

Introduction



Student Handbook

CHANNING ISD VIRTUAL ACADEMY

Introduction:

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Dear Students:

Welcome and thank you for choosing Channing ISD for your educational needs. We have partnered with Texas Tech K-12 to offer our core content areas, and ICEV for CTE and elective courses. Texas Tech University has been offering distance-learning courses for over 70 years. Please read this handbook and refer to it often for information regarding course processes and expectations for Channing Virtual Academy. Your program will be individualized to meet your needs, whether it is a supplemental course, credit recovery, or a full-time program.

We commend your desire to learn and your motivation to complete your education. Your attitude and effort will have a direct correlation to your degree of success in our program.

We extend our very best wishes to you as you strive for academic and personal success!

MISSION and VISION:

Mission: CISD believes in empowering students to strive for excellence by cultivating purpose and intentionally inspiring a determination to excel in their journey.

Vision: Soar with curiosity, integrity, spirit, and determination.

Nondiscrimination Statement

Channing ISD values and respects all students and staff as part of its academic and social community. Channing ISD recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential.

Channing ISD prohibits discrimination against any member of our community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Any such discrimination will not be tolerated.

If you experience any issue or situation in which you feel excluded, intimidated, or bullied, please contact any of our administrators or advisors. Channing ISD will promptly investigate such conduct in accordance with applicable federal and state laws. Channing ISD will address your concerns in a respectful manner and will maintain your confidentiality to the greatest extent possible permitted by applicable law.

Contact Information

Contact Information:

Local Contact Information:

Channing IDS
900 Greenwood Ave
PO Box 9
Channing, Tx 79018
806-235-3432
www.channingisd.net

Counselor:

Mollie Dahl
mollie.dahl@channingisd.net
806-235-3432 ext. 5

Superintendent

Misty Heiskell, Ed.D
misty.heiskell@channingisd.net
806-235-3432 ext. 4

Texas Tech K-12 Contact Information:

Texas Tech K-12
Tech Plaza
1901 University Ave
Lubbock, TX 79401
Phone: toll-free (800) 692-6877
Email: ttuk12@ttu.edu
Website: k12.ttu.edu

Teachers and Staff

Channing Teachers and Staff

Channing IDS will utilize certified teachers, uncertified teachers, and paraprofessionals to help facilitate your online learning experience with Texas Tech K-12, ICEV, and local seminar classes. If you are having issues with your Texas Tech class, you should reach out to Texas Tech K-12 with the contact information listed on the previous tab, or the support number below. If you are unable to get your issue resolved, please contact Channing School at 806-235-3432, or email Mrs. Dahl (mollie.dahl@channingisd.net) or Dr. Heiskell (misty.heiskell@channingisd.net)

Texas Tech K-12 Teachers

Texas Tech K-12 teachers are TEA-certified and are available to assist you throughout your course. You should always contact your teachers through the Texas Tech K-12 messaging system used in the course Learning Management System (LMS). Information about instructors can be found on the [Texas Tech K-12 website](#).

All Texas Tech K-12 teachers follow the [Texas Tech University Staff Calendar](#) for holidays and breaks.

Texas Tech K-12 Support

The Texas Tech K-12 Student Support Team is available by phone at [+1-800-692-6877](tel:+18006926877) or by email at ttuk12@ttu.edu

Student Expectations

Student Expectations

Time Management

As a Channing ISD student and a Texas Tech K-12 student, you will need to develop personal time management plans to maintain steady progress toward course completion. By setting aside specific hours each day for your coursework, setting your own deadlines, and staying in contact with your teachers via course messaging, you will create an environment that enhances your learning experience. Ask your parents and/or tutors to teach and guide you regarding time management and study skills, including:

- keeping an academic calendar to be aware of upcoming assignments and exams and complete them in a timely manner;
- reading and following instructions on the assignments;
- maintaining contact with your teachers; and
- maintaining satisfactory progress in all courses.

Carefully read all course materials before beginning coursework, particularly each course syllabus. The course syllabus will contain information and expectations to assist you in obtaining academic success.

You will spend approximately 90-100 hours per course enrollment. Because our courses are asynchronous, the amount of actual time you spend on a course will depend on your previous knowledge and skills in the course content area.

After you have successfully been enrolled your online courses, you should:

- check your school email for important course information
- log in to the [Texas Tech K-12 Portal](#) within the first two days of enrolling;
- read and print the course syllabus;
- become familiar with the Blackboard Learning Management System;
- read all material titled Introduction and Course Navigation;
- follow sections of the course content in order;
- work in courses on a regular basis by participating:
 - in discussion boards and forums;
 - in graded instructional items, quizzes, and assignments; and
 - through follow-up on feedback posted to assignment submissions.

Attendance Requirements and Truancy Prevention

Conduct

You are responsible for your personal conduct and behavior. A distance education course, whether online or in print, carries the same expectations as a course in a traditional classroom. The teacher monitors and evaluates student conduct and behavior, and you will be held accountable for your words and actions.

Behavior or language not appropriate for a traditional classroom is likewise not appropriate in an online course. This includes, but is not limited to, the use of profanity and the refusal to complete assignments. Behaving in this manner may result in being dropped from your course(s). By enrolling in a course or CBE, you have entered into an agreement with Channing ISD and Texas Tech K-12 to refrain from the use of profanity in both written and oral communication and to behave in an appropriate and respectful manner at all times.

For further information regarding student conduct in a Texas Tech K-12 course, please read the [Texas Tech K-12 Policies](#)

Student Conduct and Academic Integrity

Channing ISD and Texas Tech K-12 foster a spirit of complete honesty and a high standard of integrity. An attempt to present any work you have not honestly performed as your own is regarded by Channing ISD and Texas Tech K-12 as a serious offense leading to serious consequences.

As a part of Texas Tech University, the Texas Tech K-12 student conduct policy aligns with the university's student policy regarding academic integrity:

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses)."

For a full description of each of the examples above, please read Section I, Part B.1, *Academic Dishonesty* in the [TTU Student Conduct Policy](#).

[Students are required to follow the Channing School Code of Conduct.](#)

Taking a Course

Texas Tech K-12 does not operate on a semester basis; therefore, courses are asynchronous. Open enrollment allows you to enroll in any course, at any time, and work at your own pace. If you are enrolled in another district, obtain approval from your school counselor before enrolling in a course to ensure credit upon successful completion.

Textbooks

Most courses have textbooks. To purchase the textbook for your course, please go to [MBS Direct](#). Texas resident students in the tuition-free program will have their textbooks ordered for them upon enrolling.

Assignment Resubmission

At the teacher's discretion, you may resubmit assignments that earn a score below 70%. The teacher will notify you if you need to resubmit all or a portion of an assignment. You may also initiate the resubmission process by contacting your teacher using the course messaging in the LMS.

Please note:

- Only one resubmission per assignment may be allowed.
- Resubmission is not allowed after the final exam has been completed.

Course Credit

The course grade will be calculated as follows:

- 50% coursework average
- 50% summative assessment average, including the final exam
 - (Designated summative assessments will be defined in the course syllabus.)
- A passing course grade is 70 or higher.
- Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.

- Students who score below 70% for the first final exam attempt will be eligible to retake the final one time.

Final Exams

You may take a final exam once you have completed all course work, including checkpoints. Each assignment requires two business days for grading and processing; therefore, this time will factor into coursework completion.

If you require a final course grade in order to meet a specific deadline, allow five days for the final grade to post after you complete the final exam.

Attendance Requirements

Attendance Requirements

Attendance/Progress Requirements

- In your all-online program, “attendance” will be defined as progress within each semester course.
- You will have five months to complete each semester course.
 - Fall Semester - Aug through Dec.
 - Spring Semester - January through May
- You must **log-in everyday** (following our school calendar) to be counted as present.
- You must maintain enrollment in a minimum of **five** semester courses.
- You must complete a minimum of 5% of course assignments in every seven-day period. For example, if your course has 20 assignments, you need to complete a minimum of one per week. If your course has 60 assignments, you must average a minimum of three per week.
- Please note:
 - Completing the minimum number of assignments does not guarantee you will complete within the 5-month time frame.
 - Completing the minimum number of assignments and courses may not maintain your appropriate grade level or anticipated graduation date.
- **Extensions are not available**, so you must schedule your weekly progress to complete the minimum of four courses during the 5-month period.
- Failure to meet minimum progress requirements may cause Channing ISD to implement truancy processes and may result in your removal from the program.

Compulsory Attendance

Good attendance is critical for academic success. This is true in both traditional and online schools. In an online school environment, establishing a consistent routine every day yields the maximum academic benefit.

In 2015, the Texas legislature removed the criminal offense of failure to attend school from the Texas Education Code. Instead, districts are required to address student truancy by implementing prevention measures, identifying circumstances contributing to a student's unexcused absences, and taking specific actions. Although truancy is no longer a criminal offense, districts may still refer a student to truancy court as an action of last resort.

Minimum Lesson/Unit Completion Requirements

Students demonstrate attendance in Texas Tech K-12 online school by regularly completing assignments. Attendance is directly tied to what the student accomplishes and/or produces over a given period. The assignments completed are the evidence that a student has been in attendance, and if no work is produced, then a student is not considered to be in attendance.

Unless specifically stated otherwise, attendance is required a minimum of 3 days per week. A student must complete at least 5% of course assignments in a seven-day period and in every subsequent seven-day period until the course is completed.

Final Exam Proctoring

Final Exam Proctoring

Online Proctoring for Texas Tech K-12 Courses

Proctorio, an online proctoring service, is built into all course final exams and CBEs. This service provides live-authentication and active monitoring of the test-taker's surroundings and entire desktop throughout the exam. To protect student privacy, the recordings are not saved on any central server and can only be viewed by the course instructor and/or administrator.

Any exceptions to the use of online proctoring must be approved in advance by a Texas Tech K-12 administrator.

Grading Procedures

Grading Procedures

Assignment Grades

Teachers have two business days to grade assignments. Plan ahead to ensure your schedule allows for this grading time. Communicate with your Texas Tech K-12 advisor (full-time students) or your local campus counselor (supplemental students) for us to work with you and help you meet deadlines for graduation, employment, and college.

Allow five business days for the course grade to be recorded before requesting a grade report. Only completed courses are officially reported and recorded.

Final Grade Disputes: Grade Appeals Process for Texas Tech K-12

Students and their parents may have their grade appeals addressed by Channing ISD and/or Texas Tech K-12. The appeal must be in writing and follow the policies listed in [Channing ISD's Online Policy](#), or [Texas Tech K-12 Policies](#) for student and parent grievances.

A student or parent may initiate the formal process by submitting the Grievance/Grade Appeal Form listed in the Focus portal. The appeal must be within 30 days after completion of the course.

- Only final course grades can be formally appealed.
- Channing ISD's Online Appeals Policy is available [here](#)
- Texas Tech K-12's grade appeals policy is available online in our [Texas Tech K-12 Policies](#).

Technology Requirements

Technology Requirements

Students use various browsers, operating systems, and devices. Channing ISD cannot guarantee the same experience on all technology. For the best results, use the recommended browsers and devices listed in our technology requirements. Reliable Internet access and basic computer skills are required, and students are responsible for resolving any technology issues.

Note: Channing ISD will supply each student with a computer to be used for online learning if needed. To obtain a school device, the student and parent must both sign an acceptable use agreement with the school, and pay a non-refundable \$25 fee. Computers are to be returned to the school at the end of the school year or upon completion of the course work for that school year. Parents are responsible for any damage done to school devices, and must pay repair fees prior to final grades being posted. Failure to pay for repairs will result in a hold on your record and could lead to removal from the virtual academy.

Technology Requirements

System & Browser Requirements

- Computer: Modern device (≤5 years old) with 4 GB RAM (8–16 GB recommended), 250 GB+ hard drive, webcam, microphone, speakers, and updated antivirus software
- Operating Systems: Windows 10+, macOS 11+, ChromeOS, or Linux (Ubuntu 18.04+)
- Browsers (latest versions):
 - Google Chrome (required for online exams)
 - Mozilla Firefox
 - Microsoft Edge
 - Safari (macOS only)
 - *Internet Explorer is not supported*
- Internet: Broadband with at least 1.5 Mbps (wired preferred; faster recommended for streaming/exams)
- Other Requirements:
 - JavaScript enabled
 - Cookies enabled
 - Pop-ups allowed
 - Ad blockers disabled
 - PDFs should be downloaded and viewed in an external PDF reader (e.g., Adobe Acrobat Reader)
 - Check speeds: [speakeasy.net](https://www.speakeasy.net), [speedtest.net](https://www.speedtest.net)

Mobile Devices

Many mobile devices such as tablets, phones, and Chromebooks should not be used as a primary device for online education because they may not support all functions. **A desktop or laptop is recommended** for coursework and required for proctored exams.

Unique Individual Email Address

Channing ISD and Texas Tech K-12 require an email address for each student, and a separate, unique email address for at least one parent/guardian. Email addresses cannot be shared. This ensures proper login access and that all communications and password resets go

to the correct recipient. Channing ISD will issue students in our virtual program an email address upon registration.

Whitelisted Requirements

If you are using a personal email address and are not receiving emails from Texas Tech K-12, first check your Junk or Spam folder. If the email is located there, move it to your Inbox. Doing so typically marks the sender as safe, increasing the likelihood that future emails from Texas Tech K-12 will be delivered directly to your inbox.

If a student is using a district-provided email address, the district IT department must whitelist the following information to ensure delivery of the system.

- Email address: noreply@focusmail.focus-sis.org
- Domain: mg.focus-sis.com
- IP addresses: 198.61.254.15, 198.61.254.16, 69.72.33.174, 69.72.47.242

Program

Requirements/Notes

Focus School Software (SIS)

- Works in Chrome, Firefox, Safari
- Compatible with Windows, macOS, iOS, Android, ChromeOS
- **Not compatible with Internet Explorer**
- If a student is using a district-provided email address, the district IT department must whitelist the following to ensure delivery system notifications:
 - Whitelist: noreply@focusmail.focus-sis.org
 - Allow domain mg.focus-sis.com and IPs: 198.61.254.15, 198.61.254.16, 69.72.33.174, 69.72.47.242

Canvas (Learning Management System)

- Use latest Chrome, Firefox, Edge, or Safari
 - Minimum resolution: 1024×600
 - **Desktop/laptop required for full functionality (mobile apps are supplemental only)**
-

Proctorio (Online Proctored Exams)

- Chrome + Proctorio extension required
- OS: Windows 10+, macOS 11+, ChromeOS
- CPU: Dual-core or better
- RAM: ≥2 GB free
- Disk space: 250 MB
- Webcam (320×240 min) & microphone required
- Upload speed: ~0.1–0.25 Mbps
- No virtual machines or proxies
- Always run a practice/system check before exam

Proctorio may record video, audio, and screen activity depending on instructor settings. Students should:

- Close unnecessary programs/tabs
- Reboot before exams
- Use a wired Internet connection if possible
- Complete a system check or practice exam in advance

Quick Student Checklist

- Modern computer with webcam/microphone
- Updated OS and browser
- JavaScript, cookies, pop-ups enabled
- Ad blockers off
- Stable broadband (wired if possible)
- System check for Proctorio if taking proctored exams

STAAR

STAAR

You will be required to complete all STAAR and EOC assessments assigned for your grade/placement. These assessments will be taken on campus at Channing School. Dates and times will be shared with you upon enrollment. Failure to take the assessments may result in removal from the virtual academy.

STAAR Tests by Grade:

6th Grade - ELAR, Math

7th Grade - ELAR, Math

8th Grade - ELAR, Math, Science, Social Studies

9th Grade - English I, Algebra I, Biology

10th Grade - English II,

11th Grade - US History

Tutorials

Students not on track to pass their STAAR/EOC assessments may be required to participate in intervention or tutorial sessions with Texas Tech K-12 staff or with Channing ISD staff.

Middle School Program Requirements

Middle School Program Requirements

Channing ISD Middle School: As a full-time middle school student, you must maintain academic progress in a minimum of five courses concurrently.

Students enrolled in Channing Virtual School should complete five to six subject areas (ten to twelve courses) per calendar year. The following table outlines courses required in each grade:

Middle School Courses Required

Grade 6	Language Arts, Math, Science, Social Studies, Physical Education
Grade 7	Language Arts, Math, Science, Social Studies, Physical Education, Fine Art**
Grade 8	Language Arts, Math, Science, Social Studies, Physical Education, Career Explorations*, * Students must complete a semester course in Career Exploration (CE) between the seventh and eighth grades. **Students must complete one fine art subject in either seventh or eighth grade per <u>Texas Administrative Code §74.3</u> .

High School Program Requirements

High School Program Requirements

As a full-time high school student, you must maintain academic progress in a minimum of five to six courses concurrently. Note: you will need to take more than the minimum number of courses to stay on grade level and graduate at your desired time.

To complete and retain admission as a student in Channing ISD's virtual academy, you must work with an academic advisor and be enrolled in a minimum of five Texas Tech K-12 courses (dual-credit and CBEs excluded). Generally, you will complete a total of six to seven credits per year (12-14 courses) and must also pass five STAAR EOC (End of Course) exams to meet graduation requirements.

To graduate with a Channing High School diploma, you must meet all graduation requirements, including CTE/CCMR requirements and earn the required credits required for graduation.

Required Credits for Graduation

If you enrolled in ninth grade before the 2014-15 school year, you must complete the 26-credit Recommended High School Program (RHSP) or the 22-credit Minimum High School Program (MHSP), and you must meet the state testing requirements for your graduation plan.

- For complete information regarding Texas graduation requirements, refer to the [graduation section of the TEA website](#).

In addition to working towards a high school diploma, you may request a VOE and [Student ID](#) cards. You may also participate in ASVAB, TSIA, and ACT exams. For more information on Texas Tech High School, click on the following links:

- [State and National Assessments](#)
- [Graduation Requirements](#)

Dual Credit

You must contact your advisor for approval of dual credit enrollment.

Final Grade Point Calculation for Graduation

Channing ISD uses the guidelines below to compute your final Grade Point Average (GPA) in High School:

1. Texas Tech K-12 computes the GPA for graduation using all accredited Texas Tech K-12 courses that apply to graduation.
2. Each numerical grade will be assigned the following points:

Numerical Grade	Alphabetic Grade	Points for Regular Courses	Points for Honors, and Dual-Credit Courses	Points for AP Courses
90-100	A	4.0	5.0	4.5
80-89	B	3.0	4.0	3.5
75-79	C	2.0	3.0	2.5

70-74	D	1.0	2.0	1.5
0-69	F	0.0	0.0	0.0

3. All course grades will be recorded on your transcript and used in computing your final GPA.

Transfer Grades for the High School Program

All grades transferred to Texas Tech High School from another accredited school will be used in computing your final GPA except for local credit courses and courses scored on a pass/fail scale.

Grades on homeschool transcripts and transcripts from non-accredited schools are not transferable. To receive credit for non-accredited courses, you must take Credit by Exams (CBEs) or enroll in the courses.

If you have failed a previous transfer course, you may repeat the course for credit.

The following designations will receive weighted credits:

- AP or P
- Honors
- IB
- Dual Credit/Concurrent Credit

All core courses taken by a student that apply to graduation will be used to compute the GPA.

Channing ISD will make every effort to assist students in transferring grades and credits from accredited public or private schools as allowed by Texas Education Agency (TEA) policies and Texas Essential Knowledge and Skills (TEKS). An official transcript or report card will be required for credit transfer.

Public or Private School Transfer Grades Conversion to Texas Tech K-12

<i>Public/Private School Grade</i>	<i>Texas Tech K-12 High School Grade</i>
A+	100
A	95
A-	90
B+	89
B	85
B-	80
C+	79
C	77
C-	75

D+	74
D	72
D-	70
F	69

CTE Programs

Programs of Study through Channing ISD

As a student of Channing Virtual Academy, you have the opportunity to complete one of the following programs of study through our NPIZ Partnership, or on campus program:

- Medical (Dalhart High School)
- Welding (Frank Phillips College)
- Diesel Mech (Frank Phillips College)
- Cyber Security (Amarillo College)
- Ag - Animal Science (on campus)

Please Note: To participate in one of these programs, you MUST have transportation to Channing School, or your program location.

Students participating in the Ag program are eligible to sign up for FFA. Contact Sarah Bock at sarah.bock@channingisd.net for more information on FFA.

Students unable to attend in-person CTE classes will need to get with Mrs. Dahl to secure an online option for CTE. All high school students are required to participate in a CTE pathway.