level 2017-2018:
High School attended 2017-2018:	Special Education <input type="checkbox"/> Yes <input type="checkbox"/> No Gifted/Talented <input type="checkbox"/> Yes <input type="checkbox"/> No 504 <input type="checkbox"/> Yes <input type="checkbox"/> No Health Plan <input type="checkbox"/> Yes <input type="checkbox"/> No Parent Initials:		
Parent/Guardian Last Name:		First:	
Parent/Guardian contact no.: (    )			
Parent/Guardian email address:			
I have read and understand the policies and procedures of the Virtual Academy: <input type="checkbox"/> Yes <input type="checkbox"/> No    Parent Initials:			

SUMMER SESSION COURSE SELECTION	
(Please have the registration form signed by your Guidance Counselor and/or Principal.)	
Course Name:	
1.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit \$200
2.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit \$200
Is this an EOC/LEAP 2025 course: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Guidance Counselor Signature:	
Principal Approval:	

PAYMENT			
Payment Type:	Name on payment:	Amount of payment:	My Payments Plus confirmation number:
<input type="checkbox"/> cashier check <input type="checkbox"/> money order <input type="checkbox"/> MyPayments Plus			
Cashier Check or Money Order Number:			
The above information is true to the best of my knowledge. I understand all payments are made payable to <u>St. Tammany Parish School Board (STPSB)</u> . There will be <u>no refunds</u> once the summer session begins (June 4, 2018). First session applications must be postmarked by <u>May 18, 2018</u> . Please include a transcript or a report card for repeat credit. A cashier check, money order or a My Payments Plus receipt must accompany the application and the student will not be enrolled into the course/s without receipt of payment. Make copies for your records. <u>An orientation session will be held at NOON On May 31, 2018 to assist students with log in information.</u> I understand that I am responsible for monitoring my students' progress and that final grades are emailed to the webmail account.			
_____ <i>Parent/Guardian signature</i>		_____ <i>Date</i>	

**ST. TAMMANY PARISH PUBLIC SCHOOLS  
JULY SESSION REGISTRATION FORM 2018**

Summer Session \* 71460 Edna St. Covington, LA 70433 \*985-727-5518 \*Fax: 985-898-6482 \*Email: toni.rich@stpsb.org  
July 2, 2018 -July 26, 2018

STUDENT INFORMATION			
Student Number:			
Last name:		First:	Middle:
Street address:			Home phone no.: (   )
City:	State:	Zip Code:	Grade Level 2017-2018:
High School attended 2017-2018:	Special Education <input type="checkbox"/> Yes <input type="checkbox"/> No Gifted/Talented <input type="checkbox"/> Yes <input type="checkbox"/> No 504 <input type="checkbox"/> Yes <input type="checkbox"/> No Health Plan <input type="checkbox"/> Yes <input type="checkbox"/> No Parent Initials:		
Parent/Guardian Last Name:		First:	
Parent/Guardian contact no.: (   )			
Parent/Guardian email address:			
I have read and understand the policies and procedures of the Virtual Academy: <input type="checkbox"/> Yes <input type="checkbox"/> No    Parent Initials:			

SUMMER SESSION COURSE SELECTION	
(Please have the registration form signed by your Guidance Counselor and/or Principal.)	
Course Name:	
1.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit    \$200
2.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit    \$200
Is this an EOC/LEAP 2025 course: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Guidance Counselor Signature:	
Principal Approval:	

PAYMENT			
Payment Type: <input type="checkbox"/> cashier check <input type="checkbox"/> money order <input type="checkbox"/> MyPayments Plus	Name on payment:	Amount of payment:	My Payments Plus confirmation number:
Cashier Check or Money Order Number:			
<p>The above information is true to the best of my knowledge. I understand all payments are made payable to <u>St. Tammany Parish School Board (STPSB)</u>. There will be <u>no refunds</u> once the summer session begins (July 2, 2018). First session applications must be postmarked by <u>June 13, 2018</u>. Please include a transcript or a report card for repeat credit. A cashier check, money order or a My Payments Plus receipt must accompany the application and the student will not be enrolled into the course/s without receipt of payment. Make copies for your records. <u>An orientation session will be held at NOON on June 27 to assist students with log in information.</u> I understand that I am responsible for monitoring my students' progress and that final grades are emailed to the webmail account.</p>			
_____ <i>Parent/Guardian signature</i>		_____ <i>Date</i>	

# June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				May 31 Orientation for June Session NOON LHS or SHS	1 Log in to platforms and begin courses	2
3	4 June Session Begins Tutoring 9-11	5	6 Tutoring 9-11	7 Week 1 lessons due 11am <b>Week 1 Test Day SHS NO LHS Option 11-1:30 (ID required)</b> Week 2 Open at 3pm	8	9
10	11 Tutoring 9-11 <b>Week 1 Test Day LHS for those that did not test at SHS on June 7 11-1:30 (ID required)</b>	12	13 <b>No Tutoring at LHS</b> Tutoring at SHS 9-11  <b>July Registration Due</b>	14 Week 2 lessons due 11am <b>Week 2 Test Day 11-1:30 (ID required)</b> Week 3 Open at 3 pm	15	16
17	18 Tutoring 9-11	19	20 Tutoring 9-11	21 Week 3 lessons due 11am <b>Week 3 Test Day 11-1:30 (ID required)</b> Week 4 Open at 3 pm	22	23
24	25 Tutoring 9-11	26	27 Tutoring 9-11  Orientation July Session NOON LHS or SHS	28 Week 4 lessons due 11am <b>Week 4 Test Day 11-1:30 (ID required)</b> Session CLOSED <b>Grades reported to Blackboard, Math XL, student email account</b>	29	30

# July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Session Begins Tutoring 9-11	3	4 <b>Office Closed</b>	5 Week 1 lessons Due 11 am <b>Week 1 Test Day 11-1:30 (ID required)</b> Week 2 Open at 3pm	6	7
8	9 Tutoring 9-11	10	11 Tutoring 9-11	12 Week 2 lessons due 11am <b>Week 2 Test Day 11-1:30 (ID required)</b> Week 3 Open at 3 pm	13	14
15	16 Tutoring 9-11	17	18 Tutoring 9-11	19 Week 3 lessons due 11 am <b>Week 3 Test Day 11-1:30 (ID required)</b> Week 4 Open at 3 pm	20	21
22	23 Tutoring 9-11	24	25 Tutoring 9-11	26 Week 4 lessons due 11am <b>Week 4 Test Day Noon-3 (ID required)</b> Session CLOSED <b>Grades reported to Blackboard, Math XL, student email account</b>	27	28
29	30	31				