



**St. Tammany Parish School Board  
a<sup>3</sup> Virtual Academy Summer Session**

<http://virtualacademy.stpsb.org>

**All applicants must be residents of St. Tammany Parish  
Grades 9-12 during the 2018-2019 School Session**

<b>Session 1 (June)</b>	<b>Session 2 (July)</b>
<b>Fall or "A" semester courses</b> *EOC courses see next pages	<b>Spring or "B" semester courses</b>
<b>June 3 - June 27, 2019</b>	<b>July 1 - July 25, 2019</b>
<b>*Registration Deadline: May 17, 2019</b>	<b>*Registration Deadline: June 12, 2019</b>

***\*Registration information must be postmarked on/before deadline.***

**Thursday Testing Sites**

**Lakeshore High and Slidell High**  
(Students may test at either site)

**Mail/Fax/Email Applications to:**

Jennifer Alleman  
71460 Edna Street  
Covington, LA 70433

Phone: (985) 727-5518

Fax: (985)898-6482

Email: Jennifer.Alleman@stpsb.org

**All summer session courses will be offered online only.**

**Students are responsible for computer with internet access.**

**REGISTRATION INFORMATION:**

- Students are limited to 2 courses per session.
- Session 1 (A semester courses) will take place in June.
- Session 2 (B semester courses) will take place in July.
- Parents are responsible for enrolling their child in the correct summer course(s).

**Costs:**

- **\$200 - per semester per course**
- Payments must be:
  - **cashier’s check or money order** (attention to: STPSB)
  - **online: MyPaymentsPlus** (located on the STPSB website)
  - No cash or personal checks will be accepted.
  - **REFUNDS WILL NOT BE GIVEN ONCE SESSION BEGINS.**

**Course Approval:**

- **New Core and Elective Credit:** Any new credit course must be approved by the student’s principal.
- **Repeat Credit:** A repeat credit course is one that has already been attempted by the student. All requests for repeat credit must be accompanied by a school representative signature and a copy of the **student’s transcript or report card** proving the course has been attempted. Grades can be printed from **JPAMS**.

**Registration Submission Documents:**

1. Completed Registration Form
2. Money Order, Cashier’s Check, or copy of My Payments Plus Receipt
3. Copy of the student’s transcript or report card
4. **Principal/School Representative Signature**

**Online Course Offerings:**

*There must be a minimum of five requests to offer a course online.*

Algebra I	Environmental Science	Health *
Algebra II and III	Chemistry	Speech I
Geometry	English I, II, III, IV	Speech II
Business Math	Business English	Basic Career Readiness
Math Essentials	World Geography	Spanish I, II
Financial Literacy	Government	Principles of Business
Physical Science	U.S. History	Physical Education I, II
Biology	World History	Technical Writing

*\* Semester course offered both sessions. All other courses are first and second semester courses.*

**EOC/LEAP 2025 course enrollment contingent upon the following information:**

Algebra I, Geometry, English I, English II, English III, Biology and US History – students will take A in June and B in July. Those needing to retake the LEAP 2025 will do so in June 2019.

<b>Semester A Final Grade</b>	<b>Semester B Final Grade</b>	<b>EOC/LEAP 2025 Score</b>	<b>Summer Session</b>
Fail	Fail	Fail	No Summer
Fail	Fail	Pass	June for A July for B
Fail	Pass	Pass	June for A
Pass	Fail	Fail	June for B
Pass	Fail	Pass	July for B

**Final Grades:**

- **Final Grades are emailed to the student’s Gmail account.**
  - **Non-St. Tammany public school students:** responsible for requesting final grades be sent to their school. The school’s contact person and email address must be provided.
  - St. Tammany student’s grades are reported to their high school. Students are responsible for checking with their guidance counselor at the beginning of the school year to make sure summer grades are on their transcript.

**Testing:**

- Required every **Thursday** at the school testing sites.
- Begins at **11:00 a.m.** Students may arrive **no later than 11:30 am.** Students taking 2 online courses must arrive no later than 11:30 a.m.
- Testing ends promptly at **1:30 p.m.**
- Students must provide a **picture ID** at testing. Students must follow all school board rules for dress code.
- A **doctor’s note** is required to make up work or tests and must be submitted to Mrs. Alleman’s office by the Monday following the missed test. Make Up tests are to be taken on the Monday following the missed test. There are no makeup dates for the final test.
- **Vacations are not excused absences for missing Thursday testing or online assignments.**
- **There are NO MAKEUP dates for the final test date.**

**Checking Grades:**

- **Grades will be posted in Blackboard and/or Math XL. Parents and guardians are responsible for tracking the student’s grades and progress.**
- Tests are 60% of the Grade and Assignments are 40% of the Grade.

**Dropping Courses:** Dropping a course prior to the first Thursday of a session may be requested in writing by a parent or guardian. A grade will not be recorded on the student’s transcript if dropped the first week of the session. No refund is provided.

## Getting started with a<sup>3</sup> Virtual Academy course:

- **Students are responsible for computer with internet access. Tablets and cell phones are not compatible with all platform requirements.**

### After submitting the application:

1. Parents will receive a confirmation email, via the parent email address listed on the registration form, stating the Registration form was received as well as a calendar for the session.
2. On the Thursday before the session begins, an orientation session will be offered for students and/or parents at the Testing Site at NOON.
3. If a student cannot attend, the information will be available on the Virtual Academy website (<http://virtualacademy.stpsb.org>) and the student is welcome to attend the first tutoring session (after the courses have begun) for additional support.
4. Password information will be found on the Summer Session Orientation handout.
5. Report any login issues to [Jennifer.Alleman@stpsb.org](mailto:Jennifer.Alleman@stpsb.org) immediately. Email is the most efficient way to communicate and receive a response in a timely manner.

### Once courses begin:

1. Students are responsible for checking their school email and Blackboard daily. Teachers send study guide and lesson information via student email and Blackboard.
2. Tutoring in Math, English, Science, and Social Studies is available on Monday and Wednesday from 9am-11am at the Testing Sites. Please let your teacher and/or Mrs. Alleman know if you plan to attend the sessions. Should you need support in a different subject, contact Mrs. Alleman.
3. A unit a week is due on Thursday by 11 am of each week and tests are held every Thursday at 11:00 during the session. Do not follow the deadlines set by Odysseyware. Follow the calendar given to you by the teacher.
4. After the first week, units are opened on Thursday at 3 pm so that students have the weekend to work on lessons.
5. Students have 24 hours a day to work on lessons and the due date/times are firm. Students will be given 24 hours to submit late assignments. There will be a 50% reduction in points on all late assignments. After 24 hours, students will receive a zero on all late assignments. If an unexpected situation should arise and extended time is needed to complete assignments or take tests, it is your responsibility to contact the online teacher and the coordinator as soon as possible. A doctor's note or other documentation will be required to make-up any work or tests. Only the coordinator can excuse late assignments and missed tests. Vacations will not be excused. All make-up tests must be scheduled with the coordinator. There are no make-up tests for the final tests. .
6. Parents must check Blackboard Grade Center for grade information throughout the Summer Sessions. Communication with parents and students regarding summer courses is through the students email account provided by STPSS.

### Annual Public Notification 2016-17

STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad.

**St. Tammany Parish School System**  
**a<sup>3</sup> Virtual Academy Summer Session 2019**  
**Policies and Procedures**

Coordinator: Jennifer Alleman

Email: [Jennifer.Alleman@stpsb.org](mailto:Jennifer.Alleman@stpsb.org)

Website: <http://virtualacademy.stpsb.org>

**The student/parent is responsible for computer with internet access. A lack of internet access is not an acceptable excuse for late work.**

Issues with your Bb, MathXL, Odysseyware or Gmail accounts must be reported to Mrs. Alleman's office immediately. Assignments should be started immediately each week so there is time to ask questions or report any issues. Students are not allowed to share login information with other students.

A STPSB issued Gmail email account must be used to communicate with the online instructor. No emails to or from the teacher should be deleted. Students must check their email a minimum of once every 24 hours. <https://mail.google.com> Parents are encouraged to monitor email accounts weekly for updates and grade information.

A unit a week is due on Thursday by 11 am of each week and tests are held every Thursday at 11:00 am during the session. **Do not follow the deadlines set by Odysseyware. Follow the calendar given to you by the teacher.**

Students will be given 24 hours to submit late assignments. There will be a 50% reduction in points on all late assignments. After 24 hours, students will receive a zero on all late assignments. If an unexpected situation should arise and extended time is needed to complete assignments or take tests, it is your responsibility to contact the online teacher and the coordinator as soon as possible. A doctor's note or other documentation will be required to make-up any work or tests. Only the coordinator can excuse late assignments and missed tests. Vacations will not be excused. All make-up tests for Weeks 1-3 must be scheduled with the coordinator. **There are no Make Up tests allowed for the final (4<sup>th</sup>) test of the session.**

Students must test at the summer session test site on the scheduled day. Students testing begins at 11:00 a.m. If you are taking two online courses, you must arrive to begin testing no later than 11:30 a.m. Students will be given 1 ½ hours to complete a test. If you need the full 1 ½ hours and are taking two courses, you must start testing at 11:00 a.m. Students may arrive no later than 11:30 a.m. to start testing. Testing ends promptly at 1:30. All students must bring a picture ID to the testing site each Thursday.

**Assignments will count 40% of the student's average and the tests will count 60% of the student's average. Grades are updated in the Blackboard Grade Center. Final grades are emailed to the student issued Gmail account at the end of the session. There are no Make Up tests allowed for the final test of the session.**

Academic fraud will result in a zero on any test or assignment and possible removal from the course.

IT IS THE STUDENT'S RESPONSIBILITY TO KEEP A **BACK UP COPY** OF ALL WORK SUBMITTED. The grade book in Bb, Math XL, and/or Odysseyware should be checked after each submission. Students must resubmit any assignments requested by the instructor.

**It is the parent's responsibility to monitor the progress of their child using the grade book in Blackboard, Math XL, and/or Odysseyware.**

Annual Public Notification 2016-17

STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad.

## ST. TAMMANY PARISH PUBLIC SCHOOLS JUNE SESSION REGISTRATION FORM 2019

Summer Session \* 71460 Edna St. Covington, LA 70433 \*985-727-5518 \*Fax: 985-898-6482 \*Email: Jennifer.Alleman@stpsb.org  
June 3, 2019- June 27, 2019

<b>STUDENT INFORMATION</b>			
Student Number:			
Last name:		First:	Middle:
Street address:		Home phone no.: (    )	
City:	State:	Zip Code:	Grade Level 2018-2019:
High School attended 2018-2019:	Special Education <input type="checkbox"/> Yes <input type="checkbox"/> No Gifted/Talented <input type="checkbox"/> Yes <input type="checkbox"/> No 504 <input type="checkbox"/> Yes <input type="checkbox"/> No Health Plan <input type="checkbox"/> Yes <input type="checkbox"/> No Parent Initials:		
Parent/Guardian Last Name:		First:	
Parent/Guardian contact no.: (    )			
Parent/Guardian email address:			
I have read and understand the policies and procedures of the Virtual Academy: <input type="checkbox"/> Yes <input type="checkbox"/> No   Parent Initials:			

<b>SUMMER SESSION COURSE SELECTION</b>	
(Please have the registration form signed by your Guidance Counselor and/or Principal.)	
Course Name:	
1.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit   \$200
2.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit   \$200
Is this an EOC/LEAP 2025 course: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Guidance Counselor Signature:	
Principal Approval:	

<b>PAYMENT</b>			
Payment Type: <input type="checkbox"/> cashier check <input type="checkbox"/> money order <input type="checkbox"/> My Payments Plus	Name on payment:	Amount of payment:	My Payments Plus confirmation number:
Cashier Check or Money Order Number:			
<p>The above information is true to the best of my knowledge. I understand all payments are made payable to <u>St. Tammany Parish School Board (STPSB)</u>. There will be <u>no refunds</u> once the summer session begins (June 3, 2019). First session applications must be postmarked by <u>May 17, 2019</u>. Please include a transcript or a report card for repeat credit. A cashier check, money order or a My Payments Plus receipt must accompany the application or the student will not be enrolled into the course/s without receipt of payment. Make copies for your records. <u>An orientation session will be held at NOON On May 30, 2019 to assist students with log in information.</u> I understand that I am responsible for monitoring my students' progress and that final grades are emailed to the Gmail account.</p>			
<hr style="width: 100%;"/> Parent/Guardian signature		<hr style="width: 100%;"/> Date	

## ST. TAMMANY PARISH PUBLIC SCHOOLS JULY SESSION REGISTRATION FORM 2019

Summer Session \* 71460 Edna St. Covington, LA 70433 \*985-727-5518 \*Fax: 985-898-6482 \*Email: Jennifer.Alleman@stpsb.org  
July 1, 2019- July 25, 2019

STUDENT INFORMATION			
Student Number:			
Last name:		First:	Middle:
Street address:			Home phone no.: (    )
City:	State:	Zip Code:	Grade Level 2018-2019:
High School attended 2018-2019:	Special Education <input type="checkbox"/> Yes <input type="checkbox"/> No Gifted/Talented <input type="checkbox"/> Yes <input type="checkbox"/> No 504 <input type="checkbox"/> Yes <input type="checkbox"/> No Health Plan <input type="checkbox"/> Yes <input type="checkbox"/> No Parent Initials:		
Parent/Guardian Last Name:		First:	
Parent/Guardian contact no.: (    )			
Parent/Guardian email address:			
I have read and understand the policies and procedures of the Virtual Academy: <input type="checkbox"/> Yes <input type="checkbox"/> No   Parent Initials:			

SUMMER SESSION COURSE SELECTION	
(Please have the registration form signed by your Guidance Counselor and/or Principal.)	
Course Name:	
1.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit   \$200
2.	<input type="checkbox"/> New Credit <input type="checkbox"/> Repeat Credit   \$200
Is this an EOC/LEAP 2025 course: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Guidance Counselor Signature:	
Principal Approval:	

PAYMENT			
Payment Type: <input type="checkbox"/> cashier check <input type="checkbox"/> money order <input type="checkbox"/> My Payments Plus	Name on payment:	Amount of payment:	My Payments Plus confirmation number:
Cashier Check or Money Order Number:			
<p>The above information is true to the best of my knowledge. I understand all payments are made payable to <u>St. Tammany Parish School Board (STPSB)</u>. There will be <u>no refunds</u> once the summer session begins (July 1, 2019). Second session applications must be postmarked by <u>June 12, 2019</u>. Please include a transcript or a report card for repeat credit. A cashier check, money order or a My Payments Plus receipt must accompany the application or the student will not be enrolled into the course/s without receipt of payment. Make copies for your records. <u>An orientation session will be held at NOON on June 26, 2019 to assist students with log in information.</u> I understand that I am responsible for monitoring my students' progress and that final grades are emailed to the Gmail account.</p>			
<hr style="width: 100%;"/> Parent/Guardian signature		<hr style="width: 100%;"/> Date	

## Summer Session Accessing Platforms

**Platforms will not be available prior to the Summer Orientation sessions.**

### **Step 1: Password to log into a school computer**

Do you remember your password to log onto a school computer? If YES, skip this step and move to Step 2.

If NO, go to the Rapid Identity website --<https://identity.stpsb.org>

If you forgot your password, visit this website and select Forgot my password. Try answering the security questions. If you can answer them, reset your password.

If the website tells you that you have no security questions, try selecting Claim my account.

How do I Claim My Account? Enter student number -Click Claim My Account -Enter the requested information  
Set password –for example: if your birthday is April 4 --you would use Apr!0404 WRITE DOWN your new password  
Answer 3 of the security questions- try to skip the Favorite questions; select Mothers Maiden Name, last 4 digits of social security number, City where born, or first car make/model

Any issues, contact the Virtual Academy office at 985-727-5518.

### **Step 2: a3 Virtual Academy Website**

<http://virtualacademy.stpsb.org>

Scroll to the bottom of the page- icons/links for the different platforms—do not Google, use these links

### **Step 3: Blackboard (class home pages, tests and GRADES are located here)**

<https://blackboard.stpsb.org>

User Name: student number

Password: what you used to log in a computer at school

### **Step 4: EMAIL**

<https://mail.google.com>

1. When prompted for email address, students can enter their studentID@student.stpsb.org (12345678@student.stpsb.org) and click next
2. Students will be forwarded to an STPSB logon page
3. At the STPSB logon page,
  - a. Username: student number
  - b. Password: Same as their school computer/blackboard password

Contact your teacher via this email address for all course questions or concerns. Check email daily

### **Step 5: Odysseyware – NOT ALL CLASSES ARE IN Odysseyware**

<https://stpsb.owschools.com>

**DO NOT follow the due dates in OW—use the dates given to you by the teacher and Blackboard**

User Name: student number

Password: School2019 **\*\*initial password\*\*** You will be required to change your password WRITE IT DOWN

Select Learn- this is where your course will be located/Watch the screencast video

After selecting Learn, you will have 2 tabs to choose from- Assignments and Courses.

If you click on Courses, you will see grades and all assignments.

### **Step 6: MathXL – ONLY MATH CLASSES exception of Financial Literacy and Business Math**

Math classes and GRADES are located on the MATH XL website-

<https://www.mathxlforschool.com/>

User name and passwords will be sent to the **webmail email accounts**

**If you have any problems logging into the platforms, contact the Virtual Academy office at 985-727-5518.**



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					May 17 <b>June Session Apps Due</b>	May 18
May 19	May 20	May 21	May 22 Half Day Last Day	May 23	May 24	May 25
May 26	May 27 <b>Office Closed</b>	May 28	May 29	May 30 <b>Orientation June Session NOON @ Testing Site</b>	May 31 Log in and Begin Course Work <b>Office Closed</b>	June 1 Log in and Begin Course Work
June 2 Log in and Begin Course Work	June 3 <b>June Session begins</b> Tutoring 9-11 am	June 4	June 5  Tutoring 9-11 am	June 6 Unit 1 due @ 11 am Unit 1 Test @ 11 am Unit 2 open at 3 pm	June 7 <b>Office Closed</b>	June 8
June 9	June 10  Tutoring 9-11 am	June 11	June 12 NO Tutoring at LHS Tutoring at SHS ONLY 9-11 am	June 13 Unit 2 due @ 11 am Unit 2 Test @ 11 am Unit 3 Open at 3pm	June 14 <b>Office Closed</b>	June 15
June 16	June 17  Tutoring 9-11 am	June 18	June 19  Tutoring 9-11 am	June 20 Unit 3 due @ 11 am Unit 3 Test @ 11 am Unit 4 Open @ 3 pm	June 21 <b>Office Closed</b>	June 22
June 23	June 24 Tutoring 9-11 am	June 25	June 26 Tutoring 9-11 am <b>Orientation July Session NOON @ Testing Site</b>	June 27 Unit 4 due @ 11 am Unit 4 Test @ 11 am <b>LAST DAY of June session</b>  <b>NO MAKE UP</b>	June 28 <b>Office Closed</b>  Check June Final Grades in Gmail/Blackboard	June 29 Log in and Begin JULY Course Work  Check June Final Grades in Gmail/Blackboard
June 30 Log in and Begin JULY Course Work	July 1 <b>July Session begins</b> Tutoring 9-11 am	July 2	July 3 Tutoring 9-11am	July 4 <b>Office Closed</b>  Unit 2 Open @ 3 pm	July 5 <b>Office Closed</b>	July 6
July 7	July 8 Tutoring 9-11 am Unit 1 due @11am Unit 1Test @ 11am	July 9	July 10 Tutoring 9-11 am	July 11 Unit 2 due @ 11 am Unit 2 Test @ 11 am Unit 3 Open @ 3pm	July 12 <b>Office Closed</b>	July 13
July 14	July 15 Tutoring 9-11 am	July 16	July 17 Tutoring 9-11 am	July 18 Units 3 due @ 11am Units 3 Test @ 11am Units 4 Open @ 3pm	July 19 <b>Office Closed</b>	July 20
July 21	July 22 Tutoring 9-11 am	July 23	July 24 Tutoring 9-11 am	July 25 Units 4 due @ 11am Units 4 Test @ 11am <b>LAST DAY of July session</b>	July 26 <b>Office Closed</b>  Check July Final Grades in Gmail/Blackboard	July 27 Check July Final Grades in Gmail/Blackboard