



Aiken iNNOVATE Student Handbook

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 Aiken iNNOVATE Contact Information

- o Dustin Fowler, Coordinator of Virtual Learning - DFowler@acpsd.net
Virtual Curriculum and Instruction Lead
Aiken iNNOVATE High School student contact
- o Jennifer Kolmar, Aiken iNNOVATE coordinator- jwarner@acpsd.net
504 Coordinator
Site Testing Coordinator
Aiken iNNOVATE Middle School student contact
- o Michelle Dove, Director of Curriculum Support- MDove@acpsd.net

 ACPSD Technology Support:

Reach Aiken iNNOVATE technical support:

- o 803-641-2642

 Student Registration:

Aiken iNNOVATE is Aiken County Public School District's full-time virtual program offered to 6th – 12th grade students enrolled in ACPSD. *

ACPSD school and district administrators reserve the right to make decisions for withdrawal from Aiken iNNOVATE where it may be appropriate.

Removal of students from the Aiken iNNOVATE program may occur as a result of any of the following circumstances:

- o Discipline or expulsion.
- o Plagiarism.
- o Poor academic standing.
- o Special Education Team decisions for 504/IEP/ESOL.

State Testing Requirements:

Students in Aiken iNNOVATE must take all required state tests in a face-to-face school setting.

Information regarding dates, times, and locations for all face-to-face testing for Aiken iNNOVATE students will be communicated from Ms. Kolmar.

Students and parents are responsible for keeping up with all testing communication sent home via the email and phone numbers provided in PowerSchool.

Required state assessments include NWEA/MAP, SCREADY, ACT WorkKeys, ACT/SAT, End of Course Exams (EOC)

accessible in Honors courses directly from within the course. Some High School credit courses, such as English 1-4, have separate Honors sections, and will not contain supplemental Honors requirements.

Teachers may add materials to the VSC courses upon their discretion.

Courses are not self-paced, but are deadline driven with distinct due dates each week.

Grading Policy:

Aiken iNNOVATE will follow the [SC Uniform Grading Scale](#).

PowerSchool is the official grade of record for all ACPSD student grades.

Courses housed in Genius/Moodle will contain a grade report where students can see Year, Semester, and Quarter grades. Genius will report the Year grade only, which will provide a snapshot of how a student is performing based on what has been submitted by the current course pacing. Students can see a detailed grade report by clicking “Grades” from within the course in Moodle. Teachers will report Quarter, Semester, and Year grades in PowerSchool at the end of each respective term.

Detailed grade reports can be provided by the teacher upon request.

Middle School courses and high school courses that are housed in Schoology will be synced with PowerSchool. While grade items can be seen within Schoology, PowerSchool will represent the final reported grades for all Schoology courses.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Attendance Policy:

Regular attendance and active participation in live sessions and consistent engagement with digital coursework is necessary if students are to make the desired and expected academic and social progress.

Attendance will be taken in all live virtual sessions. Students are expected to attend live sessions for whole group and/or assigned small group sessions during their scheduled times. Absence from any required live instructional session may count as a full day or half day absence depending on the amount of time missed. Aiken iNNOVATE will adhere to the Aiken County Public School District attendance policy outlined in the [Code of Conduct](#).

Live virtual instruction will be provided to students daily in all Aiken iNNOVATE courses. Students enrolled in Aiken iNNOVATE must complete course assignments or attend live sessions to be counted present for the week.

Students with a disability are required to attend all live sessions for all Special Education minutes as outlined in the Individualized Education Plan.

Students on academic probation may be required to attend all instructional live sessions as part of the probation agreement.

Teachers will reconcile attendance by the first day of the following week throughout the school year.

Live Session Expectations

While attending live sessions, students are expected to be attentive, and in a workspace that allows them to remain upright, focused, and ready to learn.

date. It is the responsibility of all Aiken iNNOVATE students to receive instruction, information, and updates provided during live instructional sessions.

Students who are on academic probation may be required to attend live sessions and will need to be on time to be counted present. In these cases, tardies will be determined on the basis of the academic agreement.

Privacy:

Aiken iNNOVATE will follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA).

Academic Misconduct

Academic misconduct refers to any effort to be dishonest with regard to progress in a course.

Academic misconduct contains, but is not limited to:

- o Cheating
- o Plagiarism
- o Copying another student's work
- o Hiring someone to complete assignments
- o Sharing assignment details online
- o Sharing completed school work with other students
- o Any other effort to engage in cheating, fraud, or the act of completing work in a dishonest way at the expense of others who have worked hard to achieve success.

The first offense for any form of academic misconduct will result in a grade of 0 for the assignment, a contact with the parent, and a written referral to administration with a note added to student records.

The second offense will result administrative referral and recommendation for withdrawal from the program.

Plagiarism definition

Plagiarism is simply the act of claiming someone else's work as y

Example: Incomplete documentation, either in-text citations or works cited. A student may have parenthetical documentation from six sources but only lists five on Works Cited page.

Consequence: Loss of points for missing source on Works Cited page

Example: Poor use of sources and/or weak documentation. A student may alternate sources within a paragraph but omit one in-text citation, resulting in one piece of information attributed to wrong source.

Consequence: Loss of quality points in overall grade for less sophisticated composition

Example: Citing the wrong source for a piece of information

Consequence: Loss of quality points for use of sources

Intentional Plagiarism is characterized by the following:

- o Lifting exact words or phrases from someone else's work without using quotation marks and proper documentation
- o Simply replacing the original author's words with synonyms and leaving the basic sentence structure unchanged
- o Basing a paper on the structure or outline of someone else's work
- o Using unreliable or otherwise excluded sources (even if documented "properly")
- o Buying, copying, or otherwise accessing a paper written by someone else OR hiring or allowing another student to write any portion of the paper
- o Failing to include in-text citations and/or a works cited list in a research-based paper or project

Technology:

A laptop and internet access are necessary for virtual learning. All ACPSD students will be issued a Windows PC laptop. Laptop devices (including power cords and protective covers) will be distributed at the beginning of each school year.

All programs and software required for ACPSD core academic learning are compatible with ACPSD laptops. Students who participate in Aiken iNNOVATE must accept the laptop provided by the district so that we can provide support. Students/Parents who refuse to accept a district laptop will not be allowed to participate in Aiken iNNOVATE.

Laptops are equipped with tracking capabilities, which are utilized for loss prevention.

Technology fees are used for technology insurance on devices and will be applicable to students who are issued an ACPSD device. Pupils in poverty will have this fee waived.

If your device is lost, stolen, or damaged, students/parents should follow all applicable procedures to report it. Ai administration should be contacted immediately.

For additional information regarding the ACPSD Technology Initiative, please visit the [ACPSD Technology Department](#).

Computer Misuse:

Students who are in the Aiken iNNOVATE program will be held to all ACPSD policies dealing with technology use found within the [Code of Conduct](#), the ACPSPD Student Pledge for use of the Laptop, and the ACPSPD Acceptable Use Policy. Students will sign an agreement to follow technology and internet acceptable use and device usage policies when they sign the [Code of](#)

: Due to the very nature of online learning, teachers are not able to provide individualized instructional guidance and support in the same way that they do in a face-to-face setting. Consequently, students who participate in Aiken iNNOVATE are expected to have an adult serve as an instructional support provider when the student is completing his/her work. This person should help guarantee that the student is completing work and engaging in live sessions with the teacher.

 Home Learning Support:

Some of the responsibilities of the at-home instructional support provider include, but are not limited to:

- o Ensure the learner knows all usernames and passwords for school programs and resources.
- o Encourage active participation during live sessions and while completing coursework.
- o Help the learner establish a neat and comfortable environment that is away from distractions and conducive for online learning.
- o Ensure technology is accessible and utilized appropriately.
- o Establish a contingency plan for internet delays and outages (e.g., identifying alternate locations with internet access, using a backup computer, etc.).
- o Maintain communication with the learner's teachers and school personnel.
- o Utilize district resources for support.
- o Agree to and sign the Home Learning Support Contract.
- o Engage the learner in conversations regarding assignments and learning activities.
- o Support emotional balance by providing time for physical activity and brain breaks.
- o Utilize parent accounts in Schoology, Genius, and PowerSchool to monitor student progress and grades.

Signature of Home Instructional Support: _____