

## Clay Community Schools Virtual Academy

Starting the 2020-2021 school year, 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. Clay Community Schools will still offer part-time virtual school opportunities in the form of credit recovery or blended learning options at the secondary level. (Clay Community Schools believes direct teacher-to-student instruction in the traditional school setting is the best learning environment for students; however, the virtual academy option will be available for students as well.)

### Scope and Delivery of the Clay Community Schools Virtual Academy

The Clay Community Schools Virtual Academy will offer a virtual option to students in grades K – 12. To be a full-time student, a student must meet specific requirements. **The elementary courses are delivered by Clay Community Schools teachers and will include core courses as well as electives.**

**The secondary grade-level courses are made available through a partnership with Edmentum's EdOptions Academy and will include core courses, electives, AP, Global Language, and Career and Technical Education courses.**

Clay Community Schools Virtual Academy will NOT be a stand-alone school. Clay Community Schools Virtual Academy has two (2) types of enrollments for students. **Full-time** students are enrolled in Clay Community Schools Virtual Academy, taking a majority of all courses through the virtual academy. **Part-time** status applies to high school students only. Students are enrolled at either Clay City Jr./Sr. High School or Northview High School, but they are taking one (1) or more courses via the Clay Community Schools Virtual Academy.

All academy students will be officially enrolled in their district assigned school. Part-time students (high school only) will be eligible to be part of their district assigned schools' extra-curricular activities including athletics, band, clubs, or any school sponsored activity if enrolled in at least one in-person course at the school. First year freshmen may participate during their first semester. Sophomores, juniors, and seniors may participate after one full semester and must enroll in at least one in-person course. All participation rules including attendance and academics apply.

**Students in grades 7 – 12 are required to be enrolled and actively engaged in a minimum of 6 courses per semester either online via the Virtual Academy, in-person, or a combination of both at Clay City Jr/Sr High School, North Clay Middle School, or Northview High School.**

**Each course will have a certified teacher.** This teacher will be working with the student to teach and guide them through the course.

# 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 through the district website. Building administrators will contact the parent or guardian to discuss and complete the enrollment request.

**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.**

## Requirements for State Testing

**All virtual academy students will be required to take all mandatory tests.** The Clay Community Schools Virtual Academy Administration will work with the district assigned school of each student to provide students 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. Courses can be completed prior to end of the semester. Completion of class content will not be reduced for students enrolling after the first day of the semester; instead, time expectations per day are increased to accommodate the condensed time frame.

Elementary students are given the full school year to complete all required courses. Completion of class content will not be reduced for students enrolling after the first day of the school year; instead, time expectations per day are increased to accommodate the condensed time frame.

**Students in grades 7 – 12 are required to be enrolled and actively engaged in a minimum of 6 courses per semester either online via the Virtual Academy, in-person, or a combination of both at Clay City Jr/Sr High School, North Clay Middle School, or Northview High School.**

## Withdrawal Policy

Students have 3 days from the time of enrollment in the Virtual Academy to withdraw from the

program. 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 school.**

#### **Minimum Requirements**

1. The student will attend all required sessions and meetings set up by the individual teachers.
2. The grade 7-12 student will work on assignments for at least one hour per course per day.
3. The grade 4-6 student will be actively engaged in class and assignments for at least 4.5 hours per day.
4. The grade 3 student will be actively engaged in class and assignments for at least 4 hours per day.
5. The grade K-2 student will be actively engaged in class and assignments for at least 3.5 hours per day.
6. The student will 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 self-paced and guided instruction that includes tutorials, mastery tests, activities, and discussions. Each course has a required final exam, which must be proctored.

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.

#### **Proctoring of Final Exams (For Secondary Students Only)**

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents.

#### **Attendance**

Elementary students are required to attend all class sessions.

Secondary students are required to work consistently (a minimum of one hour per course per day) and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and the Success Coach. **Students are expected to respond within 24 hours to any emails** they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

**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 school.**

**Required Hours:** Students must login every day that Clay Community Schools are in session. **Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s).

#### **Middle / High School Schedule**

The student schedule needs to be at least one hour per course per day.

### Elementary Schedule

Grade	# of hours per day
K-2	3.5
3	4
4-5	4.5

An elementary student's daily schedule could look like:

Math	50 minutes
ELA	70 minutes
Science	45 minutes
Social Studies	45 minutes

### 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 average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

#### Elementary

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

### Grading Scale

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

### 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.

### Transcripts and Grade Reports

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. 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:

- Virtual School Teachers
- Guidance Counselor
- School Administrator

### Right to Privacy Policy

Clay Community Schools and EdOptions Academy 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 and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

# Clay Community Schools Virtual Academy Student Code of Conduct

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 and EdOptions Academy 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: Though students will face consequences from EdOptions Academy, 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 Academy / EdOptions Academy**:

## Academic Misconduct

Academic Misconduct, in any form, is not 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 withdrawal

## Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Clay Community Schools is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during 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 withdrawal

## Computer Misuse

Any student who attempts to access the secure information of EdOptions Academy or Edmentum, Inc. or its affiliates 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 / EdOptions Academy courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

**Deviation from the above consequences:** Notwithstanding anything in this Policy to the contrary, Clay

Community Schools Virtual Academy / EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the Clay Community Schools Virtual Academy / EdOptions Academy's 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 / EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

### **Clay Community Schools Virtual Academy / EdOptions 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 / EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any Clay Community Schools Virtual Academy / EdOptions 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 / EdOptions 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 / EdOptions 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

A signed agreement is provided below that all students, full or part-time, must sign before beginning any course provided by the Atlantic County Virtual Program and EdOptions Academy.

## About Clay Community Schools Virtual Learning Partner, EdOptions Academy: Accreditation and Approvals

Clay Community Schools Virtual Academy / EdOptions Academy is fully accredited through Cognia which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from Clay Community Schools Virtual Academy / EdOptions Academy carries the same weight as a credit from any Clay Community School.

## Student Code of Conduct Contract Clay Community Schools Virtual School

**Directions:** All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking a Clay Community Schools Virtual Academy / EdOptions Academy course. Clay Community Schools Virtual Academy / EdOptions Academy leverages this Policy to maintain the academic integrity of the Clay Community Schools Virtual Academy / EdOptions 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 EdOptions Academy and Clay Community Schools Virtual Academy.

### Attendance

Students must log in and complete assigned work every school day. Elementary students are required to attend all virtual class sessions. Secondary students are required to work consistently (a minimum of one hour per course per day) and to follow the pacing provided in the EdOptions Academy Student Information System (SIS).

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 school.**

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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

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 / EdOptions Academy, reassignment to my district assigned school, in addition to the other consequences identified herein.

_____ Student's Name	_____ Student's Signature	_____ Date
_____ Parent's Name	_____ Parent's Signature	_____ Date