

---

## NVLA SCHOOL WIDE EXPECTATIONS 2018-2019

---

**\*By enrollment and participation in this online course, it is acknowledged that it is the student's responsibility to be familiar with, and abide by, the course expectations\***

---

### ATTENDANCE REQUIREMENTS

---

Attendance in a distance education program is measured weekly, not daily. The Nevada Learning Academy at CCSD attendance policy is as follows:

- To be considered in attendance, or present, for a course, students are required to:
  - a. attend the weekly live sessions, **or**
  - b. complete and submit a minimum of one (1) course assignment to be graded per week in each course, **or**
  - c. have two-way communication with the teacher about student course progress.
    - Two-way communication is defined as *multiple* student to teacher e-mails, texts, phone calls, or in-person communication about the student's progress or assignments **and a plan of action**.
- Nevada Learning Academy recommends that students log into and work on each of their assigned classes every day.
- Students that do not fulfill the attendance requirements during the week will be considered absent in that course for the week.
- Being marked absent for the week will result in five (5) unexcused absences in each class.
- Exceeding ten (10) unexcused absences will result in failure to obtain a signed DMV approval.

---

### COURSE REQUIREMENTS AND GRADING PROCEDURES

---

#### **GRADING POLICY**

The purpose of grades is to provide timely and meaningful feedback to students, parents, and the school administration about a student's progress towards mastery of the established standards for a particular course or subject.

Grades may also be viewed at any time in the Learning Management System (LMS)- Canvas. Students taking a Canvas class can check their grades by clicking on the Grades tab in the Canvas LMS. Parents have access to this information through their own observer accounts 24 hours a day, 7 days a week. Canvas provides the most up-to-date grade reporting.

Grades may also be viewed in the Parent Portal of Infinite Campus. Grades in IC are uploaded weekly on Friday.

Grades are determined by a number of factors, including computer-scored online tests and quizzes (the results of which are automatically entered into the gradebook) and teacher-scored assignments, like papers or reports that are submitted through an electronic format. Participation in threaded discussions also has an effect on grades, as do timely submission of work.

**GRADING SCALE**

90- 100%	=	A	A = 4.0 grade points
80- 89.99%	=	B	B = 3.0 grade points
70- 79.99%	=	C	C = 2.0 grade points
60- 69.99%	=	D	D = 1.0 grade points
50- 59.99%	=	F	F = 0.0 grade points

**MINIMUM F POLICY**

NVLA has implemented a Minimum F Policy in all courses in an effort to equalize the grading scale. Students will receive a minimum grade of 50% for all work. Student grades will more accurately reflect mastery of the content under this system. Please contact the teacher if there are any questions.

**COURSE GRADE WEIGHTS**

Throughout the semester, students will be expected to complete formative and summative assessments. NVLA assessments include, but are not limited to, homework, class activities, participation, lab activities, class projects, quizzes, and exams. Assessments will be weighted as follows:

Category	Assessment Weight
Formative: <i>Journals, Discussions, Homework</i>	18%
Summative: <i>Projects, Labs, Quizzes, Tests</i>	72%

Semester grades and exams will be calculated as follows:

2 <sup>nd</sup> Quarter Grade/4 <sup>th</sup> Quarter Grade	=	90%
Semester Exam Grade	=	10%
Final Semester Grade	=	100%

**MAKEUP/LATE WORK POLICY**

**30 DAY RULE:** Late work will be accepted within a limited time-frame. All assignments must be completed no later than thirty (30) days after the due date listed in the course. On the thirtieth day, late coursework must be submitted by 11:59 PM PST. Once there are fewer than thirty days until the completion of the semester, all assignments will be due on the final date that all coursework is due for the semester. Late work in quarter classes will be accepted 15 days after the due date listed in the course. On the fifteenth day, late coursework must be submitted by 11:59 PM PST.

\*AP courses may have more frequent due dates and may not follow the general 30 day rule. Please see your AP teacher’s specific guidelines.\*

**Final Exam Schedule**

Course Department	Semester 1	Semester 2
English and World Language	Tuesday, December 18, 2018	Thursday, May 15, 2019*
Math and Social Studies	Wednesday, December 19, 2018	Friday, May 16, 2019*
Science and Electives	Thursday, December 20, 2018	Monday, May 17, 2019

**\*END OF COURSE EXAMS**

The Nevada State Department of Education has determined that this course requires an End of Course Exam (EOC) in place of the typical teacher-generated semester exam. Subject to state and district policy changes, the exam will count for 10% of the final grade in the course. At this time, only second semester has an EOC exam associated with the course, however, this may change throughout the course of the semester. All EOC exams are administered at the NVLA campus, regardless of your home school. **EOC exam dates are Thursday, May 16, Friday, May 17, and Saturday, May 18.** We will communicate any changes to the above information as soon as we receive it.

---

**DISCIPLINE AND CITIZENSHIP**

---

**CITIZENSHIP POLICY**

<b>CATEGORY</b>	<b>Outstanding - O (4)</b>	<b>Satisfactory - S (3)</b>	<b>Needs Improvement - N (2)</b>	<b>Unsatisfactory - U (1)</b>
<b>Engagement</b>	Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher.	Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.	Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class.	Consistently uninvolved in class activities. Adamant refusal to work.
<b>Preparation</b>	Consistently prepared with materials; work is on time and may go beyond expectations.	Student has materials and submits work in a timely fashion and as expected.	Student may have had multiple instances of being unprepared, late work, or not completed as requested.	Consistently unprepared for class. Does not submit work on time or at all.
<b>Behavior</b>	Consistently respectful of both classmates and adults; Takes responsibility for individual actions; Consistently complies with school and classroom expectations.	Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom expectations.	Disruptive to others. Argumentative and defensive. Disregard for school district or class expectations.	Consistent disrespect to classmates or adults. Regularly disruptive to learning process and violation of school or class expectations. Plagiarism.

**CLASSROOM BEHAVIOR EXPECTATIONS**

Every NVLA student is entitled to receive an education in a safe and respectful environment. To ensure this for all students NVLA cannot allow certain student behaviors that are harmful to learning. NVLA’s Progressive Discipline Plan will take into account the severity of any infraction and a student’s prior behavior history before applying any intervention. NVLA uses tiered interventions, whenever possible, to address inappropriate behavior.

**First Infraction:** The teacher or staff member who observed the infraction will extend a written warning to the student describing the infraction and expectations for appropriate behavior.

**Second Infraction:** The teacher will extend a second written warning, inform the parent of the student that the infraction has occurred after an initial warning, and the student will be referred to a counselor for additional behavioral support.

**Third Infraction:** The student will be referred to school administration and a required parent conference will be held to discuss the student’s behavior and the consequences of continued infractions.

**Continued Infractions:** Administrative review of student standing at NVLA.

**CHEATING AND PLAGIARISM**

**(The Nevada Code of Honor is included in the student handbook)**

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one’s honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way. \*This includes submitting the same assignment to two separate teachers without prior permission.

School wide progressive discipline for cheating and plagiarism:

1. Parent phone call from teacher and granted one (1) assignment re-submission.
2. Parent phone call from teacher and given an “F” on the assignment.
3. Parent/teacher conference with administration.

---

**Methods of Communication**

Communication is critical in an online class. You can’t raise your hand like you can in a traditional classroom. However, there are a number of ways to communicate with your teacher. You need to let your teacher know when you have questions or concerns. *Messages will be returned within 24 hours (weekends and holidays excluded).* It is your responsibility to contact the teacher using one of the following methods when there is an issue or concern.

<b>Canvas Message</b>	One of the best methods of communication is through the Canvas LMS. Check the announcements and your messages daily.
<b>Phone/Text</b>	Teachers can be reached by phone from 9:00 am – 11:00 am and during their posted office hours. Students who text the teacher must include a parent/guardian or other student in the text message.
<b>Email</b>	Teachers can be reached by email. You will find their email address in your Canvas course on the teacher’s About Me page.

**Don't understand the course material or what you are supposed to be working on?  
Ask your teacher.**

---

**TECHNICAL REQUIREMENTS**

- Internet connection, *512kbps or faster*
- Updated Operating System
- Updated & *supported* web browsers (Mozilla Firefox Preferred)
- JavaScript is [enabled](#) in the browser
- Browser cookies are enabled
- [Adobe Flash Player](#) is installed
- [Java Plugin](#) is installed
- Popups are not blocked for the course web page
- A headset with microphone and/or web cam may also be necessary

For more information or to perform a systems check, visit [nlearningacademy.net/support/technical-requirements/](https://nlearningacademy.net/support/technical-requirements/)