



St. Tammany Parish School Board
a³ Virtual Academy Summer Session for Repeat Credits
<http://virtualacademy.stpsb.org>

**All applicants must be residents of St. Tammany Parish
Grades 9-12 during the 2019-2020 School Session**

Session 1 (June)	Session 2 (July)
Fall or “A” semester courses *EOC courses see next pages	Spring or “B” semester courses
June 1 - June 25, 2020	June 29 - July 23, 2020
*Registration Deadline: May 15, 2020	*Registration Deadline: June 10, 2020

****Registration information must be postmarked on/before deadline.***

Testing Sites

Lakeshore High and Northshore High
(Students may test at either site)

Mail/Fax/Email Applications to:

Jennifer Alleman
71460 Edna Street
Covington, LA 70433

Phone: (985) 727-5518

Fax: (985)898-6482

Email: Jennifer.Alleman@stpsb.org

All summer session courses will be offered online only.

Students/Parents are responsible for computer with internet access.

REGISTRATION INFORMATION:

- Students are limited to 2 courses per session.
- Session 1 (A semester courses) will take place in June.
- Session 2 (B semester courses) will take place in July.
- Parents are responsible for enrolling their child in the correct summer course(s).

Costs:

- **\$200 - per semester per course**
- Payments must be:
 - **cashier’s check or money order** (attention to: STPSB)
 - **online: MyPaymentsPlus** (located on the Virtual Academy website)
 - June Session MPP payments can be made from April 27, 2020- May 21, 2020
 - July Session MPP payments can be made from April 27, 2020- June 17, 2020
 - No cash or personal checks will be accepted.
 - **REFUNDS WILL NOT BE GIVEN ONCE SESSION ORIENTATION HAS OCCURED**

Course Approval:

- **Repeat Credit:** A repeat credit course is one that has already been attempted by the student. All requests for repeat credit must be accompanied by a school representative signature and a copy of the **student’s transcript or report card** proving the course has been attempted. Grades can be printed from JPAMS.
 - **all repeat credit courses in the summer will be offered as credit recovery courses only.**
- **New Core and Elective Credits: Will not be offered in summer school.** All new credit courses and elective credits must be taken during the school year.

Registration Submission Documents:

1. Completed Registration Form
2. Money Order, Cashier’s Check, or copy of My Payments Plus Receipt
3. Copy of the student’s transcript or report card
4. Principal/School Representative Signature

*** All items above must be included in order to consider the application complete. Any incomplete registration packets will not be processed.**

Online Course Offerings:

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

Algebra I, II and III	Physics
Geometry	English I, II, III, IV
Math Essentials	Business English
Financial Literacy	Government
Chemistry	U.S. History
Physical Science	World History
Biology	
Environmental Science	

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

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

Algebra I, Geometry, English I, English II, English III, Biology and US History – students will take A in June and B in July. Those needing to retake the LEAP 2025 will do so in June 2020.

Semester A Final Grade	Semester B Final Grade	EOC/LEAP 2025 Score	Summer Session
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

Grades:

1. The student **MUST** complete the course (all assigned work, unit tests and final exam) in order to receive a grade for the course. If the student fails to complete all assigned work in the course. Zeros will be given for all uncompleted work.
2. **Final Grades are emailed to the student's Gmail account and Posted in Moodle. Parents and guardians are responsible for tracking the student's grades and progress in Edgenuity.**
3. **Non-St. Tammany public school students:** responsible for requesting final grades be sent to their school. The school's contact person and email address must be provided.
4. St. Tammany student's grades are reported to their high school. 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.

Testing:

1. **When a student reaches a test. The student MUST report to one of the testing locations during the hours of operation listed on the calendar.**
2. Students must provide a **picture ID** at testing.
3. Students must follow all school board rules for dress code.
4. Students must arrive to a testing location ***at least 30 minutes prior*** to test site closing times, if they only have one test. If a student needs to test in more than one subject the student needs to arrive ***one hour prior*** to test site closing times. Students who arrive less than 30 minutes to the close of the testing center will not be allowed to test on that day.

Make up work:

1. Student coursework is available 24 hours a day/ 7 days a week. Forward progression in a course is only hindered when a student reaches a test and or exam. Therefore there are **NO MAKEUP** dates for any assignments or tests the student fails to complete by the end of the assigned summer session. **ALL** coursework, tests and exams **MUST** be completed by the close of the assigned summer session.

2. **Family vacations are allowable, however, it is the student and parent's responsibility to ensure the coursework is being completed during the vacation. Student work is available to them 24 hours a day 7 days a week. Forward progression is only hindered by a test or exam. If the student reaches a test or exam while on vacation, the student will be unable to continue working until they are able to return to a testing site. Lack of forward progression in the course during this time is not a valid excuse and the student will not be granted an extension.**
3. A doctor's note is only required in the summer sessions if the student has a major illness that prevents them from working for an extended period of time (more than a week). In the event that this occurs, contact the Virtual Academy Coordinator, Jennifer Alleman at Jennifer.alleman@stpsb.org or 985-727-5518.
 - Student work is available to them 24 hours a day 7 days a week. Forward progression in a course is only hindered when a student reaches a test or exam. Students must go to a testing center when they are stopped by a test or exam.
4. There are **NO MAKEUP** dates for any assignments or tests the student fails to complete by the end of their assigned summer session. **ALL coursework, tests and exams MUST be completed by the close of the assigned summer session.**

Transportation:

- The summer school program will not provide transportation to and from the summer school testing sites. Students must provide their own transportation. When students are finished testing they are expected to leave campus in a timely manner.

Dropping Courses:

- Dropping a course **BEFORE** orientation of a session may be requested in writing by a parent or guardian. A grade will not be recorded on the student's transcript if dropped and a refund will be provided if dropped prior to orientation.
- If the parent or guardian drops the course **AFTER** orientation. A grade will not be recorded on the students' transcript if the drop occurs in the first two days after orientation **AND** no refund is provided.

Getting started with a³ Virtual Academy course:

- **Students are responsible for computer with internet access. Tablets and cell phones are not compatible with all platform requirements.**

After submitting the application:

1. Parents will receive a confirmation email, via the parent email address listed on the registration form, stating the Registration form was received as well as a calendar for the session.
2. On the Thursday before the session begins, a **mandatory** orientation session will be offered for students and/or parents at the Testing Site at NOON.
3. If a student cannot attend, the information will be available on the Virtual Academy website (<http://virtualacademy.stpsb.org>) and the student is welcome to attend the first tutoring session (after the courses have begun) for additional support.
4. Password information will be found on the Summer Session Orientation handout.
5. Report any login issues to Jennifer.Alleman@stpsb.org immediately. Email is the most efficient way to communicate and receive a response in a timely manner.

Once courses begin:

1. Students are responsible for checking their school email and Moodle daily.
2. Students are responsible for working in their credit recovery courses **daily**.
3. Tutoring in Math, English, Science, and Social Studies is available on Monday -Thursday from 9am-11am at the Testing Sites. Please let your teacher and/or Mrs. Alleman know if you plan to attend the sessions. Should you need support in a different subject, contact Mrs. Alleman.
4. All work, tests and exams **MUST** be completed by the last day of the assigned summer session. A student can finish their course in as little time or they can use all the time allotted in their assigned summer session. But, all assignments, tests and exams **MUST** be completed by the close of the summer session in which they are enrolled. A course is only considered complete when the courseware indicates 100% student progress rate and all assignments, projects, essays have been completed, submitted, and graded by a teacher.
5. Students should be working on their courses every day. When the student reaches a test that is locked, they will report to the testing center during their business hours to test.
6. There are **NO MAKEUP** dates for any assignments or tests the student fails to complete by the end of the assigned summer session. **ALL** coursework, tests and exams **MUST** be completed by the close of the assigned summer session.
7. Parents must check their student's Edgenuity account for grade information throughout the Summer Sessions. Communication with parents and students regarding summer courses is through the students email account provided by STPSS.

Annual Public Notification 2016-17

STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad.

St. Tammany Parish School System
a³ Virtual Academy Summer Session 2020
Policies and Procedures

Coordinator: Jennifer Alleman

Email: Jennifer.Alleman@stpsb.org Website: <http://virtualacademy.stpsb.org>

The student/parent is responsible for computer with internet access. A lack of internet access is not an acceptable reason for lack of progress.

Issues with your Moodle, Edgenuity or Gmail accounts must be reported to Mrs. Alleman's office immediately. Coursework should be started immediately. When a student reaches a test in their coursework they must come in to the testing site (LHS or NHS) to test. Forward progression in a course is only hindered when a student reaches a test/exam. Students are not allowed to share login information with other students.

A STPSB issued Gmail 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.

All coursework and final test must be completed by the last day of the session. There are NO MAKEUP dates for any assignments or tests the student fails to complete by the end of their assigned summer session.

Students must test at the summer session test site during test site hours (listed on the calendar). If you are taking two online courses, you must arrive to begin testing no less than an hour before the close of the testing site. Testing ends promptly at the close of the testing site. All students must bring a picture ID to test.

Assignments will count 40% of the student's average and the tests will count 60% of the student's average. Grades are updated in the Moodle Grade Center. Final grades are emailed to the student issued Gmail account at the end of the session.

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

IT IS THE STUDENT'S RESPONSIBILITY TO KEEP A **BACK UP COPY** OF ALL WORK SUBMITTED. The grade book in Edgenuity should be checked after each submission. Students must resubmit any assignments requested by the instructor.

It is the parent's responsibility to monitor the progress of their child using the grade book in Moodle and/or Edgenuity.

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ST. TAMMANY PARISH PUBLIC SCHOOLS
JUNE SESSION REPEAT CREDIT REGISTRATION FORM 2020

Summer Session * 71460 Edna St. Covington, LA 70433 *985-727-5518 *Fax: 985-898-6482 *Email: Jennifer.Alleman@stpsb.org
 June 1, 2020- June 25, 2020

STUDENT INFORMATION			
Student Number:			
Last name:		First:	Middle:
Street address:			Home phone no.: ()
City:	State:	Zip Code:	Grade Level 2018-2019:
High School attended 2019-2020:	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"/> REPEAT Credit \$200
2.	<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"/> My Payments Plus	Name on payment:	Amount of payment:	My Payments Plus confirmation number:
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> after summer orientation occurs (May 28, 2020). First session applications must be postmarked by <u>May 15, 2020</u> . A transcript or a copy of the report card <u>MUST</u> accompany this application for repeat credit courses. A cashier check, money order or a My Payments Plus receipt must accompany the application or 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 28, 2020 to assist students with log in information and pretesting.</u> I understand that I am responsible for monitoring my students' progress and that final grades are emailed to the Gmail account.			
_____		_____	
<i>Parent/Guardian signature</i>		<i>Date</i>	

ST. TAMMANY PARISH PUBLIC SCHOOLS
JULY SESSION REPEAT CREDIT REGISTRATION FORM 2020

Summer Session * 71460 Edna St. Covington, LA 70433 *985-727-5518 *Fax: 985-898-6482 *Email: Jennifer.Alleman@stpsb.org
 June 29, 2020- July 23, 2020

STUDENT INFORMATION			
Student Number:			
Last name:		First:	Middle:
Street address:			Home phone no.: ()
City:	State:	Zip Code:	Grade Level 2018-2019:
High School attended 2019-2020:	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"/> REPEAT Credit \$200
2.	<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"/> My Payments Plus		Name on payment:	Amount of payment:	My Payments Plus confirmation number:
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> after summer orientation occurs (June 24, 2020). Second session applications must be postmarked by <u>June 10, 2020</u> . A transcript or a copy of the report card <u>MUST</u> accompany this application for repeat credit courses. A cashier check, money order or a My Payments Plus receipt must accompany the application or 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 24, 2020 to assist students with log in information and pretesting.</u> I understand that I am responsible for monitoring my students' progress and that final grades are emailed to the Gmail account.				
_____ <i>Parent/Guardian signature</i>			_____ <i>Date</i>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					May 15 June Session Apps Due	May 16
May 17	May 18	May 19	May 20	May 21	May 22 Half Day Last Day	May 23
May 24	May 25 Office Closed	May 26	May 27	May 28 Mandatory Orientation June Session NOON @ NHS or LHS	May 29 Log in and Begin Course Work Office Closed	May 30 Log in and Begin Course Work
May 31 Log in and Begin Course Work	June 1 June Session begins Tutoring and testing available LHS or NHS 9-11 am	June 2 Tutoring and testing available LHS or NHS 9-11 am	June 3 Tutoring and testing available LHS or NHS 9-11 am	June 4 Tutoring and testing available LHS or NHS 9-11 am	June 5 Office Closed	June 6
June 7	June 8 Tutoring and testing available LHS or NHS 9-11 am	June 9 NO Tutoring or testing at LHS Testing and Tutoring at FHS Room 702/704 and NHS ONLY 9-11 am	June 10 NO Tutoring or testing at LHS Testing and Tutoring at FHS Room 702/704 and NHS ONLY 9-11 am	June 11 Tutoring and testing available LHS or NHS 9-11 am	June 12 Office Closed	June 13
June 14	June 15 Tutoring and testing available LHS or NHS 9-11 am	June 16 Tutoring and testing available LHS or NHS 9-11 am	June 17 Tutoring and testing available LHS or NHS 9-11 am	June 18 Tutoring and testing available LHS or NHS 9-11 am	June 19 Office Closed	June 20
June 21	June 22 Tutoring and testing available LHS or NHS 9-11 am	June 23 Tutoring and testing available LHS or NHS 9-11 am	June 24 Tutoring and testing available from 9-11 am at LHS or NHS Orientation July Session NOON @ NHS or LHS	June 25 Tutoring and testing available LHS or NHS 9-11 am LAST DAY of June session NO MAKE Ups ALL work, tests and exams must be completed by 11:00am	June 26 Office Closed Check June Final Grades in Gmail/Moodle Log in and Begin JULY Course Work	June 27 Check June Final Grades in Gmail/Moodle
June 28	June 29 July Session begins Tutoring and testing available LHS or NHS 9-11 am	June 30 Tutoring and testing available LHS or NHS 9-11 am	July 1 Tutoring and testing available LHS or NHS 9-11 am	July 2 Tutoring and testing available LHS or NHS 9-11 am	July 3 Office Closed	July 4
July 5	July 6 Tutoring and testing available LHS or NHS 9-11 am	July 7 Tutoring and testing available LHS or NHS 9-11 am	July 8 Tutoring and testing available LHS or NHS 9-11 am	July 9 Tutoring and testing available LHS or NHS 9-11 am	July 10 Office Closed	July 11
July 12	July 13 Tutoring and testing available LHS or NHS 9-11 am	July 14 Tutoring and testing available LHS or NHS 9-11 am	July 15 Tutoring and testing available LHS or NHS 9-11 am	July 16 Tutoring and testing available LHS or NHS 9-11 am	July 17 Office Closed	July 18
July 19	July 20 Tutoring and testing available LHS or NHS 9-11 am	July 21 Tutoring and testing available LHS or NHS 9-11 am	July 22 Tutoring and testing available LHS or NHS 9-11 am	July 23 Tutoring and testing available LHS or NHS 9-11 am LAST DAY of July session NO MAKE Ups ALL work, tests and exams must be completed by 11:00am	July 24 Office Closed Check July Final Grades in Gmail/Moodle	July 25 Check July Final Grades in Gmail/Moodle