



Rutherford County Schools

Academic Integrity, Virtual Attendance, and Late Policy Summer 2018

While online learning offers flexibility in the time of day that a student works on the course, and does not generally require a physical presence in a classroom, virtual attendance is required a minimum of 5 days a week. This means that the student is active in the course 5 days per week and completes work on time. RCSOnline courses are NOT “at your own pace.” Courses have due dates every week, and you will be penalized for not meeting those deadlines. You may work ahead and complete assignments early if you need to be away from the course for a day or so. For courses taken over an four-week session, you should plan to spend approximately three to four hours per day, five days per week, working in the course.

Our goal is to work with and encourage all RCSOnline students to stay on track with the course pacing regarding due dates and to have students successfully complete the course on time. We know that getting behind is the number one reason that students do not succeed at online learning. Online learning requires a great deal of focus, determination, good time-management skills, and even sacrifices in order to reach success. These rules are in place to help keep students working successfully toward that goal.

Situations such as working at a job, going on a trip, participating in sports or other extra-curricular activities do not give the student permission to be inactive or behind in the course. If obligations such as these and others will prevent you from staying on pace in an online course, then online learning is not for you *at this time*. Consider all your obligations carefully before you make the commitment to online learning. When you enroll in an online course, you are saying that you have the time to complete the work as required.

Assignment Due Dates

All assignments are due by 11:59 p.m. of the posted due date.

Regardless of days active/inactive in the course, the following late penalties will apply to all assignments:

For the four-week summer terms:

1 day past due- deduct 10% from the grade

2 days or more past due- deduct 20% from the grade

For the purpose of counting days for RCSOnline, Saturday and Sunday count as one day.

Administrative Drop of a Student from a Course

A student is considered active in a course if he has been logging in plus working on and completing assignments and staying on time with due dates in the course. Simply logging in does not constitute being active in the course.

All courses have two or more due dates each week. Every course will have at least one assignment due no later than Wednesday. Additionally, every course will have one or more assignments due by Friday. If a student has not completed all assignments for the previous week by 11:59 pm on Sunday night, the student is placed on academic probation. The student must catch up all late assignments by Wednesday of that week at 11:59 pm, or they may be administratively dropped from the course. If the student has been on academic probation two times in a course, and has overdue assignments for a third week, he will be dropped from the course on Monday.

Remember that your performance in an online course affects your eligibility to enroll in future online courses. By showing that you can stay on pace with the assignments and complete the course on time, you prove that you can manage online learning. Being behind, not turning in assignments, or failing work can keep you from being eligible to enroll in future online courses.

Please sign and return the attached acknowledgement form to your school counselor. This form must be signed by the student and at least one parent/guardian before you will be enrolled in the course.

Orientation

An online orientation is required for first time RCSONline students. All students who have not previously taken a course through RCSONline MUST complete an online orientation "class" that is approximately one hour in length. Details regarding the orientation will be emailed to the students and parents.

Exam Eligibility

Students MUST complete all assignments leading up to the mid-way test before they take that test, and do the same for the semester exam. Supervised tests or exams must be proctored by the online lab facilitator at the summer school site. When the student has finished the assignments leading up to the test, he/she must give the online teacher at least 24 hours to notify the test proctor that he is cleared to take the test.

Working ahead

Students are allowed to work ahead and finish all assignments for the next week, in which case they might not be present in the course for several days, but are not behind in their assignments. In this case, the student should login to the course no later than seven days from the last login. The student should notify the teacher that he will not be in the course for those days, and confirm that he has completed all work in advance for those future non-present days. Students who wish to work on their online courses on the weekend, should be working ahead on the next week's assignments, not waiting until the weekend to complete the current week's assignments. Students are also allowed to finish a course early if they complete all assignments and exams before the final date of the course.

Dropping a course – only when absolutely necessary

There are two ways that you might be dropped from a course: voluntarily (student's choice) and administratively (due to inactivity and lack of progress). Please read the following carefully.

Voluntarily Dropping a Course:

Sometimes students find that they are unable to complete the course due to unforeseen circumstances. During any term, students may voluntarily drop a course by the designated drop date above for that term and avoid a failing grade on the transcript.

For Summer 2018 the terms and drop dates are as follows:

Term	Dates of Term	Drop Date
Term 1	TBA	TBA
Term 2	TBA	TBA

Whether the course is voluntarily or administratively dropped, the following rules apply:

1. For a drop before the official drop date for the term, the grade will not go on the student's transcript.
2. For a drop after the official drop date for the term, the student will receive zeros for all work not completed in the course including future assignments, and that final course grade will be recorded on the transcript.
3. The drop date for the term is posted on the RCSONline website and in the RCS Online learning environment.
4. There will be NO refunds regardless of when or why the course is dropped.

No refunds are given for dropped courses.

Academic Integrity

Online students should adhere to the same rules of honesty in a virtual class as are expected in a face-to-face class. *Students are expected to do their own work at all times.*

Academic Integrity means:

1. The student completes his/her own work.
2. Collaborating with another student, parent, tutor or other individual must be pre-approved by the online teacher.

3. Students will not plagiarize from any source including, but not limited to, the internet and other students.
4. Students will not allow others to copy their work or discuss tests they have already taken with students who have not yet taken them.
5. Students will not provide their login information to another student, or allow any other student to access, view, hear, or in any other way gain knowledge of course content through their login. Likewise, any student who does so with another student's login will be guilty of cheating.

Teachers may call the student and conduct an online interview to check for student understanding of course material. The results of this interview will factor into the student's grade for that assignment.

If a student is suspected of cheating:

Incident #1: The teacher will notify the district RCSOnline Specialist about the incident. The RCSO Specialist or the teacher will notify the parents. If the assignment is plagiarized, the student will be allowed to re-do the assignment at 80% of the earned grade. Other assignments which involved cheating will be given a grade of zero.

Incident #2: The student will receive a grade of zero on any assignment which involved cheating, whether by plagiarism or other means. The student may be dropped from the course with no refund and a failing grade. Students who cheat in an RCSOnline class will may be allowed to enroll in future RCSOnline courses.

If you have questions, contact Ms. Hunter, RCS Online Learning Specialist, at hunterh@rcschools.net or 615-893-5815 ext. 22067. We are looking forward to having you in our program. **Complete and return the form found on the next page. Thank you!**



RCSOnline Academic Integrity, Virtual Attendance, and Late Policy Acknowledgement

We have received, read, and understand the RCSOnline Virtual Attendance and Late Work Policy. The student signature on this document indicates his/her promise to abide by these policies.

Print student name: _____ School: _____

Student signature _____ Date _____

Parent signature _____ Date _____

The student and one parent/guardian should sign this form. You may turn it in by any of the following methods.

1. Sign the form. Then, scan or take a picture of it and email it to hunterh@rcschools.net.
2. Send emails from the student and the parent stating that you have received, read, and understand the RCSOnline Virtual Attendance and Late Policy to hunterh@rcschools.net.
3. Mail the signed form to
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