

# XENIA COMMUNITY SCHOOLS



**VIRTUAL ACADEMY**

Student Guide & Application

2019 – 2020

Xenia Community Schools

819 Colorado Drive

Xenia OH 45385

Phone: (937) 376-2961



**School Information:**

Name of Last School Attended: \_\_\_\_\_

Location of Last School: \_\_\_\_\_  
(City, State & Country)

Has the student previously enrolled in Xenia Community Schools? \_\_\_ Yes \_\_\_ No

If yes, what year did they withdraw? \_\_\_\_\_

Has the student ever been enrolled in any other Ohio School District? \_\_\_ Yes \_\_\_ No

If yes, name of last Ohio District attended: \_\_\_\_\_

Has the student ever participated in the Ohio Help Me Grow Program? \_\_\_ Yes \_\_\_ No

Is the student currently expelled or suspended? \_\_\_ Yes \_\_\_ No

If yes – explain \_\_\_\_\_ Year \_\_\_\_\_

Is student receiving special education services? \_\_\_ Yes \_\_\_ No

If yes – type of services \_\_\_\_\_ Year \_\_\_\_\_

*If yes, a copy of the IEP/MFE must be included with your application. Please be aware that the on-line learning experience will not accommodate all IEP students. Students with an IEP will be evaluated on an individual basis by the Director of Xenia Virtual Academy to ensure the opportunity for success.*

**If student is in the legal custody of someone other than natural or adoptive parents please complete the following:**

Not Applicable: \_\_\_\_\_

Address of natural parent/guardian at the time of the custody transfer:

\_\_\_\_\_

Date of Custody Transfer: \_\_\_\_\_ School District of Residence at time of custody: \_\_\_\_\_

Name of person or agency with custody: \_\_\_\_\_

Address of person or agency with custody: \_\_\_\_\_

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

**There are no custody issues or court documents pertaining to the above student.**

Signed: \_\_\_\_\_

Parent

Signed: \_\_\_\_\_

Parent

<b>Office use only:</b>
Start Date: _____
Previous Student: Yes No

**Father/Guardian:**

Name: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_  
\_\_\_\_\_

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

**Mother/Guardian:**

Name: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_  
\_\_\_\_\_

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

List all students attending Xenia Community Schools who should have the same contact information listed on this sheet:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

***Please list any additional information about yourself, or your situation you feel is important for Xenia Virtual Academy to know in regard to your success in our program.***

\_\_\_\_\_ As the parent or legal guardian, I am electing the following curriculum for the student listed above:

Parent/Guardian Initial

\_\_\_\_\_ College Preparatory Curriculum

\_\_\_\_\_ State Graduation Requirements

**I CERTIFY ALL ABOVE INFORMATION IS CORRECT.**

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

Signed: \_\_\_\_\_

Parent/Guardian Signature

Dated: \_\_\_\_\_

# Records Request Form

€ Xenia High School  
303 Kinsey Rd.  
Xenia, Oh 45385  
Fax: 937-374-4391

€ Central Middle School  
425 Edison Blvd.  
Xenia, Oh 45385  
Fax: 937-374-4410

€ Warner Middle School  
600 Buckskin Trail  
Xenia, Oh 45385  
937-374-4228

€ Cox Elementary  
506 Dayton Ave.  
Xenia, Oh 45385  
Fax: 937-374-4723

€ McKinley elementary  
819 Colorado Dr.  
Xenia, Oh 45385  
Fax: 937-374-4406

€ Arrowood  
1087 W. Second St.  
Xenia, Oh 45385  
Fax: 937-374-4402

€ Shawnee Elementary  
860 Ormsby Dr.  
Xenia, Oh 45385  
Fax: 937-374-4230

€ Tecumseh Elementary  
1058 Old Springfield Pike  
Xenia, Oh 45385  
Fax: 937-374-4398

Xenia Board of Education  
Attention: Tammy Newssock  
Fax: 937-372-4701

Please release all appropriate past and present academic, required state testing, discipline, medical, confidential and special education records (including psychological information, diagnostic summaries, IEP's, etc.) on the student named below. Records should be sent to the location indicated above.

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

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

**Name and address of school releasing records:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Xenia Virtual Academy  
Student Contract**

**I UNDERSTAND THAT I CHOOSE MY OWN ACTIONS AND REACTIONS TO OTHERS AND TO SITUATIONS.**

**I ALSO UNDERSTAND THAT EVERY CHOICE HAS A POSITIVE OR NEGATIVE CONSEQUENCE. WITH THAT I PROMISE...**

- To treat myself, teachers, and the school administrators with respect, and maintain academic integrity.
- To refrain from profanity in speech, personal conduct, and written language.
- To take responsibility for my own education by maintaining my minimum standards for progress, and by completing homework or assigned projects on time.
- To follow the Xenia Virtual Academy Code of Conduct

Furthermore, I understand that all consequences for misconduct are unique to students who choose to attend the XVA, and may be modified by the Director of the XVA. I understand that failure to abide by the Code of Conduct can serve as grounds for dismissal from the XVA.

Signed: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

***NOTE:*** *The administration of the Xenia Virtual Academy has the responsibility to ensure the orderly educational process on a daily basis. As much as possible, this guide covers most issues of school policy and student conduct. However, because future events and circumstances cannot always be seen clearly at print time, the administrators of the Xenia Virtual Academy reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.*

**Xenia Virtual Academy  
Student & Parent Contract**

I, \_\_\_\_\_ (print name), the legal guardian of \_\_\_\_\_ (student's name) have read and understand the Program Completion Requirements for making my student's online learning program a success. By signing below, I acknowledge the importance of my student's education and the opportunity taking online courses provides that might not otherwise be available. **I also recognize the importance of having a dependable Internet connection, a computer with up-to-date antivirus and security software, and a regular schedule for my student to access his/her online courses.** Upon withdrawal or dismissal from the program, I agree to return any materials provided by the program. In the event my student is required to take a state or district-wide assessment, I will ensure my student will be present at the appointed place and time.

Signed: \_\_\_\_\_  
Parent or Legal Guardian Signature

Dated: \_\_\_\_\_

I, \_\_\_\_\_ (student's printed name), the student enrolled in the program's online course(s), have read and understand the Program Completion Requirements for a successful online learning experience. I will devote the appropriate amount of time online engaged in my coursework. **I also recognize the importance of having a dependable Internet connection, a computer with up-to-date antivirus and security software, and a regular schedule to access my online course(s).** Upon withdrawal or dismissal from the program, I agree to return any materials provided by the program. In the event I am required to take a state or district-wide assessment, I will be present at the appointed place and time.

Signed: \_\_\_\_\_  
Student Signature

Dated: \_\_\_\_\_

## **Xenia Virtual Academy Program Overview, Philosophy, Mission, and Benefits**

### **Program Overview**

The Xenia Virtual Academy (XVA) is a full-time program for students in grades 6 – 12. The XVA supports students who desire a nontraditional pathway to earning their diploma by blending learning, accelerating courses and schedules, and allowing for credit recovery. Students work on-campus 5 days a week - 3 hours per day. There will be additional course assignments that will need to be completed off-campus. Our online curriculum, Odysseyware, sets a minimum pace for students to obtain. All students who attend and complete Xenia Virtual Academy courses will receive credit toward a Xenia High School Diploma.

### **Philosophy**

Students should be able to progress at a pace that supports their unique learning style. All students can succeed when the student, the school, and the home environment work together towards a common goal.

### **Mission**

The mission of the Xenia Virtual Academy is to provide all self-directed students with web-based, high-quality programming to maximize their potential and graduate from high school.

### **Vision**

The vision of the Xenia Virtual Academy is to provide individual students with a nontraditional, self-paced pathway to accessing education.



## **Xenia Virtual Academy Eligibility and Enrollment**

### **Eligibility**

The Xenia Virtual Academy is open to any full-time student in grades 6 -12 in Xenia or the surrounding communities. **A student needs to have daily access to the internet when off-campus in order to maintain weekly progress. Students will be responsible for their own transportation.**

### **Enrollment**

Enrollment in the Xenia Virtual Academy (XVA) is a commitment to receiving an educational program in a new and innovative way. Students new to Xenia Community Schools must fill out a new registration packet to enroll in the district. Current Xenia Community Schools students should discuss enrollment in XVA with their school counselor. School counselors will fill out referrals for review and acceptance into the XVA. The Director of Instructional Services holds the right to accept or reject any applicant. Students can transfer in and out of the XVA at the beginning or end of a quarter grading period.

## **Xenia Virtual Academy Requirements and Working Off-Campus**

### **Requirements**

Success means commitment and hard work. Online education through XVA means a commitment to spending the time you would normally have spent in a regular classroom now in a self-directed Internet program. Five to seven hours of class work each day should be the expected norm. The XVA program has been organized to meet state standards so that students may obtain a Xenia High School diploma. In so doing, the following requirements for completion of assignments have been established:

1. To stay on schedule a student must complete their individualized daily and weekly assignment goal. This will be set and established during the first week of enrollment and will be designed with the student as an active contributor to the plan. Individual plans will be evaluated at the end of every quarter grading period.
2. Semester courses or half-credit courses are to be completed at the end of a given semester, and full year courses or full-credit courses are to be completed at the end of a given school year. This will be established in their individual plan.
3. At the end of a grading period all incomplete assignments in a course will be recorded as a zero. These missing assignments will be factored into a student's overall course grade.
4. The final grade for each course will be recorded on the student's transcript.
5. Students will be required to take all required Ohio state assessments.
6. Students that do not meet their daily and weekly assignment goals will be placed into academic warning, probation, and or removal.
7. Failure to progress through courses and maintain a passing grade of 60% or higher may lead to academic warning, probation, or removal from the XVA.
8. XVA students must successfully complete 4 out of 5 courses per semester or in a year as designed in their individual plan to maintain eligibility to participate in the XVA the following semester.
9. Students are expected to attend the XVA 5 days a week and work off-campus. NO EXCEPTIONS.

*\*\*\*Please note: A main objective of the XVA is to provide a detailed learning path for each student. Students and parents/guardians should be aware of the student's progress on a weekly basis. The student is the one who is responsible for learning and the school and parent/guardian are responsible for providing the proper plan and support that ensures student success.*

## **Working Off-Campus**

Students are required to work on-campus five days a week following Xenia High School's calendar. Students are also required as needed to work off-campus to help complete their weekly assignment goal. Some of these assignments include projects.

## **Xenia Virtual Academy Attendance and Academic Performance**

### **Absence/Tardy/Signouts**

Students are required to attend the Xenia Virtual Academy five days a week. If a student is absent, a proper note of reason of absences should be submitted. If a student is absent, they are still expected to complete their assignments by the number of days that they were absent. When it is known that a student will be absent, please call the XVA to inform of the student's absence. If a student arrives later than 3 minutes past the indicated session start time they will be considered tardy. If a student arrives 30 minutes past the session start time they will be considered absent. In order for a student to be dismissed from a session prior to the end of that session time, a parent/guardian will need to sign that student out of school. Students who demonstrate a failure to maintain proper attendance as defined above and by the Ohio Resource Code (ORC) will be subject to dismissal from the XVA. This also applies for truancy.

### **Attendance Probation/Removal**

The purpose of the Academic Probation and Dismissal process is to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take appropriate action to improve their academic performance.

The Xenia Virtual Academy is designed for students to work at an individualized pace where students can complete courses within the enrolled school years. Weekly progress checkpoints on student's course completion and overall grade percentage will result in students being placed into one of four academic standings: Academic Good Standing, Academic Warning, Academic Probation, and Academic Dismissal. The weekly progress checkpoints are a proactive measure to assure that the best learning support system is in place for each individual student.

A student who is not making satisfactory academic progress will be placed on:

Level I: Academic Warning

Level II: Academic Probation

Level III: Academic Dismissal

### ***ACADEMIC WARNING***

A student shall be placed on Academic Warning when: 1.) A course score falls below 60% during a weekly checkpoint, or 2.) When a student falls more than 10 lessons, quizzes, projects, or tests behind their individual pace.

Academic Warning leads to at least one parent/guardian contact and at least one conference with the student where needed supports are identified and a verbal agreement is established where all three stakeholders have established their responsibilities in the support process.

Students will move out of Academic Warning and into Academic Good Standing when they have realigned their course progress with their individualized pace while also maintaining at least a 60% or above in all courses.

### ***ACADEMIC PROBATION***

A student shall be placed on Academic Probation when: 1.) Two or more course scores fall below 60% during a weekly checkpoint, or 2.) When a student falls more than 20 lessons, quizzes, projects, or tests behind their individual pace.

Academic Probation leads to at least one sit down conference with the student, a parent/guardian, and a Xenia Virtual Academy representative. If a student fails to make adequate growth, then they will be subject to be placed into Academic Dismissal. If a student makes adequate growth and by definition can be placed into Academic Warning or Academic Good Standing, then their academic standing will change accordingly.

***ACADEMIC DISMISSAL***

When a student is placed into Academic Dismissal, they have the right to an exit interview. During this exit interview, a Xenia Virtual Academy representative will communicate the specific reason(s) for dismissal. If a student is placed on Academic Dismissal, they will be placed on a six month freeze where they will not be able to re-enroll into the Xenia Virtual Academy. After this six month freeze a student may re-enroll into the Xenia Virtual Academy. If a student is placed into a second Academic Dismissal they will be placed into a minimum one year freeze.

**Xenia Community Schools Grading Scale**

A student must meet all requirements of the school district and teacher before any course will be considered passed. The following system must be used in determining the student’s semester grades.

The district grading scale is as follows:

95-100	A	4.00	73-76	C	2.00
90-94	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	.67
77-79	C+	2.33	0-59	F	.00

**Xenia Virtual Academy**  
**Required Credits and Graduation**

**Graduation Requirements and Credits**

By Board of Education policy, a total of 21 credits are required for graduation:

*4.0 credits in English*

*3.0 credits in Social Studies (1.0 United States History, 1.0 World History, 1.0 Government)*

*3.0 credits in Science (1.0 Physical Science, 1.0 Biology, 1.0 Elective)*

*4.0 credits in Math (1.0 Algebra I, 1.0 Geometry, 1.0 Algebra II, 1.0 Elective)*

*1.0 credits in Business/Technology, Fine Arts, or Foreign Language*

*0.5 credits in Physical Education*

*0.5 credits in Health*

*0.5 credits in Personal Finance*

*4.5 credits in Electives*

If a student fails any semester of a course that is required for graduation, the semester(s) of the course failed must be repeated and the student must receive a passing grade. Students must have earned a minimum of 15.0 credits and be in at least the fourth year of high school to be classified as a senior.

**Commencement Exercises** – Board of Education policy states that any student who will not graduate because of discipline, failure of classes, or not meeting graduation requirements shall not be permitted to participate in commencement exercises. In addition, all financial obligations to the school must be satisfied and attendance at graduation practice is a requirement for participation in commencement exercises.

## **Xenia Virtual Academy**

### **Location, Times, and Transportation**

#### **Location**

The Xenia Virtual Academy is located in the current Board of Education Office building at 819 Colorado Drive, Xenia, Ohio. The Xenia Virtual Academy shares the building with Central Office Administration and staff.

#### **Time**

The Xenia Virtual Academy computer lab will operate Monday –Friday from:

**8:00 am - 11:00 am** (Session I)

**11:30am - 2:30pm.** (Session II)

Students will be assigned to either session I or Session II. All courses are available online 24 hours a day.

#### **Transportation**

Students must provide their own transportation to the Xenia Virtual Academy. Any student who participates in the Xenia Virtual Academy waives the right to participate in the Xenia Community School District student busing program. Failure to attend XVA for transportation issues may result in truancy charges and removal from the XVA. Students are expected to leave school grounds following dismissal.

#### **Weather Delays/Cancellations/Calendar**

The Xenia Virtual Academy will follow the same weather delay and cancellation policy of the Xenia Community School District. If Xenia Community Schools “**Close**”, the Xenia Virtual Academy will be closed. However, students are encouraged to work on their assignments at home, if possible.

*\*The Xenia Virtual Academy will follow the same student calendar as Xenia High School. Students attending the AM class will not be in session when the Xenia Community School District operates on a two-hour delay. Students attending the PM class will not be in session when the Xenia Community School District operates on a two-hour early dismissal.*

## **Xenia Virtual Academy Student Code of Conduct**

### **Computer Usage**

Xenia Virtual Academy students will be subject to all technology policies established by the district regarding the proper usage of computers to complete their courses. Internet usage forms must be on file with the program director.

### **Rules and Procedures**

Students of Xenia Virtual Academy will adhere to all rules and regulations stipulated in the Xenia Community Schools Code of Conduct. Students must sign the Student Code of Conduct form prior to starting any course.

### **Academic Integrity**

XVA expects a full commitment to academic integrity from each student. Academic integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment must be pre-approved by your online instructor
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will follow the rules as defined in the Xenia High School handbook

***Plagiarism is defined as follows: Copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own.***

Please be aware that all Xenia Virtual Academy instructors utilize various technologies to check work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the Director of XVA and may be removed from the course with a failing grade.



