

2020-2021



K-12

Student Handbook

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***This handbook belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## Vigo Virtual Success Academy

Starting the 2019-2020 school year, Vigo County School Corporation students have had the option to enroll full time in the Vigo Virtual Success Academy. This program allows students to choose a virtual school option instead of attending their school of legal settlement. This option will allow students who are now home schooled to enroll as full-time virtual students in the virtual school. The Vigo County School Corporation will still offer part-time online learning opportunities in the form of credit recovery or blended learning options.

## Vigo Virtual Success Academy

The online platform will be run through a partnership with Edmentum for fully accredited virtual school.

### Program Definitions

**Grade Level:** 9-12 EdOptions, 6-12 Courseware, k-5 Calvert

**Eligibility:** Vigo County School Administration will target the following students:

- Covid-19 Concerned Students
- Current Homeschool Students
- Homebound Students
- Credit Recovery grades 10-12
- Flexible Scheduling Needs
- Alternative Education

**Staffing:** Vigo Virtual Success Academy consists of a Principal who will be responsible for administering the entire virtual program, both full time and part time programs. The program will also employ a special education teachers and teacher serving as success coaches to assist students. The Vigo County Staff will be assisted by EdOptions Academy personnel and staffed by EdOptions Academy. \*NOTE: EdOptions Academy has agreed to hire Vigo County School Corporation teachers on a part time basis to teach virtually in this program.

**Enrollment:** An application for enrollment must be completed by the student and parent for entry into the Vigo Virtual Success Academy. A meeting with the parent, student, and principal or designee is required.

**Student Responsibilities:** Along with their parents/guardians, students must attend an onboarding meeting specified by the Vigo County Virtual School. Students will have an option to attend the after school virtual program at the Vigo County Virtual School, which will announce a time frame for afterschool study. Students are expected to work on their course **off campus**. **ALL FINAL EXAMS MUST BE TAKEN AT BOOKER T. WASHINGTON IN THE PRESENCE OF A TEST PROCTOR (Taking final exams onsite is not required due to Covid-19 until further notice. A Staff member will notify students/parents of when finals will begin being taken onsite). Any possible exceptions must be approved by the VVSA principal.**

**Each student will also be assigned to a Success Coach.** The Success Coach will work with the student to make sure the student has everything they need to be successful in the courses. The Coach will provide important information about the school such as testing dates and locations. **Most Important:** The student is required to meet with the success coach either live or on the phone on a weekly basis to go over progress.

## **Frequently Asked Questions**

**Q. What happens if my child starts with Vigo Virtual Success Academy, but we discover virtual school isn't a good fit for my child?**

**A.** Your child will be able to return to their traditional school when your family is ready. We can develop a health plan for your student in our traditional schools that fits your family's health needs.

**Q. Does VVSA cost money?**

**A.** VVSA is a free service offered to Vigo County students. It is a public school within the Vigo County School Corporation.

**Q. If my child enrolls in VVSA, do they work during the school day, or can we work on our own time?**

**A.** Exactly when you work during the day is flexible, but the state requires your student to work 25 hours per week for elementary school and 30 hours per week for middle/high school. Your child's progress will be monitored by VCSC teachers acting as success coaches.

**Q. My child doesn't have access to a device. Can VVSA help?**

**A.** In your enrollment conference, we'll assess your child's technology needs and will work to meet the needs of every child. Indicate your interest in a conference here:

[tinyurl.com/VCSCvirtual](https://tinyurl.com/VCSCvirtual).

**Q. I want my child to continue to receive school breakfast/lunch, and/or I receive free/reduced lunch. Will my child be able to receive breakfast/lunch through VCSC?**

**A.** Yes. In August, we will make arrangements for school meals and share details with you.

**Q. Can my child participate in athletics through their home school?**

**A.** No. Vigo Virtual Success Academy is a stand-alone virtual school. Your child will not be enrolled in their home school, they will be enrolled in VVSA. VVSA is not a member of the IHSAA.

**Q. Can my child participate in extracurricular activities through their home school?**

**A.** Yes, but your participation is subject to principal and teacher approval. You may not be able to participate in an extracurricular activity if a class exists to support the activity.

**Q. Will my elementary or middle school student be able to participate in G/T courses?**

**A.** No. G/T courses are highly specialized and rely on classroom interaction. These courses are only able to be offered in our traditional school setting.

**Q. Can my high school student still take AP courses through Vigo Virtual Success Academy?**

**A.** Yes, some AP courses are available through Vigo Virtual Success Academy:

- AP English Language & Composition 1 & 2 (Junior year)
- AP Biology 1 & 2
- AP Chemistry 1 & 2
- AP Calculus AB 1 & 2
- AP US History 1 & 2
- AP Spanish 1 & 2
- AP French 1 & 2

**Q. My child was set to take a dual credit course this year. Is that possible with Vigo Virtual Success Academy?**

**A.** No. Dual credit courses are offered through a partnership between your child's teacher and Indiana State University or Ivy Tech Community College. Our virtual school curriculum provider does not have those partnerships.

**Q. My child has an Individualized Education Program (IEP). Will they be able to follow their IEP through Vigo Virtual Success Academy?**

**A.** Students with IEPs will be supported by a success coach and their teachers. If your child has an IEP, please contact Covered Bridge Executive Director Susan Cobb at [smb4@vigoschools.org](mailto:smb4@vigoschools.org) to set up a case conference meeting to discuss whether the virtual option is a good choice for your child.

**Q. My child is enrolled in a special education class. Can they be enrolled in Vigo Virtual Success Academy?**

**A.** There are varying levels of special education courses in Vigo County. We have several options for special education students, and Vigo Virtual Success Academy might not be the right choice for every child.

Please contact Covered Bridge Executive Director Susan Cobb at [smb4@vigoschools.org](mailto:smb4@vigoschools.org) to discuss what option might be a good

choice for your child. Your contact information will be forwarded to the district supervisor that works in your child's school.

**Q: I hear a lot about Indiana virtual schools in the news. How is VVSA different?**

A: VVSA is a stand-alone public virtual school operated by Vigo County School Corporation. The virtual schools having problems in the news are charter schools and subject to different rules. VVSA will take attendance and maintain an accurate student count.

**Q: How can we trust that a new school will be academically appropriate?**

A: We've partnered with Edmentum, a fully accredited virtual school operator trusted by over 400 schools and districts. They support over 15,000 students nationwide.

**Q: Does that mean there won't be local resources?**

A: Absolutely not. We have a local, dedicated principal. Mrs. Robin Smith has 12 years' experience, formerly as principal at Terre Haute North. Students will have access to a dedicated school counselor and teacher-of-record (for students with IEPs). Students will be tested and use lab space at Booker T. Washington High School. Again, this is a local option to serve all of Vigo County students' needs.

**Q: How do I apply for VVSA?**

A: You may visit our webpage at [vigoschools.org](http://vigoschools.org), click on the School Permit link under Resources and complete the permit request. Then click on the Vigo Virtual Success Academy link on the left and print the VVSA application. Simply complete the application and contact Mrs. Smith to set up a meeting. She may be reached at 812-462-4427 or [robin.smith@vigoschools.org](mailto:robin.smith@vigoschools.org).

## Scope and Delivery for High School

The Vigo Virtual Success Academy will offer over 280 semesters of virtual courses available to all students grade 9-12. To be a full-time student they must meet specific requirements; but students who do not meet those requirements will still be eligible to take virtual courses on a part-time basis. The courses are made available through a partnership with Edmentum's EdOptions Academy and will include core, elective, AP, and Global Language courses. Courses approved in the district curriculum guide and by Indiana Department of Education will be offered.

The Vigo Virtual Success Academy has two (2) types of enrollments for students. **Full-time** students are enrolled at Vigo Virtual Success Academy taking a majority of all courses through the virtual academy supported by a physical lab at Booker T. Washington Alternative High School. **Part-time** students are enrolled at their high school in the Vigo County School Corporation, but they are taking one (1) or more courses via Edmentum's Courseware with all accountability data residing at the students' full-time enrolled school.

Vigo Virtual Success Academy is a stand-alone public school. Each full-time student will be officially enrolled in the Vigo Virtual Success Academy and all related services, including counseling and special education services will be provided by educators at Booker T. Washington Alternative High School. Full time virtual students will not be eligible to be part of any school athletic team; however, may participate in clubs or other school sponsored activity with approval from the home school principal or designee. Per IHSAA "virtual education is defined as a stand-alone public ...which only utilizes the non-traditional learning method of on-line instruction and where a student can enroll, graduate, and earn a diploma. To qualify as a virtual school, a school cannot sponsor any athletic programs involving any IHSAA recognized sports, whatsoever."

Students in the part-time virtual setting will be enrolled at their home school or alternative school and will receive all educational services from their school of enrollment, including counseling and

special education services. Students in the part-time virtual setting may be offered a flex schedule, which would be approved by the high school principal or designee. In addition, students in the part-time virtual setting (credit recovery option only) can be enrolled in more than 7 classes per semester and may earn up to 11 credits during a semester. Students taking a virtual course for original credit may earn seven credits during semester.

## **CALVERT**

Grades K – 5: Elementary students are given the full year to complete all required courses. Early completion of individual courses is allowed and if there is enough time left in the school year (determined by the school administration) the student may start the next year's course in that subject area. Parental approval is needed as well.

## **Vigo Virtual Success Academy**

### **Policies**

#### **Student Registration**

Full-time students will complete a registration form for the virtual academy. Students and parents/guardians will then be given an onboarding date for a meeting they must attend.

Home School students will complete the application form for the virtual academy found on the district website. All home-schooled students from the year before will be accepted into the virtual academy.

Part-time students will be enrolled into their course by their guidance counselor with the permission of the school principal.

## **Student Eligibility**

### **Full-time Students:**

Students may transfer to the full-time virtual program from the traditional school for the following reasons.

1. Covid-19 Concerns
2. Documented medical or emotional reason
3. Case Conference Decision
4. Result of Disciplinary Hearing
5. Principal Discretion

A full-time student is a student who takes at least 14 courses (7 per semester) a year through the Vigo Virtual Success Academy.

Students who are currently enrolled in their high school must apply to transfer to Virtual Success Academy. Parental permission is also needed. Once in the program, students must maintain a 2.0 GPA, must have no failing semester grades, maintain good attendance, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements, they will be on probation for one semester. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full-time program and be placed back in their home school.

**Home School Students** from year before: All Home School students will be accepted in the program as full-time students. Once in the program, students must maintain a 2.0 GPA, must have no failing trimester grades, maintain good attendance, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements, they will be on probation for one trimester. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full-time program and be placed back in their home school.

### **Part-time Students (high school students only -in their home schools):**

A student may be enrolled in the part-time virtual program (Courseware) for the following reasons.

1. Credit Recovery: Student failed a required course
2. Flex Schedule: Schedule will not permit a student to take a class
3. Documented medical or emotional concern
4. Recommendation Expulsion process
5. Principal Discretion

A part-time student is a student who still takes a majority of courses at their assigned high school but takes at least one course online as a part of their schedule. These students will be required to take their online course while on campus but may still work 24/7 on their online courses.

**Note: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)**

### **Requirements for Testing**

All full-time and part-time students will be required to take all mandatory state and local testing. All data from the students' testing will be included in the data with their assigned high school. Full-time students must comply with all Vigo County School Corporation District Student Testing guidelines listed in the code of conduct. Full- and part-time students will take all online course final exams at the high school enrolled. Until further notice (due to Covid-19) full-time VVSA students may take their finals from home.

### **Course Length**

Students are given a maximum of **18 weeks** to complete a **one credit** course. Courses can be completed prior to the 18 weeks. During a Summer School session, students have a maximum of 4 weeks to complete a one credit course. Courses can be completed anytime within the 4-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed timeframe.

## **Withdrawal Policy**

Students have 14 days from the time of enrollment in the course to withdraw with no penalty. Students who withdraw after the 14-day grace period can reenter the course at the point where they left off if the request for re-enrollment happens within 30 days of withdrawal. All requests for re-enrollment after 30 days will require the student to start the course from the beginning. All withdrawals after the 14-day grace period will be shown as WF.

***Withdrawal Policy from Virtual Program: Students who do not make adequate progress and meet the attendance requirements in the first 25 days will be withdrawn from VVSA and re-enrolled at their assigned home school.***

## **Course Content**

All semester-based courses are **one credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be proctored at Booker T. Washington (until further notice, due to Covid-19, testing onsite is not a requirement).

## **Proctoring of Final Exams**

Students will be required to have all final examinations proctored at Booker T. Washington (until further notice, due to Covid-19, testing onsite is not a requirement). Testing locations will be determined, and information shared with student and parents. Booker T. Washington Alternative High School will be the location of the Vigo Virtual Success Academy.

## **Course Types**

All courses are offered in Full Course or Pre-assessment.

- Full courses are taken from start to finish without option for pre-test.

- Pre-assessment courses offer pre-tests. Students may test out of content with approved scores. (NCAA will not accept pre-assessment courses)

## **Attendance**

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and a VVSA Success Coach/counselor. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least four synchronous contacts per month with their virtual instructor. These contacts can be weekly phone calls, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

***Required Hours:*** *Students must login everyday Vigo County Public Schools are in session. Per the Indiana Department of Education, the secondary student should spend at least **six hours per day** in schoolwork, and Elementary students should spend at least **five hours per day** engaged in their schoolwork. Students who do not login for five or more consecutive days may have to meet with the principal and their parent/guardian at Booker T. Washington Alternative High School. Should a student be sick and unable to work, an email should be sent the Success Coach for documentation.*

**Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s). **This schedule must be sent to the Success Coach at the begin of each semester.**

## Earning Credit and Grading Policy

In order to receive credit in a course, students must meet three requirements:

1. The student will need an overall average of 70%.
2. Complete the course in the semester of entry.
3. Students must complete **all** assignments then take the EOS (End of Semester) Exam to earn credit in the course.

**Note:** Students will be allowed to retake the End of Semester test (EOS), regardless of the first score earned. For credit recovery students, it is at the discretion of the teacher; a student may be able to take a final exam more than one time. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

## Grading Scale

### Secondary

94-100	A	80-83.99	B-
90-93.99	A-	78-79.99	C+
88-89.99	B+	74-77.99	C
84-87.99	B	70-73.99	C-

### Elementary

Kindergarten – O, S, N	O = Outstanding
1 <sup>st</sup> Grade – A, B, C, N	S = Satisfactory
2 <sup>nd</sup> Grade – A, B, C, D, N	N = Not Meeting Standards
3 <sup>rd</sup> – 5 <sup>th</sup> Grades – A, B, C, D, F	A = 90%-100%
	B = 80%-89%
	C = 70%-79%
	D = 60%-69%
	F = 59% and lower

## **Student Advancement and Graduation**

Students must meet the already established requirements to advance to the next grade level or to graduate with a Vigo County School Corporation Diploma. Please see graduation requirements in Vigo County School Corporation Student Parent Guide.

**State Testing:** All state testing for part-time students will be completed in the student's home school. Full-time students will complete all state testing at Booker T. Washington Alternative High School. The school will be responsible for notifying, assigning, and administering standardized testing to the student.

**Teacher-of-Record:** The part-time virtual student will maintain their teacher-of-record at their home school. Full-time virtual students will have a teacher-of-record assigned by the Virtual Academy. The teacher-of-record will be responsible for all student needs associated with their Individualized Education plan (IEP).

**Homebound Students:** Students who are placed on homebound will be considered part-time virtual students (Courseware). Homebound students will be placed in no more than three classes during the semester and cannot exceed more than six classes throughout the school year. Students without an IEP will work remotely from home and will be required to meet attendance requirements. Students with an IEP who are placed in the virtual program will have a special education teacher assigned who will monitor the progress of the student. Homebound will have to take final exams with a proctor unless otherwise specified.

**Expulsion Meeting Placements:** Students placed in virtual school as a result of an expulsion meeting will be considered part-time virtual students (Courseware). Students referred as a result of an expulsion meeting will be enrolled in the virtual program for no more than one full semester and cannot be enrolled in more than three courses during that time.

**Graduation Requirements:** The assigned guidance counselor from the student's homeschool will be responsible for scheduling the student and for guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

### **Transcripts and Grade Reports**

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. For full time virtual students, grade reports will be issued at the end of each semester. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor

### **Right to Privacy Policy**

Vigo County School Corporation and EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. Vigo County School Corporation and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

## **Athletic Considerations**

When considering the enrollment of a student-athlete into either full-time or part-time virtual programs, the school principal and counselor should consult with both the NCAA and IHSAA guidelines regarding policies concerning virtual education. Special consideration should be taken for student-athletes who plan to play at the college level. **Pre-assessment courses are not accepted by NCAA.**

## **About Our Partner: EdOptions Academy Accreditation and Approvals (High School Only)**

EdOptions Academy is fully accredited through AdvancED which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other Vigo County School Corporation schools.

Beginning with the 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other electives are not subject to NCAA review.
2. Only the full course counts, Students who are potential NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.

4. Vigo County School Corporation must use the Final Grade given by EdOptions Academy and the student's transcript must reflect that the student took the course through EdOptions Academy.

\*\*\*EdOptions Academy must know in advance any student who may be a NCAA Scholarship Athlete.

## Vigo Virtual Success Academy

### Student Code of Conduct Contract

**Directions:** All students must read and sign this Code of Conduct policy (hereinafter referred to as the “Policy”) in advance of proceeding with taking an EdOptions Academy course. EdOptions Academy leverages this Policy to maintain the academic integrity of the EdOptions Academy, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the EdOptions Academy and Vigo Schools Virtual Academy.

**Academic Misconduct:** Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student’s work, or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: Zero on assignment, written warning, and a note added to the records of the students involved
- Second offense: Zero on assignment and referral to the administration for possible withdrawal

**Defiance of Authority/Insubordination:** Disobedience or noncompliance toward any staff member of the EdOptions Academy is considered insubordination. This includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:

- First offense: Referral to a guidance counselor
- Second offense: Referral to the administration for possible withdrawal

**Computer Misuse:** Any student who attempts to access the secure information of EdOptions Academy or Edmentum® or its affiliates in an improper manner, uses another student’s or staff

member's login information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to PLATO courseware, or administrative referral for possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

**Anti-Bullying Policy:** Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

**EdOptions Academy uses this definition of cyber bullying:**

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

**Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or actions taken against a student who violates this Policy at the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.**

### **Internet Terms and Conditions of Use**

1. Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or Edmentum, or its affiliates' systems or software.
2. Users will not reveal personal addresses or phone numbers of other users.
3. Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
4. Users will promptly report any inappropriate material they receive.
5. Users will not attempt to login to the network using any other user's name and password.
6. Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
7. Any and all student-produced Web pages will be subject to approval by the teacher or school administrator.
8. Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or Edmentum. That includes, but is not limited to, the uploading or creation of computer viruses.
9. In the event of a virtual field trip, all users will conduct themselves in accordance to Policy or agreement applicable to such field trip.

**Academic Integrity Policy**

- I will do my own work.
- I will not copy another person’s work, in whole or in part, and turn it in as my own.
- I will not consult unauthorized material or information during tests unless my teacher gives me permission.
- I will not plagiarize.
- I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
- I will not communicate exam information or answers during or following an exam.
- I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
- I will not turn in an original paper or project more than once for different classes or assignments.
- I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

_____	_____	_____
Student’s Name	Student’s Signature	Date
_____	_____	_____
Parent’s Name	Parent’s Signature	Date