Troy Online Academy

Information Handbook

Welcome to the Troy Online Academy ~ TOA

Troy Online Academy is an asynchronous virtual academy program open to all students (K-12) in the Troy Area School District. Students utilize learning management systems to receive instruction for their classes with full time independent learning. A teacher for each grade/subject is assigned to the student from the learning management system. The Troy Online Academy allows students to learn in a more flexible learning environment. Students have the ability to develop their "own" virtual schedule that fids the student and their family. Lesson activities can be complete on a 24/7 basis, seven days a week.

Troy Online Academy Contact Information

Mrs. Christina Sheeley
Troy Online Academy Coordinator
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Hello Troy Online Academy Parents/Guardians

As part of our Troy Online Academy, we value your support and dedication to your child/children's education. Parents/guardians play an essential role in their children's success in education by carrying out educational tasks to support them. Within the Troy Online Academy program, parents/guardians are Learning Coaches for their children.

Learning Coaches of students in Trojan Academy will:
• Communicate with teachers and school staff
• Provide necessary supplies and space to complete homework
• Supervise – student schedules – attendance – participation – grades

Learning space and supplies
• Assign and organize a dedicated space for school supplies and materials.
• Provide the technology necessary to complete daily lessons (e.g., reliable internet service, etc.)
• Preview lessons early in order to provide any necessary out-of-the-ordinary supplies.
• Prepare a quiet and easily monitored place to complete lessons.
• Monitor and restrict the use of distracting devices, as necessary

Student Virtual Schedule
• Create a weekly schedule to work on child's classes
• Discuss student time preferences to complete subjects
• If applicable, make a plan to catch up on overdue lessons.

Attendance for Troy Online Academy
• Oversee engagement within the Learning Management Systems
• Follow TASD – Troy Online Academy attendance requirements
• Create a weekly schedule to work on child's classes
• Contact the teacher for assistance if students do not understand lesson concepts.

The support and guidance from parents/guardians as Learning Coaches is paramount to the overall success of their children in cooperation with Troy Area School District teachers and administration. On the next page is a breakdown of the level of support recommended for students at the Elementary, Middle School and High School levels.

Understanding the Commitment as a Learning Coach

Elementary students (require a lot more support from adults at home or online learning environment)

- Devote a minimum of 3-4 hours per day or 15-20 hours a week to oversee students' work
- Set a daily schedule with varied activities and breaks
- Assist with lessons / assignments / assessments
- Help monitor student progress and comprehension of material
- Communicate with teachers if necessary for support needed

Middle School students (are transitioning from more support toward more independence)

- Devote a minimum of 2-3 hours per day or 10-15 hours a week to oversee students' work
- Set a daily schedule
- Assist with lessons / assignments / assessments
- Help monitor student progress and comprehension of material
- Communicate with teachers if necessary for support needed

High School students (set goals, work independently)

- Devote a minimum of 1-2 hours per day or 5-10 hours a week to oversee students' work
- Verify lessons and assignments are completed
- Assist with lessons / assignments / assessments
- Help monitor student progress and comprehension of material
- Communicate with teachers if necessary for support needed

Equipment

Each Troy Online Academy student will receive an iPad, supplies and consumables for their classes/grade level. A parent or guardian with proper identification must sign for all equipment before it leaves the premises. Equipment MUST be returned at the end of the school. Students are expected to keep their iPads clean, charged and accessible. Students must follow the acceptable internet use policy when using the device.

Orientation

Students and Parents/Guardians will have the opportunity to participate in a virtual/in-person orientation session following their enrollment in the Troy Online Academy Program. This orientation will review the expectations and features of the Troy Online Academy. Students will be given suggestions and strategies to be productive and successful virtual students.

Learning Management System (LMS)

Troy Online Academy works together with Egenuity/Accelerated Learning to provide a learning experience for every style of learner, including both text-based and video-based options.

Students will utilize Accelerated Learning (Grades K-5) and Edgenuity (Grades 6-12) for online learning solutions. The LMS accommodates various languages and features text translation, including read-aloud components. Additionally, students and parents are able to produce reports to show attendance, academic progress and grades through student and parent portals.

Content Learning, Class Selection and Scheduling

Troy Area School District is continuing to offer a rigorous program of learning and assessment
- Provide a high level of detail for all learning experiences
- Actively engage in productive learning opportunities
- Continue to provide formative and summative assessments
- Continue to assess via assignments and exams
- Provide support and communication with students and families

The Troy Online Academy utilizes Core Academic and Elective classes from the Learning Management Systems that have been aligned to Troy Area School District classes.

Students' schedules will be created in accordance with students' academic needs and/or toward graduation requirements. Students will be involved in the scheduling process to provide input toward class preferences and selections.

Attendance

- The attendance policy for students with the Troy Online Academy will follow the same attendance policy as per the Troy Area School District
- Time on assignments and academic progress with their classes will be counted toward Troy Online Academy grading not attendance requirements.
- To promote flexibility of our virtual program for students, attendance will be recorded as "present" for logging into their Learning Management System on at least 5 out of the 7 days (Monday through Sunday).

- Students must attend standardized testing sessions to complete required standardized tests as they are state mandated. A schedule will be provided during these testing windows to students/families.
- Students will be included is district-wide diagnostic assessments.
- Doctor/Dentist notes are still required and can be emailed to the TOA Coordinator for any absence requirement issue.

Academic Progress and Pacing

- All students are expected to maintain the prescribed pace for their classes
- YOU must put in enough time for YOU to be on pace.
- It would be a recommendation for students to work on all classes at the same pace.

Performance

- Students must do their best on coursework.
- The minimum score on tests and quizzes for proficiency is 60%
- Modifications to performance standards can be made on a case-by-case basis.
- Students are permitted two (2) attempts on quizzes and tests. The student will earn the highest score of the three attempts. (More attempts may be allowed on a case by case basis).
- If a student scores poorly on the first attempt, they must troubleshoot and ask the following questions: Did I pay attention to the lecture? Did I take good notes? Do I need to replay the video or reread the information? Should I utilize the tutorial/contact for help?
- Students must ask for help if it is needed! Teachers may require additional actions on the part of the student if a pattern of poor performance develops.

Communication

- Students must check their communication within the Learning Management System DAILY.
- Students will engage in communication with the LMS teachers and Troy Online Academy Coordinator on a regular basis. Students need to reply to their teachers and staff within 24 hours. Students must respond to teacher communication in a respectful manner. A student cannot be helped if the problem is not known.
- Students/families must also communicate to the Troy Online Academy Coordinator and teachers in advance if they are going to be unable to be contacted or unable to work for a period of time. Up to date, working contact information MUST be on file with the Troy Area School District to participate in this program.

Academic Dishonesty

The Troy Online Academy is committed to teaching students how to become ethical users of information and ideas. Students are held accountable for proper documentation and honest work. Furthermore, students are expected to submit original work that accurately references all sources of information utilized for assignments. Plagiarism and cheating are regarded as serious offenses

and will be addressed appropriately. It is an expectation that all departments and students adhere to and enforce this policy.

Plagiarism demonstrates a lack of integrity and character and a false view of a student's strengths and weaknesses, which interferes with the assessment and feedback processes that are necessary for academic growth. Plagiarism is defined as:

- Copying another person's ideas or work whether intentional or not, in whole or in part, from a print or non-print source and attempting to pass them off as one's own
- Presenting the work of tutors, parents, siblings or friends as one's own work
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not

As with plagiarism, cheating demonstrates a lack of integrity and character, leaving the instructor with an unclear view of the student's strengths and weaknesses. Cheating prohibits students from demonstrating competence and hinders instructors from gauging their teaching methods. Cheating is defined as:

- Exchanging assignments with other students whether it is believed they will be copied or not
- Giving or receiving answers before, during or after a quiz, test, etc. It is the responsibility of the student to secure his/her own papers so other students will not have the opportunity to copy
- Accessing a test or quiz for the purpose of determining the questions in advance of administration

If an administrator or teacher has sufficient reason to believe a student is participating in academic dishonesty, the administration will determine consequence for the students to include but not limited to failing grade for assignment/test, parent contact/conference, academic/program probation or further disciplinary actions if deemed appropriate.

Office Hours/Independent Work/Support

- Office hours/Independent Work and Support time are available
- Troy Online Academy Coordinator and teachers may be available during these times throughout the week for multiple purposes including but not limited to;
  - Office hours for students and families
  - IEP meetings
  - Team meetings

Student Responsibilities

- Let your teachers and counselor know how you're doing. You are not alone in this climb. Your parents/guardians, teachers, counselors, and other supporters want to know how you're doing and how they can help you do better. Communicate!
- Log in to the LMS and/or student email (high school) every day to check communication.

- Attend to each learning task. These tasks are invitations to learn, grow and demonstrate your learning and growth.
- Submit work products on-time according to the deadline on the LMS.
- Attend one-on-one and group meetings scheduled.
- Be active in requesting one-on-one help from your teacher.
- Have patience and a sense of humor. This pattern is new for most of us, and it is so much more fulfilling when we work together and in kindness.
- Stay healthy–emotionally and physically! Get some exercise each day. Nourish yourself well. Sleep. Stay connected with your friends and family.

Parents

- Resist the urge to "home school." Let your student's teachers do the teaching and guiding.
- Be a cheerleader for learning!
- Be a curious inquirer into what and how your student is learning.
- Remind your student that patience and willingness to communicate will go a long way in school and life!
- Help students establish a routine that keeps them organized and ready for learning.
- Have an appropriate place in the house for their learning space.
- Communicate with teachers and your student's counselor/principal if you see your student is experiencing difficulties with classwork.

Special Education Troy Online Academy Enrollment Process

1. Parent completes referral form/contacts Coordinator of Troy Online Academy
2. Troy Online Academy Coordinator informs Director of Student Services
   - Discussion of current services vs. Troy Online Academy services
3. In-take meeting is held to include the IEP Team

- Current IEP revised to reflect services available in Troy Online Academy and appropriate SDIs and modifications.
- NOREP is issued to the parent reflecting placement in Troy Online Academy
- TOR assigned by Director of Student Services (will be Coordinator of Trojan Connections Academy)
- Expected start date given (depending on receipt of NOREP)

Special Education Teacher Expectations

Teacher of Record: (Troy Online Academy Coordinator)
1. **Maintain Special Education Paperwork**
   - Write the annual IEP to include all required documents as appropriate (i.e. Invitation, Parental Consent to Excuse Members, etc.)
   - Write tri-annual/bi-annual re-evaluation reports
2. **Instructional Support**
   - Work with the regular education teachers to assist with modifications/adaptations as outlined in the student's IEP
   - Enter the final grade from the LMS into Power School at the end of the marking period
3. **Monitoring Student Progress**
   - Troy Online Academy Coordinator will conduct progress monitoring on all IEP goals for Troy Online Academy students assigned to them at least one time every two weeks
   - Troy Online Academy Coordinator will provide the parent with a quarterly progress report

Troy Online Academy IEP/RR Guidance

IEP:
1. Make a copy of the most recent IEP
2. Change dates to match IEP meeting dates
3. Change goals (if necessary) to reflect online, asynchronous learning
   - Sample Goals

- o Academic Goal: Given instruction in ELA, STUDENT will score 80% or more on three consecutive assignments when monitored one time every two weeks.
- o Attendance Goal: Given a week, Monday through Sunday, STUDENT will meet attendance requirements of attending 5 out of 7 days each week, for 8 out of 9 consecutive weeks.
- o Self-Advocacy Goal: While participating in online content, STUDENT will advocate for him/herself by contacting staff for academic support 90% of the time on a weekly basis.
4. Change SDIs to reflect online, asynchronous learning
   - Sample SDIs
     - o Weekly check-in with special education teacher
     - o Opportunity to schedule tests/assessments to be read aloud (Troy staff or other support staff can assist, but must be scheduled during regular school hours)
     - o Extended time for assignments not to exceed (insert number of days here) past the original due date
     - o Chunking of information presented
5. Related Services
   - Remain the same frequency and duration unless otherwise discussed by the IEP team
   - Will be conducted virtually during virtual education
6. Make changes to the Educational Placement Section
   - Level and Type of Services
     - o Level of service is itinerant
     - o Type of service remains the same
   - Location
     - o Change building name to "Troy Online Academy"
     - o For the question of whether the student is receiving services in their home building
       - NO
       - Select "Other" for the reason and write the following in the text box: "Student is enrolled in the Troy Area School District Troy Online Academy."
   - LRE Questions
     - o Student will participate with non-disabled peers for all classes.
     - o Student will participate in the general education curriculum for all classes with the modifications outlined in his/her IEP
   - Penn Data
     - o 100% regular education
       - 6.75 hours for secondary

- 6.5 hours for elementary

Related Services

Related Services are available for students attending Troy Online Academy. These services include Speech, Occupational Therapy, Physical Therapy and Counseling Services. It is the responsibility of the parent/guardian to coordinate with the related services provider and to bring in the student to school for face-to-face meetings.

Gifted Education Services

Gifted Education Services are provided for students attending Troy Online Academy. Students receiving gifted education supports will continue to maintain a Gifted Individualized Education Program (GIEP). Upon enrollment, a GIEP team meeting will be held to discuss appropriate revisions to the student's GIEP to accommodate individual needs through virtual learning. The Troy Area School District Gifted Education Teacher will remain as case manager.

Troy Online Academy Enrollment Application

Directions: Parents/Guardians should complete this form to request Troy Online Academy enrollment for a student. One form is needed for each student prior to induction meeting.

Student Name:

Student Date of Birth:

Student Grade Level:

Student Email Address:

Parent Name:

Parent Address:

Parent Phone Number (best contact number):

Parent Email Address:

Does the student have an IEP/GIEP/504 for learning/emotional support services or gifted services? If yes, a special education meeting is required before this student will be enrolled in Troy Academy.

- ☐ Individualized Education Plan ~ IEP
- ☐ Gifted Individualized Education Plan ~ GIEP
- ☐ 504 Service Agreement
- ☐ No, this student does not require special services

Does this student participate in EL (English Language) Services?

- ☐ Yes
- ☐ No

Briefly explain your reason for selecting Troy Academy for this student's education.

Do you want access to the LMS Parent Portal?
- ☐ Yes
- ☐ No