

# Chester County School District (CCSD) Virtual Academy

Chester County School District has partnered with Edmentum's EdOptions Academy to provide a full-time online option. The following information provides the policies and procedures regarding this program.

## Scope and Delivery of the CCSD Virtual Academy

The CCSD Virtual Academy will offer a virtual option to students in grades 3 – 12. To be full-time, a student must meet specific requirements. The courses are made available through a partnership with Edmentum's EdOptions Academy and will include a full elementary program (grades 3-5), including English Language Arts (ELA), math, science and social studies courses, as well as electives. The secondary students (6-12 grades) will be offered ELA, math, science, social studies, and electives. High school virtual students who take Career Center classes must attend their Career Center classes in person due to required hands-on activities.

CCSD Virtual Academy will not be a stand-alone school. Each full-time student will be officially enrolled in their district assigned school. Students will be eligible to be part of any schools' extra-curricular activities including athletics, band, clubs, or any school sponsored activity.

**Each course will have a certified teacher provided by EdOptions Academy.** This teacher is the teacher of record and will be working with the student to teach and guide them through the course.

**Extracurricular Activities:** Students in the CCSD Virtual Academy will have full access to all extracurricular activities at the school to which they are assigned. This access includes all clubs, all sports, and performing arts (such as the marching band). Please contact the school for more information.

## CCSD Virtual Academy Policies

### Student Eligibility

Student eligibility is determined by principal input and prior performance in the CCSD Virtual Academy. Students who participated in the virtual program in 2020-2021 and were not successful due to excessive tardies/absences and/or poor report grades will not be allowed to participate. All students must sign the Student Code of Conduct before enrollment.

Students who qualify for special education services will receive accommodations and modifications according to their individualized education plan (IEP) or 504 plan. EdOptions Academy teachers will work with case managers and home schools to coordinate service times and any necessary face-to-face accommodations will be scheduled, if needed. If resource, the student will be pulled out at the time he/she would be pulled out at school. If inclusion, the teacher will work with the student while he/she is participating in classroom activities from home.

### Requirements for Exams and State Testing

All students will be required to take all mandatory testing. CCSD will provide the parents and students with all the information the student needs to attend each testing session at the home school site. All data from the students' testing will be included in the data with their assigned school. Virtual students must comply with all CCSD Student Testing guidelines listed in the Code of Conduct.

### Course Length

Grades 3– 8: Elementary and middle school students are given the full school year to complete all required courses.

Grades 9-12: High school students are given a maximum of **18 weeks** to complete a semester-based **credit** course.

## **Withdrawal Policy**

Once a student enrolls in the CCSD Virtual Academy, he/she is required to complete a minimum of one semester. At that time, a parent may request for the student to return to his/her home school.

The administration of CCSD Virtual Academy reserves the right to remove any student who does not meet a minimum amount of activity within the first 10 days of enrollment in the virtual academy. The parent will be contacted regarding the situation, and the student might possibly be required to return to in-person learning.

## **Course Content**

Elementary and Middle School Students (Grades 3 – 8): 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.

High School Students (Grades 9 – 12): Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be taken at a site to be determined by CCSD.

## **Proctoring of Final Exams (For Middle and High School Students Only)**

Students will be required to take all final examinations at a site to be determined by CCSD. Testing locations on campus will be determined and information shared with student and parents.

## **Attendance**

Students are required to work consistently 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. 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 synchronous (live) contact with their virtual instructor. All lessons are recorded, so students may view if absent or if they need to review the content.

**Required Hours:** Students must login every day that CCSD 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).

## **Progress Reporting**

Parents and students will have access to EdOptions Academy student information system 365 days, 24/7 to view progress. Parents may also contact their child's teacher to discuss progress and request updates of progress via other means; for example, through email on a monthly basis.

## **Earning Credit and Grading Policy**

In order to receive credit in a course, students in Grades 3-12 will need an overall average of 60%.

## **Grading Scale**

90-100 A  
80-89 B  
70-79 C  
60-69 D  
0-59 F

## **Student Advancement and Graduation**

All requirements regarding Read to Succeed legislation are applicable to third grade students. S.C. Code Ann. §59-155-160 (2014) states: "Beginning with the 2017- 2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS)." Refer to the Chester County School District Student Leadership Handbook and/or contact the student's home school for additional information.

Students must meet all already-established requirements to advance to the next grade level or to graduate with a Chester County School District Diploma. Please see Graduation Requirements in the Chester County School District Student Leadership Handbook.

## **Right to Privacy Policy**

Chester County School District 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. Chester County School District and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

## **CCSD Student Code of Conduct**

CCSD 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 CCSD and the CCSD Student Code of Conduct. Please refer to the Student Leadership Handbook section on Student Code of Conduct for further actions that could take place. The following policies are specific to **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 CCSD 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
- 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, suspended access to courseware, or administrative referral for possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

**Deviation from the above consequences:** Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the 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 CCSD Virtual Academy with EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the 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 EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any 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 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 or agency. 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.

All students and parents/guardians must sign the agreement below before beginning any course provided by the CCSD Virtual Academy and EdOptions Academy.

### **About Our Partner: EdOptions Academy Accreditation and Approvals**

EdOptions Academy is fully accredited through Cognia which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution, such as all other Chester County Schools.

By signing below, I agree to adhere to CCSD Virtual Academy Policies and CCSD Student Code of Conduct and refrain from committing any of the violations identified. I understand that any violation could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

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