

School Handbook Addendum 2025-26



Virtual Academy

14 W. 4th St. Sand Springs, Oklahoma 74063

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Sand Springs Public Schools

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Welcome

Mission Statement

The Sand Springs Public School District is committed to empowering every child to maximize their potential for responsible, productive citizenship in the 21st century.

Motto

“Challenge minds. Inspire hearts. Empower a community of learners.”

Administration, Staff and Counselors

Virtual Academy Administration and Staff			
Name	Title	Phone	Email
Jay Rotert	Principal	(918) 246-1483	jay.rotert@sandites.org
Mariel Tucker	Virtual Specialist	(918) 246-1482	mariel.tucker@sandites.org
Caysie Yeatman	Teacher	(918) 246-1482	caysie.yeatman@sandites.org
Tracy Pruitt	Teacher	(918) 246-1482	tracy.pruitt@sandites.org
Crystal Tiger	Lab Assistant	(918) 246-1482	crystal.tiger@sandites.org
Brandy Reiss	Lab Assistant	(918) 246-1482	brandy.reiss@sandites.org

High School Counselors			
Students Served	Name	Phone	Email
Students Last Name A-F	Kendra Roulet	(918) 246-1484	kendra.roulet@sandites.org
Students Last Name G-O	Megan Elliott	(918) 246-1485	megan.elliott@sandites.org
Students Last Name P-Z	Michelle Spears	(918) 246-1487	michelle.spears@sandites.org
Freshman Academy Students	Jenifer Holland	(918) 246-1442	crystal.tiger@sandites.org

Middle School Counselors			
Students Served	Name	Phone	Email
6th Grade Students	Holly Thompson	(918) 246-1535	holly.thompson@sandites.org
7th Grade Students	Ashley Canterbury	(918) 246-1535	ashley.canterbury@sandites.org
8th Grade Students	Elaine Holt	(918) 246-1535	elaine.holt@sandites.org

District Administration			
Title	Name	Phone	Email
Superintendent	Sherry Durkee	(918) 246-1400	sherry.durkee@sandites.org
Assistant Superintendent	Kristin Arnold	(918) 246-1400	kristin.arnold@sandites.org
Assistant Superintendent	Carrie Schlehuber	(918) 246-1400	carrie.schlehuber@sandites.org
Assistant Superintendent	Shawn Beard	(918) 246-1400	shawn.beard@sandites.org

Virtual Academy Policy and Procedures

Admission Procedures

1. Students must meet with their school counselor to get approval and determine coursework. The counselor will give the students instructions on accessing the virtual courseware Edgenuity.
2. The counselor notifies the Virtual Academy.
3. The Virtual Academy completes a course schedule in Infinite Campus and adds courses to Edgenuity or Edmentum courseware.
4. Students receive an email, phone call, or "Meet the Teacher" Google Meet Invite from their Virtual Teacher. Keep this information, as it will be the student's teacher of contact at the Virtual Academy.
5. Then, students will complete an Edgenuity Orientation before beginning classes.

Building Access

Students are expected to report directly to the Sand Springs Virtual Academy lab after signing in with the office when they enter the building. The hours of operation for the Sand Springs Virtual Academy lab are:

Monday - Thursday	8:30 AM - 3:30 PM
Friday	8:30 AM - 3:00 PM

School Closing Announcements

Announcements regarding closing school due to inclement weather will be made as soon as possible. The Sand Springs Virtual Academy is part of Sand Springs Public Schools and is closed anytime the school district is closed.

Communication with Parents or Guardians

We will communicate with parents routinely using email. Please check your email often. You may also follow the Sand Springs Virtual Academy on Facebook. There are many times that the Charles Page High School Counselors will post announcements on Facebook, and we share those on our Facebook page for your convenience. In severe circumstances, teachers may text or call you to update you on your child's progress. See more under participation.

Student Communication

The Sand Springs Virtual Academy will communicate with students through email, the Infinite Campus Student Portal, and Google Meet. We will only use the Sandite Google Account email associated with the student. If a student emails from a personal email, it usually goes to the Spam folder, so students should only use their school email. Students are expected to check their school email and student portal daily. If a student fails to meet a deadline because they did not check their email, the student is responsible.

Access to Highly Qualified Teachers or Tutoring

Students who need assistance with a specific subject will have access to a highly qualified teacher or paraprofessional Monday through Thursday from 8:30 AM to 3:30 PM and Friday from 8:30 AM to 3:00 PM, except during lunch or the planning period.

There will be times when these teachers are out of the building. Please understand that and email them specifically to ensure they will be in the building on the day and time you will be in the lab.

Additional Resource Availability

A course may instruct a student to read a specific book to complete an assignment. Students may request the resource as needed.

Additional School Requirements

Students will be required to attend school at the Sand Springs Virtual Academy lab occasionally to complete required state assessments.

State Testing Requirements

All students in grades 3-8 and 11 are required to take state assessments. Students will take an English Language Arts and Math test every year in grades 3-8. They will take a Science Assessment in grades 5, 8, and 11. Students will also take the ACT and US History tests in grade 11. These are all required assessments by the Oklahoma State Department of Education.

Participation

Students are expected to complete coursework five days per week. Students in grades 6-12 have access to a course assignment list that shows their due dates for each course. Students can choose to work ahead on their courses and, in that case, would be allowed to work less than five days per week. Students will be considered participating if they are at or ahead of their target progress.

The virtual academy will put weekly grades in Infinite Campus. This grade will include participation and nonparticipation scores reflecting each course's target progress. Parents will receive notification for students who fall behind and have not participated

for ten consecutive days. The student may be dropped from the district at that time without further participation. Parents should regularly check their child's progress, return calls from the virtual academy, and check for emails from the virtual academy.

Cumulative Exam

Students may request to be exempted from the cumulative exam at the end of the course if they are satisfied with their grades and passing the course.

Progress Reports

Parents of students in grades 6-12 will initially receive a progress report through email from Edgenuity each Monday of the semester. If desired, parents can increase the frequency of these progress reports daily. District-wide progress reports can be found on Infinite Campus on the dates listed on the district calendar.

Final Grades and Report Cards

Parents or guardians of students in grades 6-12 will be able to access their students' final grades through their Infinite Campus Parent Portal login. If a grade is missing, please contact the Director.

Chromebooks

Students who enroll in the Sand Springs Virtual Academy should receive their Chromebooks from their brick-and-mortar school. Students and guardians will be expected to complete a Chromebook rental document and have the option of purchasing Chromebook insurance. At the end of the school year, or if a student withdraws, they are expected to return the Chromebook to the school they received it from within five days.

Kajeet Wifi Hotspots

Students enrolled in the Sand Springs Virtual Academy who do not have access to the internet or Wi-Fi may request a hotspot. The Sand Springs Virtual Academy has a limited number of these devices available, and distribution will be based on a first-come, first-served basis. These Wi-Fi hotspots have a limited capacity of 5 GB per month of download; therefore, students will need to use the data for school purposes only.

Plagiarism

All student writing assignments are checked for plagiarism in the Sand Springs Virtual Academy. Students who have committed plagiarism will receive a 0 on that assignment. Students have the option of redoing that assignment one time if they choose. If the assignment comes back plagiarized after the redo, then the grade of 0 is permanent.

Guided Notes/Notes

Students have access to guided notes in their core classes in Edgenuity. These guided notes may be used on any quiz, test, or exam. Students may print them in the lab or ask us to print them in advance. For elective courses, students are encouraged to take handwritten notes. Those handwritten notes are allowed on any quiz, test, or exam.

Science Labs and Projects

Sand Springs Virtual Academy courses contain labs or projects. We have reviewed these labs or projects to ensure relevance to the course standards and alignment with the Oklahoma Academic Standards. These projects or labs need to be completed. Most labs are virtual labs and can be achieved without additional supplies. However, if you need supplies, please let us know.

Incomplete Courses

Students who fail to complete their courses by the end of the semester may receive a failing grade. However, students will be allowed to take the final exam and may receive credit if their relative grade is above 60%.

Participation in School Activities

All students are free to enroll in extracurricular activities offered to Sand Springs Public Schools students that are appropriate for their current grade level. Students who participate in these activities are subject to the rules and expectations of those specific programs.

Students are also free to join the grade-level clubs and organizations offered at the school sites. When students take advantage of these options, they are expected to meet the behavior expectations of the school site without question and respect the teachers and administrators in that building.

Failure to follow directions or expectations of behavior will result in the revocation of the ability to participate in these offerings.

Eligibility for School Activities

Eligibility for school activities is pulled at 12:00 p.m. on Thursday of each week beginning with the third week of each semester. We use the **actual grade** in Edgenuity and the **current grade** in Edmentum.

Student Behavior

Online Lab Behavior Expectations

All students are always expected to follow school rules and be respectful of the teachers and staff of the Sand Springs Virtual Academy through email interactions, Google Meets, and while in the lab. Sand Springs Virtual Academy is here to help students be successful, which sometimes means we must have difficult conversations.

When this happens, please understand that we are doing it because we care, and it is ultimately in the best interest of the student. The lab setting is an academic setting and shall be treated as such by all students. We expect an appropriate noise level when in the lab, and students may not in any way have a physical or verbal altercation with another student or staff member. Students who fail to meet the lab behavior expectation will result in modification of privileges in attending the lab.

Personal Electronic Devices

In the spring of 2025, Oklahoma legislators passed a law, SB 139, to make all Oklahoma public schools “cell phone-free” zones for the 2025-2026 school year. It specifically prohibits the use of personal cell phones and other personal electronic devices during the school day while on school campus.

Personal electronic devices include smart watches, smart glasses, smart headphones, tablets, computers, and other devices that can be connected to a smartphone, another device, the internet, WIFI, or a cellular network. It does not include devices that have been issued by the district, such as Chromebooks or laptops, or devices that have been approved by the district.

Staff are not responsible for lost, stolen, and/or damaged personal electronic devices. Personal electronic device video is strictly prohibited on school premises and/or in school vehicles and/or buses.

Please refer to the following Sand Springs Public Schools Board of Education Policy for information pertaining to Personal Electronic Devices: Policy FNG

Alcohol, Drugs, Tobacco, and E-Cigarettes

Students are prohibited from being in possession of, consuming, or being under the influence of drugs or alcohol while on campus at the Sand Springs Virtual Academy. Students are prohibited from being in possession of or using tobacco and e-cigarettes while on campus at the Sand Springs Virtual Academy.

Violating this policy will result in a notification to our school resource officer and will result in the modification of privileges for attending the lab.

Fighting

Students who get into a physical altercation or fight with another student will lose lab availability.

Dress Code

Please refer to the following Sand Springs Public Schools Board of Education Policies for information pertaining to dress code: Policy FNCA; Policy FNCA-R

Parent and Student Contract

This contract is between _____ and the Sand Springs Virtual Academy. By signing this contract, I agree to abide by all the rules, policies, and procedures set forth by the Sand Springs Virtual Academy and Sand Springs Public Schools. I understand that failure to do so may result in loss of privileges or dismissal from the Virtual Academy. Check all of the following as you read them:

- I understand that I am recommended to attend the lab as needed for assistance in my courses.
- I understand that I am responsible for abiding by all rules and expectations in the student handbook regarding discipline, academic honesty, and plagiarism.
- I understand that the curriculum with this program requires a computer, access to the internet, and standard school supplies to complete labs.
- I understand that communications from the Sand Springs Virtual Academy are done through email and the Infinite Campus Student and Parent Portals; as such, it is my responsibility to check my school email and the portal daily. The standard email for students is lastname.firstname@stu.sandites.org.
- I understand that the program requires several hours of daily active participation in each course in Edgenuity, Edmentum, or other Courseware I may have access to to complete my courses successfully.
- I understand that I will be expected to stay on target and maintain progress in my online coursework as determined by the due date for each lesson listed on my assignment calendar in Edgenuity. I understand that if I fall behind or if my grade falls below the minimum of 60%, I will be encouraged/required to spend additional time in the lab until my grade is back above 60%.
- I understand that I will frequently communicate with the Program Director, teachers, and my parents/guardian if my progress requires attention.
- I understand that I will be expected to abide by the District Internet Use Agreement while on campus and using school Internet resources.
- I understand that any coursework not completed by the end of the semester will be calculated in my final grade and may result in an F on my transcript or report card.
- I understand that my semester's last day of coursework corresponds to the last day of work on the school calendar approved by the Sand Springs Public Schools Board of Education. *(continued on next page)*

- I understand that the Sand Springs Virtual Academy recognizes the same school calendar as all other school sites in Sand Springs Public Schools, and students receive the same days off for all breaks.

Student Signature

Date

Parent Signature

Date