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***Bishop Hall Blended Learning Program - Providing a Portal to 21st Century Education***

**Parent/Student Handbook**

**2019-2020**

**Bishop Hall Charter School**

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**D2L User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (last name, first initial, last 4 of state id)**

**D2L Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (first initial, last initial, lunch #)**

**Parent/Guardian User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT SCHEDULE**

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| --- | --- | --- | --- | --- |
| **Teacher** | **Class** | **Office Hours** | **Phone Number** | **Email** |
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**Overview of Program**

The Bishop Hall Blended Learning program offers equitable access to a quality, individualized education by combining classroom instruction and online access for students in grades 9-12 through the software program *Desire 2 Learn* (D2L). This blended learning environment provides flexibility of time, place, path, and pace, as well as promoting the development of the skills, attitudes, and self-discipline necessary to achieve success in the 21st century.

As a component of the Thomas County School District and fully accredited by the Southern Association of Colleges and Schools, this unique program utilizes a variety of research-based instructional and assessment techniques that address the unique learning styles of each student. By combining in-class and online learning opportunities students become facilitators of their own learning.

Students enrolled in the Bishop Hall Blended Learning Program are expected to follow their class schedule on their on-campus days as stated in their contract. Clear and consistent communication between teachers, parents, and students is a major contributor to student success in any learning environment. Regular student/parent/teacher meetings are encouraged throughout the year but especially when students encounter difficulties in a class.

**Full Time Student Enrollment**

Bishop Hall Blended Learning Program offers part-time and full-time opportunities for students and participants are registered as public school students, take part in district and state testing, and may earn a standard Thomas County diploma. In order to be a successful learner all Bishop Hall students must:

- meet all course requirements as expected by assigned instructors.

- attend classes regularly as scheduled.

- maintain communication with their instructors.

- maintain an agreed upon pace according to the student’s schedule of classes.

- adhere to all guidelines as stated in the Bishop Hall Student Handbook and the [Code of Conduct.](file:///%5C%5Cbishopdc%5CCommon_Docs%5C_BH%20Handbooks%5CBH%202015%202016%20Agenda%20Book.pdf)

In addition, students desiring to participate in the Bishop Hall Blended Learning Program must:

- demonstrate success in their current courses (grades of 80 or better).

- have a recommendation from the blended learning coordinator, guidance counselor, and administration.

**Academic Responsibility and Integrity**

Bishop Hall teachers and administrators expect all students enrolled to maintain a high level of academic responsibility and integrity in all their classes.

**Academic responsibility means:**

* You must know and adhere to course guidelines and due dates for all assignments.
* You will check in with the Blended Learning coordinator and your course instructors via email each day you are not attending classes on campus.
* You will attend all classes according to your schedule when on campus.

**Academic integrity means:**

* Your work on each assignment will be completely your own and any collaboration with other classmates on any assignment must be pre-approved by your 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 give no assistance to anyone scheduled to take the same course semester/final exams in the future.
* Your parent/guardian will attest to the fact that your work is completely your own.

**Violations and Consequences**

***Level 1 Violations***

* Failure to attend classes as scheduled.
* Failure to check in with instructors on off-campus days.
* Plagiarism: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own.
* Submitting another student’s work or sharing files with other students.
* Inconsistencies between written assignments and oral assessments.

***Procedure for Level 1 Violations:***

**1st Offense:**

* Teacher advises student and parent of violation via email or phone call.
* Student must correct behavior and, if appropriate, resubmit assignment(s) using his or her original ideas and work before proceeding to next assignment at the teacher’s discretion.

**2nd Offense:**

* Conference with student, parent, teacher, and administration.
* Use same procedure as 1st Offense. ***\*Student may be required to complete assignment in the presence of instructor before being allowed to advance to the next assignment.***
* For inconsistencies between written assignments and oral assessments, teachers will advise student that proctored exam(s) will be required at the school office.

**3rd Offense:**

* A third offense will count as a Level 2 Violation.

***Level 2 Violations***

* 3rd Level 1 Offense.
* Security breaches such as: misuse of passwords, accessing another student’s account, providing access to one’s account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes.

***Procedure for Level 2 Violations:***

* Conference with student, parent, teacher, and administration. If it is determined a student violated online security; the student will be withdrawn from the blended program, return to full time on campus classes and not be allowed to enroll in any additional Bishop Hall Blended Learning Program course(s) from this point on.

**Student Contact and Drop Policy**

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the expectations for work requirements. It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, the following process below will be followed:

* Students in the Blended Learning Program are full-time students and as such they are required to access and work in all their scheduled courses every day. Course instructors will monitor student access and work. On the “virtual” (off campus) days, students are required to check in with their course instructors via email. Failure to do so will be treated as a Level 1 Violation.
* If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive an email notifying them of the student's unacceptable pace for submitting assignments.
* If the student does not respond to the email by submitting the appropriate number of assignments within seven (7) days, the instructor(s) will notify the blended learning coordinator, contact parents and schedule a conference.
* If the student does not respond by submitting all required assignments within fourteen (14) days of the initial letter, Bishop Hall will assume that the student does not intend to remain in the course, and the student will be reassigned full time on campus to complete coursework.

Every student has a grace period during the first 30 days of being activated into the Bishop Hall Blended Learning Program during which the student’s progress will be monitored. After 30 days the student, parent(s), teachers, blended learning coordinator, and administration will meet and discuss allowing the student to remain in the program, or if they will be required to come back on campus full time. A student has the right at any time to remove themselves from the blended learning program and return to school.

***Once a student is removed from the blended learning program, re-enrollment may not take place until student demonstrates consistency in all other courses once back on campus. This is not an “automatic” process and is dealt with on a case by case basis.***

**Expectations**

***Academic Expectations****:* Because of the school’s unique nature, students must take primary responsibility for their own learning. Self-motivation, dedication to learning, and regular participation are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and to work hard, but at their own pace within the set guidelines. They will log into their courses each day and will respond to teachers’ questions and prompts as they work through courses. Students will use a variety of communication tools, including discussion boards, chat rooms, email, etc., for working with students and teachers. These tools, which may have been used for social purposes, will be used for genuine academic communication to support learning goals.

***Time & Learning Requirements****:* The amount of time students spend on courses will vary from student to student, and even course to course. However, students will have the time they need to complete the coursework (within reason). On average, students should expect to spend *approximately 45 minutes to one hour per day per course* if they wish to complete the course in the typical time periods for 0.5 or 1.0 credit courses.

***Communication & Login (including “attendance” and absences):*** Regular participation in classes is critical to student success. It will help to keep students motivated and keep them in touch with their teachers and peers. Virtual “attendance” is taken each school day in two ways. ALL students must sign in daily to D2L and participation in all online coursework is monitored. Students should log in to each of their courses for substantive participation daily. Teachers and blended learning staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If a student knows they will not be participating in a course due to vacation, travel or other commitment, they must be on or ahead of pace and notify their teachers and school office *at least two weeks* in advance of the planned absence and discuss the completion of assignments and pacing beforehand. In the case of a prolonged emergency absence, the student and/or parent should notify school administration as soon as possible.

***Standardized Tests:***  All Bishop Hall students, including those in the blended program, to take all standardized tests instituted by Thomas County Schools and the state of Georgia. The tests are not administered online remotely so students must provide their own transportation to Bishop Hall for testing.

***Participant Roles:***

**Teacher:** Teachers are responsible for delivering content and facilitating student centered learning. In the blended learning environment, the teacher is still central to the learning process. Teachers will continue to guide and individualize learning through face to face encounters as well as through virtual communication. They will be responsible for assessing, grading, and providing feedback for student growth and understanding. Teachers are expected to respond in a timely manner to all emails/phone calls. All assignments will be graded and results posted each week.

**Student:** Students are primarily responsible for their learning. They must take the initiative to log in to the school, participate in discussions, attend classes as scheduled, and complete their work at the highest possible level of quality. Students must seek help when they need it, establish their own daily schedules, and take responsibility for meeting deadlines.

**Parent/Guardian**: Parents are vital to their student’s success. They are responsible for providing adequate supervision for their students and supporting the student’s learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. Parents also have access to many aspects of the school, including grade and participation reports. They will probably find themselves more involved in their child’s education than they have been before – and more in touch with their student’s progress. It is expected that parents monitor their child’s academic activities daily through direct supervision as well as the online guardian account.

**All students and parents are responsible for regularly viewing updated announcements and information on the school’s bulletin board/webpage at https://thomascounty.desire2learn.com**

**A TYPICAL DAY IN THE LIFE OF A BISHOP HALL BLENDED LEARNING PROGRAM STUDENT**

***SAMPLE SCHEDULE***

***(On Campus Monday, Wednesday, and Friday)***

* This schedule is based on an alternating course day. Students can adjust the hours based on their schedule. This schedule allows a level of flexibility for students and is well-suited to students participating in other activities. Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject.

• **MONDAY**

**On Campus for all academic coursework**

• **TUESDAY**

**• 8 AM – 9 AM MATH**

**• 9:15 AM – 10:15 AM ENGLISH**

**• 10:30 AM – 11:30 AM SOCIAL STUDIES**

**• 11:30 AM – 12:30 PM LUNCH**

**• 12:30 PM – 1:30 PM SCIENCE**

**• 1:45 PM- 2:45 PM ELECTIVE 1**

**• 2:50 PM – 3:50 PM ELECTIVE 2**

**(IF THERE IS ONE)**

**• 3:50 PM-4 PM CLOSE OUT THE DAY, CHECK EMAIL, ETC.**

• **WEDNESDAY**

**On Campus for all academic coursework**

• **THURSDAY SOCIAL STUDIES**

**• 8 AM – 9 AM MATH**

**• 9:15 AM – 10:15 AM ENGLISH**

**• 10:30 AM – 11:30 AM SOCIAL STUDIES**

**• 11:30 AM – 12:30 PM LUNCH**

**• 12:30 PM – 1:30 PM SCIENCE**

**• 1:45 PM- 2:45 PM ELECTIVE 1**

**• 2:50 PM – 3:50 PM ELECTIVE 2**

**(IF THERE IS ONE)**

**• 3:50 PM-4 PM CLOSE OUT THE DAY, CHECK EMAIL, ETC.**

• **FRIDAY**

**On campus for academic coursework/morning activities**

**This schedule can be modified to a Tuesday, Thursday, and Friday model**

***BHCS advises all students to create and follow a daily schedule of course activity suitable to make it a routine part of their daily lives***

**Conditional Enrollment/Re-enrollment Contract**

As the parent(s)/guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Student’s Name)

I understand that Bishop Hall Blended Learning Program requires my child to meet all conditions that foster a successful online education. During the first 30 days of my child’s activation date, he/she will be evaluated by teachers, guidance, and administrators based on those conditions listed below.

**Responsibilities and Characteristics of a Successful Blended Learning Student**

* Consistent parent/guardian supervision of student.
* Maintaining an appropriate academic pace in all courses as determined by each classroom teacher.
* Establishing and maintaining regular communication with all teachers via email and/or phone.
* Earning and maintaining passing grades of 80 or higher in all courses.
* Participate in the Friday Student Experiential program (a Bishop Hall graduation requirement).
* Participating in all district/state standardized testing.
* Attending all classes according to the student’s schedule for on-campus days and times according to the agreed upon contract.
* Honoring all rules and procedures established by Bishop Hall Blended Learning Program and

Thomas County Schools for student conduct, academic integrity, and netiquette.

If during the initial 30 days, it is determined that my child is **not recommended** to continue participating inthe Blended Learning Program, a conference will be held with the student, parent/guardian, and appropriate school personnel to determine future student academic placement. **Meeting the listed conditions is a requirement for continued** **enrollment.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , (student name) will attend school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day or days on campus) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) as agreed upon in the blended learning contract. My grace period begins on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and ends on\_\_\_\_\_\_\_\_\_\_\_\_\_.

If I fail to attend school on campus on the above dates and times, I fully understand I will be removed from the Bishop Hall Blended Learning Program and will attend full time on campus classes.
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Parent/Guardian Name (Print) Student Name (Print)

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Parent/Guardian Signature/Date Student Signature/Date

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

Administrator Blended Learning Coordinator