

# Spencerville Digital Academy

## Enrollment Options

Spencerville Local Schools have provided a designated area strictly for the use of Digital Academy students. This area is equipped with several computers, work spaces and a coordinator and full-time instructional aide for assistance and supervision. The requirement is a minimum of 12 hours a week with the ideal schedule being three (3) hours a day, four days a week. Students enrolled in the SDA must be present in the lab for at least three (3) hours a day, Monday-Thursday each week. Friday's will be implemented for those students that are behind in progress. Students will be required to abide by Spencerville Local School's attendance policy. A sign-in/out sheet will be provided by and tracked by the program coordinator. Students will be required to choose a time slot to attend each day. (Times may be altered slightly at the discretion of the parent/guardian and coordinator.) Lab Options: 7:45 a.m. – 10:45 a.m. or 11:45 a.m. – 2:45 p.m. Full-time online SDA will be determined by the building principal.

## Academic Policy

- The parent/guardian is encouraged to contact the coordinator weekly to discuss the overall progress of the student. Students who do not maintain adequate progress may be urged or required to attend meetings with a hired tutor (at the expense of the student).
- Grades will be given by quarters. If students are not at the pacing percentage by the quarter end, the grade may be reduced.
- Full time SDA students will not be eligible for the Honor Roll and the National Honor Society. All SDA classes, except for PE, will be included in the students' GPA.
- SDA students will not be included in the class rank. If a SDA student applies to a college/university that requires a class rank, the guidance counselor will calculate the class rank for the college/university request only.
- Students who attend the SDA will earn most of their credits through a program called Credit Flex that allows high school credits to be earned in an alternative way from traditional classroom attendance.
- For students who are considering participation in NCAA division I or division II athletics after high school graduation, SDA courses are not considered core courses for eligibility. Students who earn most of their credits through the SDA will not be eligible for NCAA division I and II sports participation.

## Attendance Policy

Attendance is counted as logging in to the student account and completing a minimum of 12 hours per week. Once the student logs in after 12:01 a.m. on Sunday and before midnight on Saturday, the student is counted in attendance for that week. Note –if the student is not on pace of completion, the

student may be required to attend certain hours, including Saturday School, designated by the administration. Insubordination and truancy charges can be filed with the courts. At the individual meeting with the supervisor, the parent/student will determine the designated time of instruction (whether at home or in the lab).

## **Behavior Policy**

1. Display an attitude of respect and kindness.
2. Refrain from using any foul or profane language.
3. Use websites only pertaining to schoolwork while in the DDA lab.
4. Complete the work outlined on a weekly basis.
5. Be present in the Spencerville Digital Academy when scheduled to be.
6. Refrain from distracting the other students present in the lab.

Inability to abide by these guidelines is grounds for further discipline action as seen necessary by the program coordinator and/or building principal.

**Spencerville Digital Academy Application**

**Please note:** completion of this form does not guarantee online enrollment for the coming school year. A decision will be made by an educational team based on several factors. If the student has previously been enrolled online, the online performance of the student will be used in this decision.

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Recent grade of completion: \_\_\_\_\_ Last school of attendance: \_\_\_\_\_

Student on an IEP: Yes \_\_\_\_\_ No \_\_\_\_\_

Student on a 504 Plan: Yes \_\_\_\_\_ No \_\_\_\_\_

Student has been: Suspended \_\_\_\_\_ Expelled \_\_\_\_\_

Student currently on probation: Yes \_\_\_\_\_ No \_\_\_\_\_

- If Yes, County: \_\_\_\_\_ Probation Officer: \_\_\_\_\_

**Custodial Parent/Guardian:**

Printed Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address (If different from student): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reason for interest in the Spencerville Digital Academy (check all that apply):**

\_\_\_\_\_ Credit Recovery      \_\_\_\_\_ Medical      \_\_\_\_\_ Discipline Referral

\_\_\_\_\_ Other, Explain \_\_\_\_\_

Briefly explain why you feel your student will be more successful in the Spencerville Digital Academy than the regular school setting:

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If selected to participate in the Spencerville Digital Academy, students will attend one of the sessions below in the school lab, as assigned by the principal.

Daily Lab 7:45 a.m. – 10:45 a.m., Monday – Thursday, Friday’s are optional or assigned

Daily Lab 11:45 a.m. – 2:45 p.m., Monday – Thursday, Friday’s are optional or assigned

I understand the policies of the Spencerville Digital Academy

Student Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Enrollment requests will be reviewed by an educational team. Decisions will be made as soon as possible.**

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**For Office Only (check all interventions that apply and explain below):**

- |   |  |
|---|--|
| <input type="checkbox"/> Ongoing communication with parents | <input type="checkbox"/> Academic counseling |
| <input type="checkbox"/> Intervention action plan           | <input type="checkbox"/> Mentoring           |
| <input type="checkbox"/> Tutoring                           | <input type="checkbox"/> Special services    |
| <input type="checkbox"/> Other interventions                |  |

*\*Explanation of each intervention:*

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Approved       Not Approved      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal Initials: \_\_\_\_\_ Superintendent Initials: \_\_\_\_\_