CLAY COMMUNITY SCHOOLS
VIRTUAL ACADEMY REQUEST

Clay Community Schools students have an option to enroll full time in the Clay Community Schools Virtual Academy. This K-12 program allows students to choose a virtual school option instead of attending their school of legal settlement in person. Clay Community Schools Virtual Academy will NOT be a stand-alone school. All academy students will be officially enrolled in their district assigned brick and mortar school. Virtual Academy students **will not** be eligible to participate in their district assigned schools' extra-curricular activities, including athletics, band, clubs, or other school sponsored activities.

Students opting for the virtual school will be committed to the virtual school on a quarterly basis. The written request to participate in virtual learning must be received by the following dates:

  First quarter must be received by 3:00 p.m. on Friday, June 24, 2022.
  Second quarter must be received by 3:00 p.m. on Friday, September 30, 2022.
  Third quarter must be received by 3:00 p.m. on Friday, December 9, 2022
  Fourth quarter must be received by 3:00 p.m. on Friday, March 3, 2023

Student Name: _____

Age: _____   Grade: _____

Parent Name: _____

Address: _____

Telephone #: (Home) _____ (Work) _____ (Cell) _____

Name of School and School Corporation Last Attended: _____

Please provide your reasons why you want to transfer your child to the Clay Community Schools Virtual Academy:

_____

_____

_____

I have read the Clay Community Schools Virtual Academy Policies and agree to follow all applicable policies, rules, and laws of the State of Indiana and the Clay Community Schools.

_____   _____
Signature of Parent   Date

Enrollment approved by Principal   ____ Yes   ___ No   _____

                            Signature   Date

Reason for denial: _____

_____

_____   _____
Signature of Assistant Superintendent   Date

_____   _____
Signature of Superintendent   Date

Clay Community Schools Virtual Academy Policies

Student Registration
A parent or guardian will complete the student's registration request form for the virtual Academy program by contacting the building administrator at the district assigned school to discuss and complete the enrollment request. Students who choose to participate in the virtual option full time shall commit to this option on a quarterly basis.
NOTE: In addition to the virtual academy application, out-of-district parents must also register students with the school district.

Student Device
Students enrolled in the Clay Community Schools Virtual Academy will be required to have the School District device.

Out of District Student Eligibility
Students wishing to transfer to Clay Community Schools Virtual Academy must meet our existing out of district requirements.

Note: All students must sign a Student Code of Conduct.

Attendance
Students are required to attend all class sessions.
Another important part of attendance is regular communication with online teachers. **Students are expected to respond within 24 hours to any emails** they receive.

Please note that if the student does not meet the attendance requirements at any time throughout the program, the school district administration retains the right to remove such student from the program and reassign the student to their assigned district brick and mortar school.

> **Required Hours**: Students must login to their teacher's classes every day that Clay Community Schools are in session.

Requirements for State Testing
All virtual academy students will be required to take all mandatory tests. Parents / guardians of students attending the Clay Community Schools Virtual Academy will be provided with all the information the student needs to attend each testing session at the district assigned school site. All data from the students' testing will be included in the data with their assigned school. All virtual academy students must comply with Clay Community Schools Student Testing Guidelines.

Course Length
Secondary Students will follow the Clay Community Schools semester calendars for completion of a course. **Students in grades 7 – 12 are required to be enrolled and actively engaged in a minimum of 6 courses per semester at Clay City Jr/Sr High School, North Clay Middle School, and Northview High School. Student expectations are the same as in-person instruction with students attending all class sessions, and assignments being completed on time. Teacher availability will be during scheduled hours.**

Elementary students are given the full school year to complete all required courses.

Withdrawal Policy

Students have 3 days from the start of each 9-week's grading period to withdraw from the Virtual Academy. If a student intends to withdraw, the parent or guardian should contact the district assigned building principal. **Please note that if the student does not meet minimum requirements at any time throughout the program, the school district administration retains the right to remove such a student from the program and reassign the student to their assigned district brick and mortar school.**

Minimum Requirements
1. The student will attend all class sessions and meetings set up by the individual teachers.
2. During live sessions, the student's face must be visible to the teacher.
3. The grade 7-12 student will be actively engaged in class and assignments.
4. The grade 4-6 student will be actively engaged in class and assignments for at least 4.5 hours per day.
5. The grade 3 student will be actively engaged in class and assignments for at least 4 hours per day.
6. The grade K-2 student will be actively engaged in class and assignments for at least 3.5 hours per day.
7. The student must be on pace or ahead of pace to complete the course.

Course Content
Secondary Students: All semester-based courses are one credit. Courses consist of a blend of teacher guided lessons and self-paced and guided instruction that includes tutorials, mastery tests, activities, and discussions. Each course has a required final exam.

Elementary Students: All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

Earning Credit and Grading Policy
In order to receive credit in a course, students must meet the following requirements:

Secondary
1. The student will need an overall minimum average of 60%.
2. Students must take the Semester Exam and complete all assignments to earn credit in the course.

Elementary
1. The student will need an overall minimum average of 60%.

Grading Scale
The CCS Virtual Academy grading scale will follow the grading scale of the school the student is enrolled.

Student Advancement and Graduation
Students must meet all established requirements to advance to the next grade level or to graduate with a Clay Community Schools Diploma (Please see graduation requirements in the Clay Community Schools Handbook).

Grade Reports

Grade reports will be issued at the same time all other Clay Community Schools students receive their grade reports. Parents can request grade reports from the following:

- Teachers
- Guidance Counselor
- School Administrator

Parents

Parents are prohibited from interfering, disrupting, and/or participating in classroom instructional lessons or discussions. Violating this policy may result in the removal of the parent's child from the academy and reassignment of the student to their district brick and mortar school.

Right to Privacy Policy

Clay Community Schools respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act **(FERPA)**. This law protects the privacy of a student's education records. Clay Community Schools must have written permission from the student/legal guardian in order to release information from that student's education record.

Recording Class Sessions and/or Discussions

The recording of class sessions and or discussions by anyone other than the teacher and/or Clay Community Schools is strictly prohibited. Violating this policy may result in legal action and the removal of the student from the academy and reassignment of the student to their district brick and mortar school.

Clay Community Schools Chromebook Policy

Chromebooks will be part of students' required school supplies. A 1:1 technology rental fee does apply to students in the Virtual Academy. Chromebooks will be issued to students, but remain property of Clay Community Schools. The students are responsible for care and good judgment when using the Chromebook. All students are required to adhere to the CCS Technology Acceptable Use Policies that are specific to the Chromebooks. Please refer to the 1 to 1 CHROMEBOOK ACCEPTABLE USE AND GUIDELINES found in the Clay Community Schools Elementary and Secondary Handbooks.

Clay Community Schools Virtual Academy Student Code of Conduct

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding participation in the Clay Community Schools Virtual Academy. Clay Community Schools Virtual Academy leverages this Policy to maintain the academic integrity of the Clay Community Schools Virtual Academy, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the Clay Community Schools Virtual Academy.

Clay Community Schools Virtual Academy students are expected to adhere to the Clay Community Schools Student Handbook expectations, in addition to the Clay Community Schools Virtual Academy Code of Conduct.

Clay Community Schools adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: All matters of misconduct will also be handled through Clay Community Schools Administration and the Clay Community Schools Student Code of Conduct. In addition to Clay Community School's policies, the following policies are specific to the **Clay Community Schools Virtual:**

Academic Misconduct

Academic Misconduct, in any form, will not be tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:
  - First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
  - Second offense: zero on the assignment and a referral to the administration for possible removal from the Academy.

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the Clay Community Schools is considered insubordination. This includes refusal to maintain communication with Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, an e-mail, a phone conversation, or in person.
If defiance of authority or insubordination is found, the following consequences will result:
  - First offense: referral to a guidance counselor or administrator
  - Second offense: referral to administration for possible removal from the academy

Computer Misuse

Any student who attempts to access the secure information in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:
  - First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor or administrator, suspended access to Clay Community Schools Virtual Academy courseware, or administrative referral for possible withdrawal.
  - Second offense: Referral to the administration for possible removal from the Academy

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, Clay Community Schools Virtual Academy reserves the right to modify the consequences or actions taken against a student violating this Policy in the Clay Community Schools Virtual Academy sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

Anti-Bullying Policy

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Clay Community Schools Virtual Academy. Any student found to be involved in these activities will

immediately be removed from the Academy.

Clay Community Schools Virtual Academy uses this definition of cyber bullying:

Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking.

Internet Acceptable Use Policy

The Internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The Internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

Internet–Terms and Conditions of Use

- Users will not be abusive in Clay Community Schools Virtual Academy messages to others. They will not use offensive, obscene, or harassing language when using any Clay Community Schools Virtual Academy or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of Clay Community Schools Virtual Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or Clay Community Schools Virtual Academy. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

Academic Integrity Student Agreement

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.

8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output.

Attendance

Students must log in and complete assigned work every school day.   Students are required to attend all class sessions. Parents shall contact the district school to report absences.

Please note that if the student does not meet the attendance requirements at any time throughout the program, the school district administration retains the right to remove such a student from the program and reassign the student to their assigned district brick and mortar school.

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by Clay Community Schools Virtual Academy and reassignment to my district assigned brick and mortar school, in addition to the other consequences identified herein.

Student's Name	Student's Signature	Date

Parent's Name	Parent's Signature	Date