



CALCASIEU PARISH VIRTUAL PROGRAM

HANDBOOK

2015-2016

## Orientation

All students and parents are required to participate in an online orientation course in Plato before their online coursework can begin. Courses will not appear until the entire orientation course is completed. Individuals are welcome to attend the lab at LCBA at any time during this initial process for individual assistance if needed.

The enrollment periods for 2015-2016 are:

- |                                  |  |
|----------------------------------|--|
| ● Fall Enrollment Period         | July 27 <sup>th</sup> – August 24th      |
| ● Spring Enrollment Period       |  |
| ○ Graduating Senior Registration | December 7 <sup>th</sup> – December 18th |
| ○ Open Registration              | January 4 <sup>th</sup> – January 8th    |

Students transferring between Calcasieu Parish schools or from out of parish will be accepted throughout the year as the need arises.

Students with an overall GPA of 2.0 (cumulative GPA grades 9 – 12 or end-of-year GPA 8<sup>th</sup> grade for freshmen applicants) or higher, will be accepted without conditions. All students will be evaluated at the end of each 9 weeks period.

- Students with successful (70% or above for each enrolled subject) performance will continue in the program.
- Students with less than successful (below 70%) performance will be required to conference face-to-face with a parent/guardian and teacher to be able to continue in the program.
  - Unsuccessful students that are unwilling to attend a face-to-face conference will be removed from the online program and returned to their home high school.

Students with an average GPA of 1.9 or lower (cumulative GPA grades 9 – 12 or end of year GPA 8<sup>th</sup> grade for freshmen applicants) will be accepted for a three week trial program. All students in this program will be evaluated each week for participation and academic success (70% or higher).

- Students with successful performance (70% or above for each enrolled subject) will continue in the program and be evaluated at the end of each 9 weeks period.
- Unsuccessful students (below 70%) and/or non-participating students will be removed from the online program and returned to their home high school.
- Students who fail an online course may not be allowed to retake the course through the Virtual Program.

## Final Course Grades in the Virtual Program

The Virtual Program is unique in the delivery of instruction and assessment of learning. The continued participation in the program and awarding of Carnegie credits are subject to unique regulations and policies that require specified levels of effort and cooperation on the part of the students and parents. In no case should a pupil be allowed to feel that continued effort throughout the virtual course is unimportant or that it will have no bearing on his/her final course grade. In fact, the performance of each pupil throughout the course is expected to reflect and approach a degree of proficiency comparable to the quality of work he/she has demonstrated at the beginning of the course. As in a traditional face-to-face course, "Failure to maintain or Failing with points" may be enforced by an instructor, if a child deliberately refuses to participate in the last grading period or if he/she does not put forth a sincere effort. This may be considered sufficient reason to report his/her work as failure for the final course grade.

## Enrollment Procedure

Students must enroll at their home school as always. If it is determined by the student, parents, and counselor that one or more classes through the Virtual Program will be best for that student, an application along with an AUP for CPSB should be completed by the home school counselor and FAXed (217-4393) to the LCBA counselor, Shane Moras. When the application has been accepted by LCBA, the student will be notified, using email address supplied on the application.

The student has been enrolled in the online orientation course within Plato and upon completion of this course all other course(s) will appear in Plato. The student and his/her parent will be advised of the log in procedure for Plato. The student should begin work in PLATO course(s) immediately.

## Virtual Courses and Instructors

- English I, II, III, IV—Jeremy Carlile
- Algebra I , Geometry, Algebra II, Math Essentials, Precalculus, Financial Math, Personal and Family Finance—Catherine Bell
- Physical Science, Biology, Chemistry, Physics, Environmental Science—Nick Limberis
- US History, World History, World Geography, Civics, African American Studies—Mary Wilkinson
- Spanish I, II— Art Garcia
- French I, II— Amber Miedema
- Health, PE— Alex Dibbley or Chad Grissom
- Fine Arts Survey— Debbie Lavergne
- Psychology, Sociology, Economics— Ken Brown
- Computer Technology (CTL), Digital Media, Photography, Marketing— Nancy Allen
- Journey to Careers-Sandra Hessions
- Parenting, Hospitality and Tourism— Bridgette Culpepper

Other courses may be available if they are necessary for graduation.

## POLICIES AND PROCEDURES

### Library/Lab Usage

All Virtual Program students are invited to use the computer lab in the LCBA library between the hours of 8:00 and 5:00 Monday through Thursday and 8:00 and 3:00 on Friday. Students will be expected to follow all Calcasieu Parish policies and procedures while using the lab.

### Dress Code

Students are expected to follow all CPSB student dress code policies while on the LCBA campus. Failure to adhere to this policy will result in the student being asked to correct the dress code violation. Failure to respond to this request may result in the student being referred to the LCBA administration for further action.

### Signing In and Out of the Lab

Students must sign in and out each time they enter or exit the LCBA library. A computer has been set up at the entrance to the lab for this purpose. Upon entering, students will enter their name, the date, and the time.

### Leaving Campus

Those students who ride a bus should remain in the main lobby of the school while waiting for the bus to arrive. Students who walk or drive their own vehicles should immediately leave the campus upon signing out in the library. Students who are picked up from LCBA should wait in the main lobby until their ride arrives. If a student violates this policy, he/she will remain in the library and the person picking them up will be required to sign them out of the library.

### Lunch and Breaks

A school lunch can be provided for those students who desire one. The student must inform the Front Office by 9:00 AM if they wish to have lunch for the day.

A break room with a microwave has been established in the library. All students who are in the lab at the designated lunch time must eat lunch in the Break Room. Students will be allowed approximately 25 minutes for lunch.

Regular breaks will be established by the faculty during the school day. Except for emergencies, students will not be allowed in the break room or to leave the library at times other than during established break times.

### Break Times for Virtual Lab (Virtual students only leave lab during break times)

9:15 - 9:25

10:25 – 10:35

11:30 – 12:00 Lunch (Lunch is in Library Break Room)

1:05 – 1:20

### Positive Behavior

Students are expected to exhibit positive behaviors at all times while attending LCBA. Any form of bullying, discrimination, foul language, violence, or disruptions is prohibited. Failure to comply may result in the student being banned from using the LCBA library for their virtual classes.

### Virtual Program Lab Rules

Attendance is not mandatory but compliance to these rules is:

1. No cell phone or other electronic devices in use.
2. School uniforms required.
3. Stay focused and work independently
4. No food or drink at computers
5. Pick up after yourself.
6. No external memory devices such as pin drives, jump drives, thumb drives, phones, etc...may be plugged into the computers at any time.

### Academic Integrity

Lake Charles Boston Academy (LCBA) expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

## GUIDELINES FOR STUDENTS

1. All students and their parents/guardians must register at their home school and complete an online orientation course.
2. All students and their parents must agree in writing to a set of goals and timelines so the student will be successful in their course(s).
3. Students must spend a minimum of five hours each week working online in each course.
4. Students may work on their courses at the Virtual Program Lab during regular program hours. They may also receive help from their teachers in person during these hours.
5. Students will be asked to leave the Virtual Program site immediately if there is any conduct that is disruptive to the learning process or violates Calcasieu Parish School Board policies.
6. All students entering the Virtual Program site must be dressed in accordance with the Calcasieu Parish uniform policy.
7. Students must check their program messages at least once every 24 hours.
8. Students will contact their virtual teacher(s) at least weekly in each course by message, phone or in person.
9. All mid-term and final exams must be taken under the supervision of a teacher. Be sure to complete the pretests carefully because doing well can save you time later in the course.
10. **Each student is responsible for their own progress in the program. Teachers are available to help each student online or in person if students have difficulties in any course.**

## GUIDELINES FOR PARENTS/GUARDIANS

1. Parents must sign all documents necessary for their student to be enrolled.
2. Parents must provide their student with the supplies, computer, technology, and internet access to allow them to be successful in the program.
3. Parents must provide a suitable area in the home for their student to work on their assignment.
4. Parent must be familiar with all elements of the online orientation course and should view the course in Plato with their student.
5. Parents must monitor their student’s work to be sure they are on task and working at a pace to reach their goals and score a minimum of 70% on their activities and exams.
6. Parents must provide transportation to the program site if necessary.
7. Parents must provide current email addresses, phone numbers, and home addresses so that program personnel can contact them when needed.
8. It is strongly suggested that you have your username and password to check your student’s grades online through *Student Progress Center (SPC)*. Your student’s teacher will be posting grades to SPC and it will be the official grade for your student. Log-in information is available at the home school.

### Teacher Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 3:00 PM	Mrs. Bell Mr. Carlile Mrs. Wilkinson Mr. Limberis Dr. Strasburg	Mrs. Bell Mr. Carlile Mrs. Wilkinson Mr. Limberis Dr. Strasburg	Mrs. Bell Mr. Carlile Mrs. Wilkinson Mr. Limberis Dr. Strasburg	Mrs. Bell Mr. Carlile Mrs. Wilkinson Mr. Limberis Dr. Strasburg	Mrs. Bell Mr. Carlile Mrs. Wilkinson Mr. Limberis Dr. Strasburg
3:00 PM – 5:00 PM	Mr. Limberis (Science)	Mrs. Wilkinson (Social Studies) Mr. Garcia (Spanish)	Mrs. Bell (Math) Mrs. Miedema (French)	Mr. Carlile (English) Mr. Garcia (Spanish)	Lab is closed

Phone Number for the Lake Charles Boston Academy is 217-4390

Extensions for Virtual Program personnel:

Dr. Strasburg – Ext 5326

Mr. Moras (Counselor) – Ext 5323

Mrs. Wilkinson – Ext 5339

Mr. Limberis – Ext 5325

Ms Morris (Secretary) – Ext 5337

Mr. Carlile – Ext 5338

Mrs. Bell –Ext 5340



## GRADING POLICIES

### Report Card Grading Policy

Virtual Program students will receive a report card grade each nine weeks in each course. Some Virtual Program courses are divided into semesters (S1 and S2): semester one consists of the first and second nine weeks and semester two consists of the third and fourth nine weeks. Others will be divided into quarters (Q1, Q2, Q3 and Q4) each consisting of all the material for one nine week grading period. Report card grades are determined by the teacher in each course in accordance with the course timelines.

To remain on pace for timely completion, the student must complete the work required for each nine weeks by the end of that period. Failure to complete the work may result in the student being removed from the Virtual Program. A conference will be held to determine the appropriateness of the Virtual Program for the student. The student may be removed from the program and returned to their home school.

### Transfer Student Grading Policy

When a student, previously enrolled in a traditional class at his/her home school, enrolls in the Virtual Program it must first be determined where the student will begin in the Virtual Program coursework.

- a. If the student is to begin at the beginning of Unit 1 in the Virtual Program, any previous coursework or grade in progress from their home school will be discarded. The student is subject to all Virtual Program grading policies.
- b. If the student begins after the beginning of Unit 1 the grade in progress from the home school will be averaged with the Virtual Program grades for that grading period.

### Dropped Class Grading Policy

Students who wish to drop or add a course during the school year will be governed by the CPSB Pupil Progression Plan. When a student drops an online class a grade in progress is sent to the home school. This grade in progress is an average of all activities and tests that student has or has not completed up to that point in the grading period. If the student is behind in his/her work, each incomplete activity or test shall count as a zero (0). Dropping a class more than ten days into the course may result in a half credit of " F " on the student's transcript.

## Dates for IPR and 9 Week Grades

The following are the dates for Individual Progress Reports and Report Cards. Grades should be turned in a day early or may not be reflected on the progress reports.

### 1<sup>st</sup> Nine Weeks

1<sup>st</sup> IPR –Monday, August 31, 2015

2<sup>nd</sup> IPR – Tuesday, September 22, 2015

End of 9W - Monday, October 12, 2015

Report cards issued on Thursday, October 15, 2015

### 2<sup>nd</sup> Nine Weeks

1<sup>st</sup> IPR –Monday, November 2, 2015

2<sup>nd</sup> IPR – Friday, November 20, 2015

End of 9W - Friday, December 18, 2015

Report cards issued on Thursday, January 7, 2016

### 3<sup>rd</sup> Nine Weeks

1<sup>st</sup> IPR – Friday, January 22, 2016

2<sup>nd</sup> IPR – Friday, February 19, 2016

End of 9W - Thursday, March 10, 2016

Report cards issued on Wednesday, March 16, 2016

### 4<sup>th</sup> Nine Weeks

1<sup>st</sup> IPR – Friday, April 8, 2016

2<sup>nd</sup> IPR – Friday, April 29, 2016

\*\*\*\*All senior work is due Wednesday, May 4, 2016, at 5:00 pm

End of Session – Underclassman work due Friday, May 13, 2016

Report cards mailed home from your home school on Tuesday, May 24, 2016.

Check with them for any requirements.

## SIGNING INTO THE PROGRAM

Website: ple.platoweb.com (Note: do not use www.)

Account Login: CPSDV3

PLATO Name: firstnamelastname (Note: there should be no capital letters or spaces.)

Example: johndoe

Password: Seven digit student ID number.

Example: 0123456 (Must be a total of 7 digits)

It is your responsibility to make sure your computer is updated and in working order. A computer lab is available at LCBA for your use. All work must be completed on time and exceptions will not be made for technical difficulties. The instructors at LCBA are not responsible for tech support. Plato includes a "Workstation Readiness" link under "Help" to assist you with making all courseware work on your computer.

The following link may be helpful in your workstation readiness process:

[https://support.plato.com/Edmentum Knowledge Base/System Requirements -  
\\_All PLATO Products](https://support.plato.com/Edmentum_Knowledge_Base/System_Requirements_-_All_PLATO_Products)

You should contact Plato directly at 1-800-44-PLATO if you experience difficulties.



## System Requirements

### Plato Courseware v3

<b>Browser</b>	Internet Explorer® 10 Internet Explorer® 11 Chrome (latest) Firefox (latest) Safari 7.x Safari 8.x
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<b>Internet Connection</b>	128Kbps per simultaneous workstation
<b>CPU</b>	1GHz processor or faster
<b>RAM</b>	1GB or more
<b>Sound Card</b>	Microsoft® compatible sound card and headset
<b>Plug-Ins</b>	Adobe® Flash®, Java, Office compatible software
<b>Pop-Up Blockers</b>	For details see <a href="#">How to turn off pop-up blockers</a>
<b>More Information</b>	For details see <a href="#">Plato Courseware System Requirements</a>

For an online version of this document, see <http://redirect.platoweb.com/346340>



## System Requirements

### Plato Courseware v3

<b>Browser</b>	Internet Explorer® 10
	Internet Explorer® 11
	Chrome (latest)
	Firefox (latest)
	Safari 7.x
	Safari 8.x

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