



LEOPARD BLENDED

Digital Academy

Handbook

2021-2022



LEOPARD BLENDED

Digital Academy

Louisville High School

1201 South Nickelplate
Louisville, OH 44641
Main Office: 330-875-1438

Garry Tausch, Principal
Jan Borsellino, Secretary
Jason Greathouse, Assistant Principal
John Twinem, Assistant Principal

Louisville Blended Digital Academy

Ms. Karen Warner-Andrews, Coordinator
karen.andrews@lepapps.org
www.louisvillecityschools.org/LBDA

LHS Edgenuity Teachers

Denise Mast & Beth Kasler, and Jen Schaeffer, English
Scott Galayda, Math
Kathy Shipman, Business/Personal Finance/Electives
Courtney Stallman, Social Studies/Psychology/Sociology
Katy Todd & Brittany Kidd, Foreign Languages
Bob Sudomir, Science
Pam Warner, Aide

Board of Education

Dr. Brenda Ramsey-L'Amoreaux, President
Mr. Frank Antonacci,
Vice President
Mr. Jon Aljancic, Member
Mr. Richard Crislip, Member
Mrs. Barb DeJacimo, Member

Administration

Michele Shaffer, Superintendent
Anna Minor, Assistant Superintendent
Derek Nottingham, Treasurer

DEAR STUDENTS AND FAMILIES,

Welcome to Louisville City Schools' online learning program, Leopard Blended Digital Academy.

We are excited about this program and look forward to working with you as you embark on a new journey in education. This is a tuition-free program for grades 7-12. In Louisville City Schools, we strive to provide a High Quality Education with the expectation that ALL children will succeed. One of the ways we accomplish this expectation is by providing additional curriculum options for personalized learning opportunities. We believe that our online school will give your child a new opportunity to succeed.

BY ENROLLING IN THE LEOPARDS BLENDED DIGITAL ACADEMY PROGRAM, YOUR CHILD HAS THE OPPORTUNITY TO:

- Receive monitoring and assistance (in person when necessary) provided by highly qualified teachers
- Have access to a full-time intervention specialist (if needed/required due to disabilities)
- Attend school in a supervised, private computer lab setting on the Louisville High and Louisville Middle School campuses or complete his/her online assignments at home.
- Receive individual attention and tutoring on a regular basis.
- Participate in all Louisville City Schools' extracurricular activities, including athletics, clubs, band, choir, theater, etc.
- Receive a Louisville High School diploma upon graduation.

We are proud to offer an online curriculum which is aligned with the Common Core State Standards. We strive to provide a rigorous curriculum consisting of regular and advanced courses in English, Math, Science, Social Studies, as well as a number of elective courses. Our highly qualified staff is committed to offering ALL students the best education experiences possible. We ask for the support of parents and families which is the key to the success of students and the program.

On behalf of the Louisville City School District, we are excited to have you as a member of our educational community and look forward to the success we know you will experience.

Sincerely,
Ms. Karen Warner-Andrews
Leopard Blended Digital Academy Coordinator
330-875-1438
karen.andrews@lepapps.org

STUDENT CODE OF CONDUCT

Leopard Blended Digital Academy is a program in the Louisville City School District. Therefore, Leopard Blended Digital Academy follows the Louisville City School Board Policies and Student Code of Conduct, unless otherwise stated within this handbook. Louisville City School Board Policies and Leopard Blended Digital Academy Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school related programs, on or off premises.

Each student and parent is required to sign a student contract and honor code demonstrating a strong commitment to learning and to the program.

Leopard Blended Digital Academy students are, like all Louisville students, expected to conduct themselves with the highest standards of honesty and integrity. Leopard Blended Digital Academy students are given the opportunity for academic achievement through an online environment, therefore it is very important that honesty and integrity be maintained during all times when the student is engaged in school related activities.

In addition to Louisville City Schools Board Policies, examples of dishonest behavior in the virtual classroom may include, but are not limited to:

- **Plagiarism** – Representing another’s ideas, words, expressions, or data in writing or presentation as original without properly acknowledging the source. Submitting work through the use of another person’s password/login.
- **Cheating** – Intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This includes copying another student’s work and submitting it as your own.
- **Falsification and/or misrepresentation of data.**
- **Computer crimes** – Damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.
- **Inappropriate use of email, discussion forums, or synchronous chat rooms.**
- **Netiquette** is important and should be followed in all instances. Be polite at all times, there is to be no swearing or threatening language at any time, avoid language offensive to others.

Cases of academic dishonesty will be subject to Louisville City Schools Board Policies regarding violations of the Student Code of Conduct. Possible outcomes will be decided by school administration, and may include:

- **Loss of grade points**
- **Disciplinary action** in accordance with local school or district policy
- **Removal** from the course or program
- **Failure** to receive credit for the course
- Students in the Leopard Blended Digital Academy program are welcome to attend a computer lab on campus to complete coursework and receive help from the Digital Academy Coordinator and LBDA subject teachers. To ensure an appropriate climate for teaching and learning, students must adhere to the Leopard Blended Digital Academy computer lab rules set forth on the next page.

LBDA ON SITE POLICIES AND PROCEDURES

- **Sign in Sign Out:** When you enter the Leopard Blended Digital Academy for any reason, you are to sign in to 'The Lab.' Any time you leave, you sign out. When you leave the lab you must have a pass signed by the Leopard Blended Digital Academy Coordinator.
- **Bells:** In the Leopard Blended Digital Academy, the bells do not apply to you unless you are a blended student and have in-person classes.
- **Progress:** The Leopard Blended Digital Academy is designed to meet your needs as a learner. Our goal is for each student to make consistent progress through each course as the year progresses. Allowing several days or weeks to pass without logging in will result in meetings and phone calls to you and your parents.
- **Use of Electronics:** Leopard Blended Digital Academy welcomes your own devices, such as headphones, cell phones, iPods, iPads, and laptops. Each student will be allowed to listen to music on his/her device if they are on pace with material/coursework and passing all courses. However, if your phone, iPod, or music hinder you from making progress in your course, you will no longer be able to have access to them during work time.
- **Food/Drink Policy:** The Leopard Blended Digital Academy allows a snack or drink while working. The area must be cleaned after you are finished, and the food and drink must not interfere with your progress in your courses.
- **LBDA Mentor:** Each student will be monitored to ensure that you are on pace and up to date with coursework.

DRESS CODE

Dress code policy will be discussed during initial interview.

SUSPENSIONS AND EXPULSIONS

WILL FOLLOW LOUISVILLE CITY SCHOOLS BOARD POLICIES.

See Student Handbook.

ENGAGEMENT POLICY/CONTRACT

As an orientation to Leopard Blended Digital Academy courses and procedures, newly enrolled LBDA students and students not in good academic standing from the previous year, must be in attendance at the Leopard Blended Digital Academy every day for a one-week period of time. This is called the “Acclimation Period” in which students will learn to pace themselves in their work and find success in an online learning environment.

After this acclimation period, the students may have their required lab attendance days reduced if they have shown that they are able to navigate through their courses and remain on pace with the coursework. The number of days the student is required to report to the lab each week will be determined by the LBDA staff. LBDA staff will determine which day(s) and how many days each student will need to report. Attendance will be taken on all days the student is required to report to the lab.

If at any point a student falls behind in their coursework, according to their pacing guide, the student will be contacted by the Leopard Blended Digital Academy staff. After this contact, students will be expected to come in to school within 2 to 3 school days. The Leopard Blended Digital Academy Staff and the student will set the schedule for the student to be in attendance at school. Students will be expected to maintain this schedule until they are back on pace with their pacing guide.

The Leopard Blended Digital Academy staff will continuously monitor progress to determine your weekly schedule.

Students are required to check in with each of their LBDA subject area teachers on a weekly basis.

Students who are habitually off pace with the pacing guides run the risk of losing the privilege to work from home. Leopard Blended Digital Academy reserves the right to require in-person attendance for repeated and continuous failure to complete work off site.

ABSENCE, ATTENDANCE, AND PARTICIPATION

Regular attendance is essential to good school work. It is the parents' responsibility, under the law, to see that children are regular in attendance, including the students enrolled in e-learning, whether at school or at home. If a student is absent for seven (7) consecutive calendar days, a phone call home will be made regarding the student's attendance.

Attendance in online learning is defined as:

A weekly, meaningful contact with each assigned teacher. A week is defined as Monday through Friday (regularly scheduled school hours) for those in the brick and mortar school, and Monday through Saturday at midnight for those students working from their homes.

Core subject teachers set the time, date and type of contact for check-in. CLEARING HOUSE- For attendance, students must report in at least once a week to each core subject.

Meaningful contact is defined as:

- Turning in completed assignments
- Asking pertinent questions in regard to an assignment
- Contributing to academic discussions when asked

For each class, students must attempt and submit all assignments, weekly, according to the school year calendar. Students are required to submit coursework on or before the assigned dates. We highly recommend a daily structured schedule when students are doing online work. It is recommended that students dedicate at least 30 minutes per day to each class. (i.e. 5 courses = 2.5 hours per day of completing assignments online)

Students who have a "D" or "F" average in any class must communicate with the teacher of that class(es) once a week. This may be done in person, by phone, Google meet or through the use of email, depending on the teacher and the class. Teachers of each online class will have designated office hours and designated lab hours each week to assist students. Students have access to live tutoring in the brick and mortar school for classes they have difficulty with. In addition, all teachers are available for Google meets on a weekly basis. Failure to meet with each teacher in some way will result in an unexcused absence.

Students working via the computer at home may work longer hours on one day and fewer the next. It is also permissible to log hours on the weekends or during scheduled holidays, keeping in mind that teachers/

support staff are not required to respond to students on weekends or holidays.

1. If a student fails to complete the expected number of assignment(s) within a period of seven (7) days, the Leopard Blended Digital Academy coordinator will make a phone call to the student/parent/guardian informing them that the student is behind and to see if there is a problem. The student must attend the Leopard Blended Digital Academy computer lab until all past due assignments are completed (see the engagement policy above).
2. If a student that was called does not attend the lab the following week, as directed, and all work is still not completed, the parent will be notified again. This will count as another 5 days of unexcused absences.
3. If, after 2 weeks, the student is still not in attendance and absenteeism continues, Leopard Blended Digital Academy reserves the right to contact a Truant Officer. It is the parents' responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or at home. It is imperative that PARENTS assist in monitoring their child's attendance in school.
4. Excessive absences may result in the student's removal from the Leopard Blended Digital Academy program.
5. All decisions by the Leopard Blended Digital Academy coordinator are final.

Truant means absent without an excuse. Students may be considered truant if:

- They fail to have contact with teachers for a period of ten (10) consecutive days.
- They fail to log into the website for a period of ten (10) consecutive days.
- They receive an attendance warning and fail to complete late work within two weeks.

ATTENDANCE REQUIREMENTS FOR COURSEWORK AND ASSESSMENTS

Leopard Blended Digital Academy wants to ensure that grades earned through online courses are a true reflection of what the student has learned and what they know. To accomplish this task, attendance policies and assessments will help hold students accountable for their learning and provide equal opportunities for all students by assessing coursework in a monitored lab setting.

Throughout the school year, in all grade levels and courses offered, there will be assessments such as quizzes, exams, and final exams. Completion and results of these assessments will account for a student's nine week grades and final grades. Typically, quizzes occur more frequently and will count for a smaller percentage of a student's grade. Depending on the course, exams (section, midterm, and/or final exams) may occur about 5 to 6 times during the school year. These grades typically are weighted more heavily and will account for a higher percent of the student's overall grade. To ensure that a student's grades are a true reflection of what they have learned, and to discourage dishonest practices, the following requirements are necessary:

- Quizzes may be taken online and students who take classes off-site do NOT have to come to Leopard Blended Digital Academy Computer Lab to complete this work. Students who have participated in the majority of their studies in the Leopard Blended Digital Academy computer lab must complete the associated quizzes in the Leopard Blended Digital Academy Computer Lab.

- It is recommended that all semester tests and exams be completed in person, by the student, during the Blended Digital Academy Computer Lab days and times. Since students have the flexibility to work at their own pace, tests and exams may be given on an individual basis. LBDA Staff reserves the right to require student(s) to appear in person for such tests.
- The Ohio Revised Code suggests the Leopard Blended Digital Academy to automatically withdraw a student from school if the student fails to participate in school activity for one hundred five (105) cumulative hours: or who has failed to participate in the annual administration of any required assessment for two consecutive school years. (ORC 3314.26)

Any student who does not participate for one hundred five (105) cumulative hours (approximately 20 days) will be automatically withdrawn from the Leopard Blended Digital Academy. The parent/guardian of the student will be notified by phone or as a last resort, by a letter sent by US Mail. The parent/guardian and student must return all issued equipment within 10 business days of the withdrawal date and immediately enroll the student back to their original home school. If a student fails the fourth marking period they will be returned to in-person instruction for the following year.

OHIO STATE TESTS

- Students who will be taking the Ohio State Test are required to participate in test-prep activities. Mandatory test-prep may be scheduled throughout the school year and/or prior to testing. Test-prep may include additional assignments in addition to a student's online weekly coursework or test-prep may be in addition to scheduled online classes. Any test-prep assigned will be considered part of a student's weekly assignments for attendance purposes.
- Students in grades 3-12 are required to take the Ohio State Tests during the Ohio Department of Education's designated testing dates. Failure to report for testing will result in unexcused absences unless authorized by a Principal or Program Coordinator.

PACING GUIDE FOR COURSE COMPLETION

The exact amount of time required to complete each week's assignments will vary depending on a number of factors (unit requirements, student's readiness, and work ethic). The following is an average that students can use to help make sure that they are keeping up with their studies. It is the responsibility of each student and their parents/guardians to make sure that the student is keeping on track.

The State of Ohio has determined that a full-time student participates in 6.5 hours of academic activities per day. These activities include, but are not limited to, core content studies, elective classes, and study halls.

If working at home full-time, each student should plan on the following amount of time to complete his/her assignments:

- Approximately 12-20 hours per week
- Approximately 120 hours per each 9 weeks
- Approximately 250 hours per semester
- Approximately 1000 hours per academic year per Ohio Department of Education requirements

Students working at home full-time will adhere to the Louisville City Schools calendar. However, students will have access to their studies 24 hours a day, 7 days per week. They will also have access on holidays and non-school days. The at-home student will focus on the completion of their assignments while satisfying the 1001 hours of coursework that is required by the Ohio Department of Education.

Student learning hours may include:

- Activities on the computer that are assigned through the assigned content
- Activities on the computer that are assigned by Leopard Blended Digital Academy teachers (i.e. projects, presentations, word processing documents, etc.)
- Activities off the computer, such as reading a novel, written works, or completing hard copy worksheets. Also hours may include: completing models/projects, doing research, brainstorm writing/planning (writing process) taking notes/outlining.
- Co-curricular activities pre-approved by your Leopard Blended Digital Academy teacher. (such as for PE)

RETAKING CLASSES AND CREDIT RECOVERY

If student falls behind in a class, they will be held to the LBDA freedom matrix and may be placed under probation and required to complete their work in the Leopard Blended Digital Academy Computer Lab. Failed classes may be retaken as a credit recovery class. Credit recovery classes are self-paced and offer the student the ability to retake multiple credits that may be needed for graduation. Louisville City Schools' credit and grading policies apply to credit recovery classes.

GRADES, REPORT CARDS, PROMOTION, CREDITS AND GRADUATION

Grades: Parents may check progress, at any time, by using the website and student login.

Leopard Blended Digital Academy uses the grading scale adopted by our district:

- **Report Cards:** Students will receive a report card commensurate with their grade level reflecting their progress in each of the Leopard Blended Digital Academy classes they have enrolled in.
- **Promotion/Retention:** Students enrolled in Leopard Blended Digital Academy classes will adhere to the Louisville City Schools Board Policies concerning promotion or retention.
- **Credits:** Students earn class status by the number of hours passed per State of Ohio and Louisville City Schools Board requirements.
- **Graduation Requirements / State Testing Requirements:** Students must earn 21 credits to comply with Ohio Department of Education (ODE) and Louisville City Schools' graduation requirements as per the student handbook.

| GRADING SCALE | | |
|---------------|------------|--------------|
| LETTER GRADE | PERCENTAGE | POINT VALUES |
| A+ | 100 - 96.5 | 4.00 |
| A | 92.5 | 4.00 - 3.83 |
| A- | 89.5 | 3.82 - 3.50 |
| B+ | 86.5 | 3.49 - 3.16 |
| B | 82.5 | 3.15 - 2.83 |
| B- | 79.5 | 2.82 - 2.50 |
| C+ | 76.5 | 2.49 - 2.16 |
| C | 72.5 | 2.15 - 1.83 |
| C- | 69.5 | 1.82 - 1.50 |
| D+ | 66.5 | 1.49 - 1.16 |
| D | 62.5 | 1.15 - 0.83 |
| D- | 59.5 | 0.82 - 0.50 |
| F | 0 | 0.49 - 0.00 |

Each Leopard Blended Digital Academy students schedule for the school year will include Language Arts (English), math, social studies, and science. Physical education, health and other electives will be available for students depending on their grade level. Middle and high school students must be enrolled in a minimum of five courses the entire school year.

A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed and the student must pass all.

STUDENT PROGRESS REPORT

This report provides a snapshot of the student's progress and achievement in a single course. Progress reports can be accessed or printed any time for students and teachers. These reports can be emailed directly to parents or guardians, or they can be set up with access to the Family Portal to view them at any time. As students submit assignments, they receive immediate feedback and the progress report is updated in the live system. Since data is recorded and updated in real time, students can monitor their progress and will know exactly where they stand in relation to completing the course on time.

Progress Reports make it easy to identify whether students are on track to complete courses within the allotted timeframe and determine the grade they have earned for submitted work (overall grade), the grade if they were to leave the class without doing any more work and receive zeros for the incomplete work (relative grade), or the grade in relation to the percentage of coursework completed versus the percentage of coursework that should have been completed (actual grade). Student's actual grade is the report card grade.

I AM AWARE THAT:

- I will be required to check the announcement/email section of Edgenuity and lepapps email **daily**.
- I will be required to check-in with each teacher via email, Google Meet, in person lab or telephone each week. Lack of communication will result in 1% reduction in actual grade at the end of the 9 wks.
- The Organizer has all of the tools necessary to help regulate my progress and online behavior.
- I must take notes (written or electronic) as I listen to the instructional activities. I can use eNotes, a traditional notebook or google docs. If I don't take notes, I will be required to redo the direct instruction lecture or take notes from the first failed quiz or unit test review. Guided notes are provided in most classes. (paper pencil icon)
- It is recommended that all semester and final exams be completed at school or at home with the supervision of a site facilitator or parent/guardian
- Tests will only be unlocked if students reach 60% or higher on Test Reviews and only will be unlocked during school hours. If you want to take the test in the evening please email an Edgenuity teacher or Ms. Andrews to unlock it before 3 PM. (Parents/guardians are encouraged to supervise unit tests)
- I will be given 2 attempts to master each test/quiz with a 70% or higher, and that if I do not master the test after two attempts, I will have to meet in person or google meet a teacher to earn another attempt or be moved on with the highest percent earned.
- If I am behind or failing, contact will be made with parents/guardians and I will need to report to the digital lab until all my assignments are caught up.
- I will ask for help when I have questions or misunderstandings. Tutoring will be available in the lab - LHS door 13, room A-111 every school day. Google meetings if requested between 8 AM and 2:30 PM daily.
- Warm up, instruction, assignments, review and quizzes can be completed at any hour and on the weekends.
- When in the lab, I must treat others in this lab with the same respect I expect. No cell phones permitted if classes are in red (behind).

I PLEDGE THAT I WILL NOT:

- Plagiarize or cheat in Edgenuity. Parents and students will receive an email and a zero will be issued.
- Post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students
- Give unauthorized assistance on assessments or allow parents, guardians, siblings, internet search sites, etc. to give assistance on assessments.

- Abuse cell phone- only used to contact parents/guardians
- Work less than 2.5 hours a week per class. For five classes that would be a **minimum** of 12.5 hours or a student could face **truancy**. Students that remain in blue or green are not penalized for lack of log in hours.

ACADEMIC DISHONESTY CONSEQUENCES:

- Detentions
- More in lab time and in class or google meet tutoring sessions.
- Receive a failing grade on assessment or plagiarized writing assignment
- Letters and calls to parents/guardians.
- Repeat Edgenuity course, summer school. Possible removal from the Virtual Academy.
- If a student fails the fourth marking period they may be returned to in-person instruction for the following year.
- I understand I am responsible for the transportation of my child to and from school if he/she is completing work using the Leopard Blended Digital Academy Computer Lab if my student is not participating in board approved transportation routes.

This contract must be signed and returned within 10 days of enrollment.

| | | |
|----------------------|-------------------|------|
| STUDENT (PRINT NAME) | STUDENT SIGNATURE | DATE |
| PARENT (PRINT NAME) | PARENT SIGNATURE | DATE |
| LBDA (PRINT NAME) | LBDA | DATE |

(STUDENT COPY)

I AM AWARE THAT:

- I will be required to check the announcement/email section of Edgenuity and lepapps email **daily**.
- I will be required to check-in with each teacher via email, Google Meet, in person lab or telephone each week. Lack of communication will result in 1% reduction in actual grade at the end of 9 wks.
- The Organizer has all of the tools necessary to help regulate my progress and online behavior.
- I must take notes (written or electronic) as I listen to the instructional activities. I can use eNotes, a traditional notebook or google docs. If I don't take notes, I will be required to redo the direct instruction lecture or take notes from the first failed quiz or unit test review. Guided notes are provided in most classes. (paper pencil icon)
- It is recommended that all semester and final exams be completed at school or at home with the supervision of a site facilitator or parent/guardian
- Tests will only be unlocked if students reach 60% or higher on Test Reviews and only will be unlocked during school hours. If you want to take the test in the evening please email an Edgenuity teacher or Ms. Andrews to unlock it before 3 PM. (Parents/guardians are encouraged to supervise unit tests)
- I will be given 2 attempts to master each test/quiz with a 70% or higher, and that if I do not master the test after two attempts, I will have to meet in person or google meet a teacher to earn another attempt or be moved on with the highest percent earned.
- If I am behind or failing, contact will be made with parents/guardians and I will need to report to the digital lab until all my assignments are caught up.
- I will ask for help when I have questions or misunderstandings. Tutoring will be available in the lab - LHS door 13, room A-111 every school day. Google meetings if requested between 8 AM and 2:30 PM daily.
- Warm up, instruction, assignments, review and quizzes can be completed at any hour and on the weekends.
- When in the lab, I must treat others in this classroom or lab with the same respect I expect. No cell phones permitted if classes are in red (behind).

I PLEDGE THAT I WILL NOT:

- Plagiarize or cheat in Edgenuity. Parents and students will receive an email and a zero will be issued.
- Post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students.
- Give unauthorized assistance on assessments or allow parents, guardians, siblings, internet search sites, etc. to give assistance on assessments.

- Abuse cell phone- only used to contact parents/guardians
- Work less than 2.5 hours a week. For five classes that would be a **minimum** of 12.5 hours or a student could face **truancy**. Students that remain in blue or green are not penalized for lack of log in hours.

ACADEMIC DISHONESTY CONSEQUENCES:

- Detentions
- More in lab time and in class or google meet tutoring sessions.
- Receive a failing grade on assessment or plagiarized writing assignment
- Letters and calls to parents/guardians.
- Repeat Edgenuity course, summer school. Possible removal from the Virtual Academy.
- If a student fails the 4th marking period they may be returned to in-person instruction for the following year.
- I understand I am responsible for the transportation of my child to and from school if he/she is completing work using the Leopard Blended Digital Academy Computer Lab if my student is not participating in board approved transportation routes.

This contract must be signed and returned within 10 days of enrollment.

| | | |
|----------------------|-------------------|-------|
| _____ | _____ | _____ |
| STUDENT (PRINT NAME) | STUDENT SIGNATURE | DATE |
| _____ | _____ | _____ |
| PARENT (PRINT NAME) | PARENT SIGNATURE | DATE |
| _____ | _____ | _____ |
| LBDA (PRINT NAME) | LBDA | DATE |

(LBDA COPY)