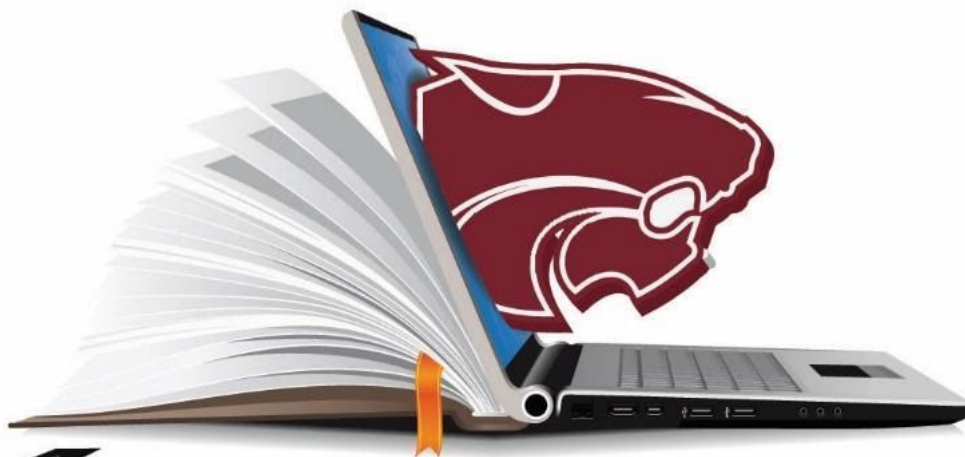


**CENTRAL COMMUNITY SCHOOL SYSTEM**  
**VIRTUAL ACADEMY**  
**Grades 9 - 12 STUDENT AND FAMILY HANDBOOK**



**VIRTUAL**  
**ACADEMY**  
CENTRAL COMMUNITY SCHOOL SYSTEM

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**Jason Fountain Ed.D., Superintendent**

**2020 – 2021**

**9 - 12 STUDENT AND FAMILY HANDBOOK**

**Central Community School System Virtual Academy**

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## **Introduction**

This handbook provides general guidance for parents and students enrolled in the Central Community School System Virtual Academy. The CCSS Virtual Academy is subject to the rules and regulations of the Louisiana Department of Education. The CCSS Virtual Academy follows the Central Community School System's academic calendar.

## **Vision**

The vision of the Central Community School System Virtual Academy is to provide students with a highly personal and excellent instructional alternative by creating an engaging, challenging, and supportive learning environment that offers a continuous connection to learning through an accredited online education.

## **Mission Statement**

The Central Community School System Virtual Academy is committed to broadening the educational choices for students in a virtual setting with a rigorous, relevant, and engaging instructional environment that meets the needs of students and families.

## **Overview**

The CCSS Virtual Academy is a non-traditional educational option. Courses are delivered through a web-based program which is available to students twenty-four hours a day, seven days per week. Students view and complete lessons electronically. These courses can be completed anytime and anywhere that Internet access is available. Student progress in online courses will be monitored by Virtual Academy staff. Students complete a series of benchmarks, as well as midterm and culminating exams. Students may also be required to complete some assignments from the traditional classroom (reading specific books, completing projects, writing papers, etc).

## **Hours of Operation**

The CCSS Virtual Academy will operate Monday – Friday from 7:00 AM – 2:30 PM offering 4 sessions per day. Students will be required to sign up for sessions before coming into the Virtual Academy for testing. Freshman will test at CHS Freshman Academy. You **MUST** make an appointment through the Google sign up sheet in Google Classroom. Sign up sheets will be posted in Google Classroom every Friday.

**\*Masks are required to be worn inside at all times.**

## Virtual Academy Program Requirements

There are certain components of the CCSS Virtual Academy that require students to physically come into the Virtual Academy lab. For all mandatory attendance days, timely transportation to and from the Virtual Academy lab or school site must be provided by the parent/guardian.

- **Orientation** – All students and parents/guardians accepted into the Virtual Academy program, must attend an orientation meeting at the Virtual Academy lab.
- **Beginning of Year Mandatory Attendance Days** - All students will be required to attend 1 face to face meeting the first week of school. The meeting date and time will be set by the virtual teacher.
- **Unit Tests and Exams** – Students must take all unit tests and exams in the presence of a mentor at the Virtual Academy lab during the published operation hours.
- **Mandatory Days** – Each month students will be assigned a day that they must log in and participate in a Google Meet with their Mentor. These dates will count in attendance. Students will need to fill out and turn in the completion form located in the Classwork section of Google Classroom in order to receive credit for attending.
- **Check Ins** - Students are required to respond to any emails sent by the virtual academy mentor. Students are also required to attend any in person or google meetings set by the virtual academy mentor.
- **Check Google Classroom and Emails Daily** - Students are required to log in and check their google classroom daily for announcements and or classwork. Students should also check their emails daily for correspondence from the virtual academy mentor.
- **State/District Testing** – Students are required to participate in all district and state mandated testing. These test dates are mandatory. Testing locations could be scheduled at the Virtual Academy lab, Central Middle School or Central High School.
- **Back on Target** – Students who fall behind in their coursework may be required to attend in person sessions at the Virtual Academy until they get back on target in their coursework.

**During live Google class meetings, all students are required to be seated at either a desk or table and must be dressed in appropriate CHS free dress attire.**

## Target Audience

The Virtual Academy is open to students in grades 9 - 12 who reside within the Central Community School System attendance zones. Students must be fully enrolled in the Central Community School System prior to applying for the Virtual Academy. Students and their parents should contact the Central Office for admission requirements and enrollment information.

Please consider the following questions before applying:

- Do you stay on task without direct supervision?
- Are you able to set and achieve goals?
- Can you prioritize your own workload and work independently?
- Are you personally invested in your own education and disciplined to meet program expectations?
- Are you good at assessing your own progress in your classroom and confident in your academic ability?
- Are you self-directed and have strong time management skills?
- Do you show determination when confronted with obstacles?
- Do you have convenient and frequent access to a computer and the Internet?
- Are you proficient in email?
- Are you computer literate?
- Are you dedicated to maintaining a positive record of attendance?
- Do you have your own transportation to and from the Virtual Academy?

## Admission and Entrance Requirements

Students who wish to attend the CCSS Virtual Academy must complete the online application process. The applications must be submitted by the due dates set. The application can be found at <http://virtualacademy.centralcss.org>.

The CCSS Virtual Academy program is rewarding and rigorous, and each student who attends the program is unique. An Admissions Review Team carefully reviews each student's application and academic transcript in order to determine if the student has the foundation necessary to be successful in the program. The team will make final enrollment decisions based on factors related to student success in the virtual environment. These factors include past attendance, past academic records, as well as past discipline records. The team wants to make sure that the program is a right fit for the student. Students and parents will be notified of the Admissions Review Team decision by mail. An appeal process will be available.

## What enrollment options are available?

Full-time Virtual for grades 9-12

- Students complete all coursework from home, and may use the Virtual Academy lab for additional assistance during operational hours. Students must make appointments for virtual academy visits. Students are required to take all tests at the CCSS Virtual Academy lab. Lunch service and bus transportation is not provided.

## Academic Warnings

Academic warnings will be issued to students at the progress (4 ½ weeks) and report card (9 weeks) periods. These will be issued to students who are in academic jeopardy. Academic jeopardy in Edgenuity is defined as failure to show progress in the course and/or failing grades.

Students will receive a total of 3 academic warnings. Upon the third academic warning within a semester, students will be moved back to the traditional setting at the semester.

## CENTRAL COMMUNITY SCHOOL SYSTEM VIRTUAL ACADEMY

Student Readiness	Technology Skills	Work and Study Habits	Learning Styles	Technology/Connectivity	Time Management	Interest/Management	Reading/Writing Skills	Support Services
<b>LESS READY</b>  ■	Student has little, if any, experience using a computer or the Internet, and has minimal desire to develop more skills in the area	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5 - 10 hours per week on each online course	Student is not a self-directed learner and often requires real-time feedback from teachers regarding basic directions and follow-up support	Student does not have consistent access to a computer and a reliable connection to the Internet from home or from school	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes	Student has little or no interest in the content area of the online course offering and has a negative or unrealistic attitude toward online learning	Student is reading below grade level and has experienced difficulty with routine writing assignments	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance
	Student has limited experience using a computer and the Internet, and has expressed a strong interest in developing more skills in this area	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5 - 10 hours per week on each online course enrollment	Student is beginning to demonstrate the behaviors of a self-directed learner and sometimes requires real time feedback from teachers regarding basic directions and follow-up support	Student has limited access to a computer with low-speed service to the Internet from school or from home	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests and or quizzes	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning	Student is reading at grade level and has demonstrated limited proficiency with writing assignments	Student's support system is limited, parents and school personnel are somewhat supportive of enrollments in online courses
<b>MORE READY</b>  ■	Student has strong computer skills and detailed experience using a word processor, email application and Web browser	Student rarely needs reminders or assistance in completing routine assignments and has demonstrated good independent study habits	In general, the student is a self-directed learner and does not require real-time feedback from teachers regarding basic directions and follow-up support	Student has consistent access to a computer with moderate speed service to the Internet from home, and from school	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes	Student has an interest in the content area of the online course offering, and has a positive and realistic attitude toward online learning	Student is reading at or above grade level and has demonstrated success with a variety of writing assignments	Student has open access to school-based mentoring/ counseling services and parental support
	Student has excellent computer skills and sufficient experience using a word processor, email application and Web browser, and is comfortable downloading information from the internet and using other technology tools and applications	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support and deals well with ambiguity	Student has daily access to a computer with high speed service to the Internet at home and at a convenient location in the school building before, during and after regular school hours	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities	Student has a strong interest in the content area of the online course offering is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments	Student has regularly scheduled access to school-based mentoring/counseling services, parental support is strong and district has adopted policies and identified best practices to support students as online learners

Developed by Michigan Virtual University

**IEP and 504 Plans:**

A student with an IEP may enroll in the Virtual Learning Program once the student's IEP team agrees that such a placement is educationally appropriate. However, there are some programs and services which cannot be satisfactorily provided in a virtual setting. If the Committee recommends the placement of the student in the CCSS Virtual Academy, the student will be admitted and/or exited under the same conditions applicable to regular education students, inclusive of 504.

In the event that students with disabilities are not progressing in the CCSS Virtual Academy, the IEP committee should be reconvened to address the individual concerns and modify the program and/or services.

**Attendance Requirements**

The CCSS Virtual Academy is designed and intended to be a virtual learning environment. Instruction is primarily computer-based. Therefore, students can work anywhere there is an Internet connection.

**The Attendance Policy is as follows:**

- The CCSS Virtual Academy requires that students **work in their online course daily**.
- The number of hours per week is determined by the number of courses the student is enrolled in.
- The number of hours per week as well as the number of activities to be completed daily will be determined by the Virtual Academy mentor.
- It is required that students meet the determined number of hours per week/activities per day.
- Students may use the weekend to log hours.
- Although flexibility in choosing instructional times is a hallmark of virtual learning, students must maintain progress in all courses and must remain on target.
- Attendance will be recorded weekly.
- Should a student get behind in hours and activities completed, he or she will have the opportunity to make the time and activities in order to excuse any absences.
- At the beginning of each course taken, the student and the mentor will conference to go over a course map that will enable the student to stay on target.
- If a student is on target or ahead in all courses, no absences will be recorded.
- Students must attend all mandatory days in order to be marked present for that day regardless of whether the student is on target or not. This includes any mandatory days set by the Virtual Academy mentors either in person or by Google Meet as well as test dates set by the state and or high school.

**Failure to Meet Attendance Requirements:**

- Students and parents will be notified after 3 days of inactivity.
- Students are expected to make up missed hours of instruction within a one week period.
- Students may complete additional hours ahead of schedule leading up to planned events.
- Failure to log into the system and complete activities for a 10 day period will require a conference between the mentor, student and parent in order to create a make-up plan of action.
- Failure to log into the system and/or failure to communicate with the mentor for a 15 day period (consecutive) may result in the student being identified as truant.
- Repeated failure to meet attendance requirements will result in the student being dropped from the virtual courses and receiving a failing grade on the permanent transcript. The student may also be removed from the virtual program and placed back into his/her home-based school.



- In the case of unsatisfactory progress, the CCSS Virtual Academy staff will make every attempt to schedule and provide face-to-face assistance to students in the lab.
- In cases where students continue to fall behind in course progression, the CCSS Virtual Academy staff reserve the right to **require** students to come in for assistance.

*Note: If a student is unable to work in his/her course(s), a parent should notify the CCSS Virtual Academy by phone or email. All excuses for absences should be turned into the Virtual Academy.*

Inactivity can be approved for a limited time if a student is making satisfactory progress in all courses. Extended periods of inactivity, coupled with unsatisfactory student progress, may be considered grounds for removal from the virtual school and/or a student being turned over to Student Services for truancy issues.

### **Weekly Announcements and Check In:**

Students enrolled in the CCSS Virtual Academy are required to have two way communication with the CCSS Virtual Academy mentor. The communication should be “Academic in Nature.” **This is a mandatory attendance requirement.** Failure to contact the mentor or respond to the mentor’s communication on a regular weekly basis may result in a disciplinary action such as being removed from the virtual program. Every Friday an announcement will be posted in Google Classroom.

### **Attempts Policy – Quizzes, Topic (Unit) Tests, & Cumulative Exams**

Students will be allowed three automatic attempts on each quiz. After three failed attempts, the student should contact the Virtual Academy teacher. If notes have been taken and/or effort/progress has been demonstrated by the student, the teacher may activate an additional attempt. This would result in a maximum limit of four attempts on a quiz.

Students will be allowed a maximum of three attempts on topic (unit) tests and cumulative exams. All attempts must be activated by the teacher. **Topic (unit) tests and cumulative exams can only be taken at the CCSS Virtual Academy lab.** Students are allowed to take unit tests and cumulative exams any time they need to during the operational hours listed. Students must sign up for test sessions through the Classwork section of Google Classroom. Sessions have a 10 person maximum. No one will be permitted inside the Virtual Academy with having set an appointment.

### **What happens when a student fails a quiz, topic (unit) test, or cumulative exam and the maximum number of retakes have been reached?**

When all attempts have been reached (and a student cannot move to the next section), the teacher should select “Pass with Grade” and type in the highest earned score the student made on that particular assessment. **The assessment should not be bypassed.** The student will then be able to move to the next lesson.

### **Completion of Courses**

A student must have 80% or greater course completion to be eligible to schedule and take their exam. All incomplete assignments and/or exams will be graded as a zero (F). Course credit will be considered after exam completion.

## Incomplete Courses

Courses that are not completed by the course deadline will no longer be active. If 80% of the course has been completed, the final grade will be determined by assigning zeros for unfinished work. The virtual software will determine a relative grade. **This final grade will go on the student's official transcript.**

## Withdrawal from a Virtual Course

A student will not be allowed to drop a course after the first two weeks of the semester. After the first two weeks of the semester, students will not be able to re-enroll in Central Middle School or Central High School and must remain in the CCSS Virtual Academy until the semester ends. After two weeks, a student who does not complete the course (meaning the course remains incomplete at less than 80%) will receive an "F" in the course, and/or not be allowed to take further courses through the CCSS Virtual Academy.

## Integrity in Scored Assignments and Assessments

A strength of virtual instruction is the abundance real-time assistance available to the student. We encourage help from family, friends and teachers. However, academic honesty and integrity is an essential part of the CCSS Virtual Academy program. It is expected that all schoolwork submitted represents the original efforts of the individual student's work alone so that the score is meaningful and reflective of the student's efforts and abilities. Scored assignments and assessments are important tools that provide information regarding student progress and the effectiveness of instruction.

All scored assignments and assessments are assumed to be the student's original work, whether completed at home or in the CCSS Virtual Academy lab. If a student is in the CCSS Virtual Academy lab to take a supervised unit test or exam, all cell phones must be turned off and stored. Each student is expected to honor the following guidelines while completing scored assignments and assessments:

- Students will complete assignments and/or assessments alone;
- Students will not copy or redistribute any part of the assignments and/or assessments in any way – electronically, verbally, or on paper;
- Students will take assessments without any aids – meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment states otherwise;
- Students will not log in to a second course or open course related materials on another browser on another computer during testing; and
- Students will not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.

All Academic Honesty policies will be followed as outlined in the CCSS Student Handbook.

### **Notification of Grades and Student Progress**

Parents and students are able to review grades and percent completion of courses at all times using the online course dashboard. Therefore, the CCSS Virtual Academy staff will not print and mail quarterly progress reports. Only the final course grades will be provided upon completion of each course.

### **Grade Determination**

Final grades will be determined on the 100-point scoring scale. Grading will follow the Central Community School System Grading Scale and Policies:

A = 100 – 93

B = 92 – 85

C = 84 – 75

D = 74 – 67

F = 66 – 0

### **Extracurricular Participation:**

The CCSS Virtual Academy strongly encourages students to participate in extracurricular offerings. Any student enrolled in the virtual program is eligible to participate in all extracurricular activities that are offered at the home-base school including sports, clubs and social events. Students who participate in these activities are subject to the policies and procedures that govern participation and eligibility.

### **Graduation**

Any student wishing to graduate and “walk” with Central High School must **complete all coursework by seniors’ last day (refer to CCSS academic calendar)**. All additional requirements set forth by the Central Community School System School Board and the State of Louisiana must be met.

## GUIDELINES AND EXPECTATIONS

- Students must follow district and school rules as stated in the Central Community School System Student Handbook.
- Students entering the CCSS Virtual Academy lab must report in full, approved uniform and must sign in and out in the front office.
- Students must attend the CCSS Virtual Academy lab (by appointment only) to complete tests.
- Students in good standing are able to participate in all extracurricular activities offered by the school and district for which he/she is eligible.
- Students who meet LHSAA (Louisiana High School Athletic Association) guidelines will be eligible to participate in all LHSAA sponsored activities. (It is the student/parent's responsibility to obtain clearance from LHSAA.)
- Students eligible for college athletic scholarship consideration will need to check with the appropriate university for course acceptance prior to enrolling in classes.
- For full-time virtual students, transportation will not be provided.

### **Virtual School Participants Roles and Responsibilities:**

A successful virtual School program requires the active participation of many individuals from the home, the school and the district.

#### **Student Responsibilities:**

- Respond to and engage in communication with the CCSS Virtual School mentor.
- Check and read all notifications and announcements daily from the Virtual School mentor. This will be done through Google Classroom.
- Protect your learner account by not sharing username and password.
- Maintain daily progress on coursework.
- Act in an ethical and honest manner.
- Have a notebook/binder for taking notes for assignments.
- Manage time and schedule to finish assignments and complete quiz or test.
- Email mentor with any questions you have about course work.
- Sign up for Test Sessions through Google Classroom.
- Meet the daily goals set to successfully achieve coursework completion.
- Log in and complete a minimum of 25 hours per week as well as showing progression in courses. (Course maps are provided to keep students on track)
- Attend all mandatory days which include check in days as well as state testing days.

### **Parents and Guardians of Virtual School Students Roles and Responsibilities:**

The role of the parent/guardian in our school is essential to the successful academic growth of the student.

- Helps maintain a schedule of instructional opportunities and ensure that the student is progressing.
- Monitor daily progress of the student through Edgenuity email.
- Respond to and engage in communication with the Virtual School Mentor through email, phone calls and/or phone apps.
- Help the student set a schedule to complete school work.
- Assist the student in building skills to communicate with CCSS Virtual Academy mentor.
- Notify CCSS Virtual Academy mentor in case of any emergency that would prohibit the student from completing course work.
- Encourage and support the student's growing independence.

### **Virtual Academy Mentor Roles and Responsibilities:**

- Communicate expectations with students and parents.
- Enroll students in courses in Edgenuity.
- Provide course maps that guide the students in pacing in order to keep on track.
- Help students stay on track and successfully progress through coursework.
- Communicate frequently with students and parents as needed.
- Address any concerns with students, parents and school administration.
- Hold regular lab hours that enable students adequate testing options.
- Record and monitor attendance and progression in course work.
- Provide assistance to students should they need it in their coursework.
- Assist in goal setting to ensure academic success.
- Ensure that students participate in state/district mandated testing.
- Address any truancy or grading concerns.

## CCSS Virtual Academy Student and Family Handbook Agreement

### Student Agreement of Responsibilities:

- Respond to, engage and maintain communication with mentor.
- Check Google Classroom and emails daily.
- Read all notifications and announcements from the Virtual Academy.
- Maintain daily progress in coursework by remaining on target in all courses enrolled.
- Be dedicated to maintaining a positive attendance record.
- Be self-directed and have strong time management skills.
- Act in an ethical and honest manner.
- Be willing to develop effective communication skills.
- Manage time and schedule to finish assignments, quizzes or tests.
- Check grades and progress to monitor success.
- Complete monthly and weekly check-ins with mentor.
- Make up time/activities missed for required weekly/activity attendance.
- Be present for all mandatory attendance days.
- Follow all policies as set forth by the CCSS and the Virtual Academy.

**Parent or Guardian Agreement of Roles and Responsibilities:**

As a parent/guardian, I understand that I am an important part of my child’s learning team. As part of my child’s learning online and participating in the Virtual Academy, I agree to the following:

- Ensure my child is progressing each day.
- Respond to any communication from the Virtual Academy through email or phone.
- Provide transportation to and from the Virtual Academy lab or any other school building on days necessary for my child to attend school.
- Follow all rules and policies set forth by the CCSS and the Virtual Academy.

**Our signatures indicate that we have read and understand the CCSS Virtual Academy Student and Family Handbook and agree to the conditions stated within.**

Student Signature:

Print Name Here:

Date:

Parent/Guardian Signature:

Print Name Here:

Date: