

## Spencerville Digital Academy

The Spencerville Digital Academy (SDA) offers an opportunity for a student to earn a Spencerville High School Diploma through a non-traditional means. The SDA option provides both advantages and disadvantages for the student. It is important for the student, parents or legal guardians, and school administration to all be involved in the decision to enroll in the SDA.

Students must be committed to an education that is exclusively delivered online which lacks face-to-face interaction with instructors and other staff.

To earn a Spencerville Diploma – all students must meet the graduation requirements determined by the Ohio Department of Education and the Spencerville Local Board of Education.

## Enrollment Policy

Our goal for this program is to offer an on-line learning program to aid students in completing the coursework necessary to obtain a high school diploma. Students can schedule SDA course(s) if Spencerville Local Schools does not offer the course, needs to fulfill the 21.5 credits needed for graduation and the choice is not offered in the regular setting, a course for credit recovery, or the student's majority of schedule is based on the SDA.

Students who are eligible to enroll in SDA are:

- Students already successfully learning at home but whose home schooling will be complimented with a comprehensive, formal, and standards-based online curriculum.
- Students who are performing below grade level and who wish to focus their education exclusively on an independent online course of study, starting at the students' current skill and knowledge level and building forward at a pace determined by the student in collaboration with the SDA Coordinator.
- Students who have been removed from school for disciplinary reasons but who are committed to, and capable of, regaining their focus on academic pursuits in the independent and solitary context of online instruction.
- Students who are transient and seek the stability of a portable online educational program that is not linked to, and does not utilize, any particular physical school facility.
- Students who have extenuating circumstances that makes attending regular school problematic.

## **Enrollment Options**

### 1. Online

Students participating online through the Digital Academy can complete all of their coursework off school grounds. Students can log in wherever they are able (at the library, from home, etc...). Students enrolled in the online option can be required to attend the open lab hours if progress is not being made.

### 2. Lab

Spencerville Local Schools have provided a designated area strictly for the use of Digital Academy students. This area is equipped with several computers, workspaces and a coordinator and full-time instructional aide for assistance and supervision. Students are welcome to complete online coursework in the lab from 7:46-2:46 Monday-Thursday. The requirement is a minimum of 12 hours a week with the ideal schedule being three (3) hours a day, four days a week. Friday's will be implemented for those students that are behind in progress. Students enrolling in the SDA Lab option 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: 7:46 a.m. – 10:46 a.m. or 11:46 a.m. – 2:46 p.m.

## **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).
- Students will complete learning plans for each course in which they are enrolled. Students who complete target goals should expect to progress to the next course or grade level in less than the traditional time frame of a semester or year. Students who do not meet target goals will take longer to progress through the curriculum.
- Students that are below the pacing guide will be required to stay longer, and/or report on Friday's, and/or attend mandatory Saturday School.

- 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 an 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).

## **Summer School**

If a student has failed a course for the school year, they must complete it during the summer at a cost of \$50. Attending summer school in the school lab will be required unless other arrangements have been discussed with the Administration. If the course is completed by the end of June, the fee will be waived. If the course is not completed in the summer, \$25 will be charged each month until the course is complete.

## **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 for me 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.