

ACHIEVE VIRTUAL HANDBOOK



SCHOOL MISSION

The mission of the Achieve Virtual Education Academy (school) is to provide high quality on-line courses to students in a flexible format that will lead to increased graduation through student choice.

SCHOOL BELIEF STATEMENT

Our staff believes that all students should have equal access to education regardless of boundaries, and should be able to schedule their learning opportunities that best meet their needs.

We believe that building relationships with students and their families is paramount to achieving success in an online learning environment despite the distance barriers.

We believe that an online learning environment fosters individual attention to the learning needs of students, and since all students learn in a variety of ways, giving students individualized time will create more relevancy and rigor for our online learners.

General Information

Phone: 317-988-7144

Fax: 317-988-8729

OFFICE STAFF

Derek Eaton - Principal

Stacey Warner - Administrative Assistant

John Bolek - Administrative Intern

Stephanie Rose - Guidance Counselor

- 9-12th Grade Achieve Virtual Students
- 7th Grade Achieve Virtual Students

Kurt Woosley - Guidance Counselor

- 9-12th Grade Ben Davis Extended Day Students
- 8th Grade Achieve Virtual Students

SCHOOL CALENDAR

Date	Event
Monday, July 26	Teacher Workday (District Staff Development, No students)
Tuesday, July 27	Teacher Workday (District Staff Development, No students)
Wednesday, July 28	Pre-K, Preschool, Grades K-12 Students Full Day
Monday, September 6	Labor Day (No School)
Friday, September 24	END OF FIRST GRADING PERIOD (42 DAYS)
Monday, September 27	BEGINNING OF SECOND GRADING PERIOD
Week of Oct. 4 – Oct. 8	Parent/Teacher Conferences
Mon. Oct. 11 – Fri. Oct. 22	Pre-K, Preschool, Grades K-12 Fall Recess (No School)
Tuesday, November 2	Staff Development Day (No Students)
Wed. – Fri., Nov. 24 – 26	Thanksgiving Recess (No School)

Friday, December 17	END OF FIRST SEMESTER (88 DAYS)
Mon., Dec. 20 – Fri., Dec. 31	Winter Recess (No School)
Monday, January 3	Staff Returns From Winter Recess (Building Staff Development, No Students)
Tuesday, January 4	Pre-K, Preschool, Grades K-12 Students Return From Winter Recess – SECOND SEMESTER BEGINS
Monday, January 17	Dr. Martin Luther King, Jr. Day (No School)
Monday, February 21	Presidents' Day (No School)
Friday, March 11	END OF THIRD GRADING PERIOD (47 DAYS)
Mon., Mar. 21 – Fri., Apr. 1	Spring Recess (No School)
Monday, May 30	Memorial Day (No School)
Wednesday, June 1	END OF SECOND SEMESTER (94 DAYS) (Pre-K – Grade 11 Last Day)
Thursday, June 2	LAST DAY OF SCHOOL (Teacher Workday, No Students)

STUDENTS

Attendance Policy and Student Expectations

While a virtual school provides for a flexible learning environment for the student, it still maintains a basic expectation of student attendance and performance.

Attendance for 9-12th Grade Students:

Achieve Virtual Education is like any other traditional school in the state of Indiana and students are required to 'attend' 5 days per week. What does attendance look like?

- a. Logging into the school platform, *itslearning*, at least 5 days per week.
- b. Logging into each course 5 days per week.
- c. Completing work and making visible progress in each of the 5 days logged in towards course completion.

- d. Contacting your instructors, counselor, and the AVE office if there is a reason you will not be able to meet this expectation.

Attendance for 7-8th Grade Students:

Achieve Virtual Education is like any other traditional school in the state of Indiana and students are required to attend 5 days per week. What does attendance look like?

- e. On required in-person days, students will attend on site in the classroom with their teachers. Students will rotate classes to see each teacher on in-person days.
 - i. 7th Graders attend on Tuesdays from 8:30am to 12:45pm
 - ii. 8th Graders attend on Thursdays from 8:30am to 12:45pm
- f. All other days students are not attending in person, they must login and follow their same schedule starting at 8:30am Monday - Friday.
 - i. Teachers will have live class time during the regular schedule online
 - ii. Students will utilize Google Meets to participate in online, live lessons
- g. For elective courses, students will have the afternoon free to continue work on core classes or focus on the elective classes they are enrolled in each semester.
- h. Contacting your instructors, counselor, and the AVE office if there is a reason you will not be able to meet this expectation.

Attendance Reporting Procedures:

If your student will be absent during expected attendance time online or in-person, please contact the office to report the absence ensuring we have the following information:

- First and last name of student
- Name of person making the call and the relationship to to the student
- The reason for the absence
- The date and period of expected student absence
- A telephone number or email address so the call / email can be verified

Expectations

Student are at Achieve Virtual Education are expected to:

- a. Students will attend school as per the above stated policy.
- b. Students will show respect to instructors, staff, and other students while enrolled with Achieve.
- c. Students will communicate with staff in the event they are unable to meet attendance expectations.
- d. Students will follow all the policies of the MSD of Wayne Township.

- e. Students will demonstrate academic integrity throughout their time as a student with Achieve.
- f. Unverified absences could lead to truancy protocol for excessive unexcused absences.

Missing Students

- a. Teachers will call students each week that are not working consistently.
- b. Each week, teachers will turn in the list of students that have not been working to the student's counselor.
- c. The counselor will attempt to contact the student or guardian.
- d. If the student or guardian is unable to be reached, discipline steps will be taken by administration via the truancy protocol.
- e. Be aware of State Code regarding truancy for virtual students:

IC 20-19-9-5

Withdrawal of habitual truants

Sec. 5. A school corporation that operates a virtual education program must require that if a student who attends a school corporation's virtual education program accumulates the number of unexcused absences sufficient to result in the student's classification as a habitual truant (as described in [IC 20-20-8-8\(a\)\(17\)](#)), the student must be withdrawn from enrollment in the school corporation's virtual education program.

As added by P.L.211-2019, SEC.18.

Free and Reduced Lunch

If you qualify for free or reduced lunch, be sure to complete the form in order to ensure you qualify for textbook assistance. This process is completed through the Wayne Township website. Instructions and the form can be found here:

<https://childnutritionservices.wayne.k12.in.us/free-reduced-lunch-information/>

STUDENT SERVICES

Stephanie Rose - Guidance Counselor (stephanie.rose@wayne.k12.in.us)

317-988-7302

- 9-12th Grade Achieve Virtual Students
- 7th Grade Achieve Virtual Students

Kurt Woosley - Guidance Counselor (kurt.woosley@wayne.k12.in.us)

317-988-7343

- 9-12th Grade Ben Davis Extended Day Students

- 8th Grade Achieve Virtual Students

Graduation Requirements

Core 40 Diploma

In the State of Indiana, students entering the ninth grade are encouraged to work toward minimally completing the requirement for a Core 40 diploma. All Wayne Township graduates are expected to meet the requirements of the Core 40 diploma. Core 40 is a directed set of high school courses that will help prepare students for success, whether pursuing a career that requires four or more years of college, one or two years of post-secondary education in a business or technical college or training through an apprenticeship program. Indiana's Core 40 includes courses beyond those required for graduation from high school, reflecting the belief that students need more than the minimum to be successful. The option to opt out of the Core 40 diploma is available to students under special circumstances. The student, the student's parent/guardian, and the student's counselor must meet to discuss and review the student's career and courses before opting out of the Core 40 and awarding a general diploma. (511 IAC 6.2-3)

CORE 40 WITH ACADEMIC HONORS DIPLOMA

The Indiana State Board of Education has established a Core 40 with Academic Honors Diploma. The diploma is intended to bring honor to those students who choose challenging courses and accumulate at least 47 credits in high school. To be eligible for an Academic Honors Diploma, a student must have a weighted grade point average of "B-" (2.67) or above. No grade lower than a "C-" may count towards the diploma. A gold seal is placed on the diploma and the student's transcript notes the awarding of the Academic Honors Diploma. (511 IAC 6.2-3)

CORE 40 WITH TECHNICAL HONORS DIPLOMA

The Indiana State Board of Education has established a Core 40 with Technical Honors Diploma. The diploma is a special diploma intended for those students who choose a career-technical focus for their high school career path. Students must accumulate at least 47 credits in high school. Students must maintain a grade point average of "B-" (2.67) or better and have no grade lower than a "C-" in order to earn the Core 40 with Technical Honors Diploma. The Core 40 with Technical Honors Diploma designation will be placed on student diplomas and transcripts. (511 IAC 6.2-3)

College Transcript Process

Parchment

It's easier than ever to have your students register for their Parchment accounts.

You can now go to [Settings > Ordering*](#) to get your school's very own registration and ordering page link (URL). Give the link to your students or give it (and the custom HTML code) to your IT Staff to add the [Order](#) button to your school's website:

You can add your school's logo and a welcome message for your students to see. Plus, when your students register with the link, your school is automatically added to their accounts.

*Only Site Admins can access the Ordering settings.

Student Discipline