Choctaw Virtual Learning Center

2022-2023

STUDENT HANDBOOK

Choctaw Tribal Schools Division of Education

Mississippi Band of Choctaw Indians

Approved as Policy by the Choctaw Tribal Council

Resolution CHO 22-

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You can find us on the internet at www.choctawtribalschools.com

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Choctaw Virtual Learning Center
2022-2023 School Calendar
(July 4, 2022 – June 2, 2023)

	Contract Days, No Students	5
	Federal/Tribal Holidays	9
	School Holidays	21
	Student Days	205
	Total Contract Days	240

July 2022

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 Staff-Only– 14 Student Days

August 2022

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Student Days

September 2022

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 Student Days

October 2022

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Student Days

November 2022

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16 Student Days

December 2022

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 Student Days

January 2023

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 Student Days

February 2023

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	8	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

19 Student Days

March 2023

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Student Days

April 2023

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 Student Days

May 2023

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Student Days

June 2023

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Student Days

I. **School Attendance**

The Choctaw Central High School/Middle School Student Handbook will apply to all students in CVLC who are working toward a standard California High School diploma in regards to all listed policies in the student handbook, except for procedures approved in this CVLC handbook which apply specifically to the procedures and routines at the virtual learning center. Students are expected to log-in daily, whether in-person or online. Each student should log on and actively work in Grade Results for a minimum of 20 hours per week. If students are not logging in daily and/or making progress, students could be removed from the program. It is important that if any student is having any type of hardship or extenuating circumstance, that the student communicates with CVLC about the issue in order for CTS staff to provide assistance possible. Doing so will eliminate purging from Grade Results. Communication and relationship building are keys to student success. The CVLC Administrator will oversee student attendance and student progress weekly. CVLC staff will make conscious efforts to communicate and help students that are hitting barriers.

A. Length of School Day

Classes at Choctaw Virtual Learning Center are held Monday through Friday, beginning at 7:30 a.m. to 3:30 p.m. An extended lab period is also offered from 3:30 p.m. to 4:30 p.m. for independent study. Breakfast and lunch are provided with a 30-minute lunch break from 12:00 p.m. to 12:30 p.m. In addition to the daily schedule, the Grade Results® website is available 24 hours per day, 7 days a week, with certified online teachers available for personalized instructions for a one-to-one, student-teacher interactive basis.

B. Inclement Weather

There may be days that weather conditions will not permit the CVLC to be open. In this event, the Office of the Tribal Chief and the Director of Education will be responsible for making the decision to close the CVLC. Announcements of school closings will be made on social media and as the tribe's Office of Public Information sends out to local radio and television stations. Students will also receive updates through the school's emergency messenger systems and social media sites.

On the days that school has already convened, and weather conditions begin to decline, the Office of the Tribal Chief will make the decision if CVLC will close. This information will be posted on the Office of Public Information's social media and/or on the school's social media page.

C. 10-Day Drop Policy

Any student who has accumulated 10 consecutive absences will be dropped from the program.

An absence is when a student does not log in to Grade Results for at least 4 hours in a 24-hour period. CVLC staff will communicate with students daily who were considered absent for the current or previous day. CVLC staff will communicate with any student that is considered "at-risk" of being removed from the program, and will monitor attendance daily. The week will run Monday-Sunday virtually; Monday-Friday at the CVLC Center. Students can re-enroll when dropped, but will be allowed only two re-enrollments for that school year. Once student has reached re-enrollment limit, they will have to re-enroll during the following school year.

D. Attendance Policy for Students Upon Completing Graduation Requirements

Once a student has completed all graduation requirements, a decision will be made whether the student would benefit from continued enrollment at CVLC for additional college and career readiness courses (as extra credit), or whether the student's enrollment will end. This decision will be made and placed in writing between the CVLC Administrator, Guidance Counselor and the student. The Guidance Counselor will mark the appropriate status in the student's record.

II. <u>School Enrollment</u>

A. Eligibility for Enrollment

The Choctaw Virtual Learning Center requires that all applicants be 16 years of age and above.

To be eligible to enroll in the Choctaw Tribal Schools, a student must have at least ¼ degree of Indian blood.

1. Required Documentation

A newly completed enrollment packet is required each year for each student in attendance and must be completed in a timely fashion at the beginning of the school year. A completed enrollment packet is required in order for a student to begin working in Grade Results. CVLC will assist as much as possible to give all students the opportunity to complete assignments and graduate.

The following documents must be on file in the CVLC Records Vault when the student enrolls in school:

- Birth Certificate
- Social Security Card, or a completed application for a Social Security Card
- Immunization Health Compliance Form (121 Form)
- Certification of Degree of Indian Blood (CDIB) evidencing ¼ degree of Indian Blood
- Student Enrollment Application Form
- Privacy Act information
- CVLC Student Agreement form [Located at the back of this handbook]
- Documented drug testing requirements satisfied
- Males must provide a copy of their Registration Acknowledgement Card with Selective Service

- A background check will be conducted on any student that is 18 years or older who enrolls in the Choctaw Virtual Learning Center. The background check could prohibit a student from attending the Choctaw Virtual Learning Center in person, which would only give the student the opportunity to enroll in the program virtually or remotely.

2. Out-of-Boundary Enrollment Request

Requests for Out-of-School Boundary Enrollment will be considered on a case by case basis upon request. Requests must be submitted, with attached explanation letter, to the Registrar and reviewed by the CVLC Administrator, Director of the Department of Schools and the Tribal Chief. [See attached form, pg. 12]

B. Terms of Enrollment

Any student enrolled into the Choctaw Tribal School system agrees to items listed below, unless a letter is submitted to the school principal to opt out of the following conditions or programs:

1. All students in CVLC must by registered in NASIS prior to beginning assignments at CVLC.

2. After a second Re-enrollment, a student will not be allowed to re-enroll until the following school year.

3. Enrollment in the school messenger system in order for families to be notified of school closures and/or important school events which is accessible by email or cellphone, which is available on most mobile devices including cell phones.

4. Publication of student photographs, work samples, information and student names in tribal publications or local newspapers.

5. Presentation of student photographs and work samples for educational conferences, workshops, classes, etc. that promote the school or district, with no use of student names.

6. Publication of student photographs on school and district websites and on Official CTS social media. Neither student names nor photographs of individual students will be published online by Choctaw Tribal Schools.

C. Registration

The Choctaw Virtual Learning Center will have open enrollment throughout the year. Enrollment will be dependent upon CVLC requirements and available seats. Program information and enrollment packets may be obtained at the CVLC or from the center's website.

III. Instructional Program

Overview

The CVLC uses the state Common Core State Standards of California that are integrated into Grade Results. The academic standards set a clear understanding by explaining what students are expected to learn by the end of each subject. The first step to success for each student is to master the learning standards. Academic standards are important because they prepare students for success in the workplace.

The CVLC will provide enrolled students with curriculum information to keep them informed about the subject requirements and standards. The information will be a guide of the key skills that the students will learn in subjects throughout the CVLC program. The instructional goal at the CVLC is for teachers to increase learning-environment flexibility and to work closely with students in individualizing their coursework based upon students' self-pacing and to assist them in meeting academic standards in a timely, self-guided manner. The teachers will keep a data notebook containing information about classwork, writing assignments and test results. The student data notebook will provide students, teachers and administrators an overview of student progress and achievement. The curriculum department of Choctaw Tribal Schools works with teachers to ensure that the alignment with curriculum, assessment and instruction is current with new research-based educational trends and that the CVLC incorporates all structures, principals and specialized efforts commensurate with Grade Results®.

A. Instructional Technology

Internet and network access are provided to the students and staff at CVLC. Computers, tablets and other electronic technology are tools with which to perform research, retrieve information, compile data, and create documents related to education. Students are expected to report any problems with the technology equipment they have been assigned to use. Teachers will be responsible for educating students on safety related internet usage and are required to monitor student activity according to the policy. The use of equipment, computers, network resources, and the internet is a privilege, not a right and appropriate use will result in a cancellation of these privileges.

NETWORK ETIQUETTE:
Users are expected to abide by the general accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal addresses, credit card numbers, or phone numbers
- Illegal activities are strictly forbidden
- Electronic mail is not guaranteed to be private. System administrators have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that others' use of the network would be disrupted.

USERS AGREE TO ABIDE TO THE FOLLOWING:

- Use of the network must be in support of education and research.
- Users must not reveal their password or use other users' passwords.
- Users shall not damage computers, computer systems or computer networks, which include altering software components of a computer or system.
- Users are prohibited from transmitting or intentional receipt of hate mail, harassment, and other antisocial behaviors on the network, including cyberbullying.
- Users shall not use the network to access or process pornographic material, inappropriate text files, or any illegal activity.
- Users agree not to use the chat rooms.
- Users agree not to send chain letters.
- Students agree not to play games on the computers unless authorized by monitoring staff.
- Students shall not send, receive, or check personal E-mail, except with permission before or after school.

COMPUTER LAB/CLASSROOM TECHNOLOGY USAGE:

- Staff members assigned to a group of students are responsible for monitoring and overseeing their network and internet activity.
- No food or drinks allowed around electronic devices.
- Teachers are expected to have lesson plans before students use the internet, which includes researching sites that are used.

CONSEQUENCES OF UNACCEPTABLE USE ARE:

- Suspension and/or termination of network and internet privileges.
- And/or additional disciplinary action as determined at the administrative level regarding unacceptable language and /or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.

B. Grading Policy

CVLC students have access to their grades and academic progress within Grade Results. Letter grade correspond with numerical averages as follows:

A. 90-100		Excellent Achievement
B. 80-89		Above Average Achievement
C. 70-79		Average Achievement
D. 60-69		Below Average Achievement
F. 59 and below		Failing Grade, Insufficient Achievement

1. All students enrolled at CVLC are classified as adult students and are subject to the following Choctaw Tribal School's policies. Adult students must make acceptable progress in attempted academic subjects at the end of the first three-weeks grading period. A student's IEP Committee will determine the appropriate placement and exiting option for individual students based on their unique needs.

2. Releasing of Student Grades - In accordance with the requirements of the Privacy Act, written permission from a learner is necessary for school authorities to release student grades to outside agencies.

C. Graduation Requirements for Choctaw Virtual Learning Center

1. Students graduating from CVLC must earn 13 specific credits in Grade Results in order to earn a high school diploma from the state of California.
2. Graduation requirements are available in Grade Results. The CVLC adheres to the state of California graduation requirements.
3. Successful completion of a course shall be based on the students having a final grade of 65 or higher.

Students enrolling at Choctaw Virtual Learning Center must complete all graduation requirements of the state of California provided by Grade Results in order to obtain a high school diploma by completing all (13) required courses. These requirements will be completed based on graduation requirements for the state of California, in which a certified counselor at Grade Results will evaluate each student transcript and provide a learning path best for each student to attain a high school diploma from the state of California.

For any students who have not completed the ACT assessment prior to enrolling, he or she will be required and take the ACT at the next available administration so that both coursework and assessment requirements are fulfilled at the same time.

Students who meet all graduation requirements prior to the last school day of 1st semester will receive a diploma marked with that date. Students who meet all graduation requirements prior to the last school day of 2nd semester will receive a diploma marked with that date.

SPECIFIC DATES WERE NOT PUBLISHED DURING THE TIME OF THE PRINTING OF THIS HANDBOOK

2022-2023

ACT Test Dates

Deadline to Register	Test Date
August, 2022	September, 2022
September, 2022	October, 2022
November, 2022	December, 2022
January, 2023	February, 2023
March, 2023	April, 2023
May, 2023	June, 2023
June, 2023	June, 2023

When students are not eligible for a diploma from Choctaw Central High School, they can discuss options with the Guidance Counselor or Principal and work toward other diploma options at CVLC by utilizing Grade Results® which works with organizations to provide virtual learning opportunities and diplomas from the state of California.

D. College and Career Preparation

Deadlines to take the ACT and complete college admission requirements are an important part of college and career preparation. The school will share information and deadlines with their students through bulletin board postings, reminder notifications, email blasts and postings on student school website. Check with your school counselor if you have any questions or need assistance applying. The school will have appropriate and grade level specific college and career preparation activities for CVLC students. These activities and information will be provided by the counselor's office.

IV. <u>Guidance Counseling Services</u>

A Guidance Counselor is employed through Grade Results to aid growth and development of students as they progress though their educational programs. Further counseling will be provided by the Choctaw Technical Education Center and/or Choctaw Central High School counselors and the Choctaw Central High School dropout prevention coach are readily available to provide support of all students. The Counselor strives to provide opportunities for each student to develop an understanding of his or her abilities and to base future academic, vocational and personal decisions upon this knowledge.

At the CVLC the Administrator and Guidance Counselor is consistently involved in the following:

1. Student progress monitoring
2. Assisting with ACT registration
3. Identification of abilities, interests and special aptitudes for educational and career planning
4. Improvement of social and/or academic adjustments through both individual and group counseling
5. Appraisal and assessment activities
6. Obtaining information on college entrance requirements and available scholarships, assisting in college applications and helping to secure funds
7. Communication with students/parents
8. Consultation with faculty and administrators
9. Referral to outside agencies

V. CVLC Student Agreement Form

This is to verify that I have received, read and agree to abide by the CVLC Student Handbook for 2022-2023 school year.

If you have questions about the information contained in this handbook, you are encouraged to contact the CVLC Administrator before signing this Student Agreement Form.

Please sign and return this page to the CVLC Administrator.

Student's Name (Printed): _____

Student's Signature: _____Date: _____

VI. Request for Out-of-School Boundary Enrollment for School Year_____

To: Tribal Chief, Cyrus Ben

From: Registrar Technician, Choctaw Tribal Schools

Thru: Director, Department of Schools

Subject: Request for Out-of-School Boundary Enrollment for SY_____

Date: _____

Please attach a letter explaining the request.

COMMENT(S): _____

_____

_____

___ **APPROVED**
___ **DISAPPROVED**

_____
        Administrator, Choctaw Virtual Learning Center   **Date**

___**APPROVED**
___**DISAPPROVED**

_____
        Director, Department of Schools   **Date**

___**APPROVED**
___**DISAPPROVED**

_____
        Director, Division of Education   **Date**

❑ **FINAL APPROVED**

❑ **FINAL DISAPPROVED**

_____
        Tribal Chief   **Date**

Checklist : California

Provider: School:	Grade Results, Inc. Grade Results Academy
Address:	2358 University Avenue, #2142 San Diego, California 92104
Phone: Fax:	(800) 928-5570 (866) 937-8871
Cumulative GPA:	2.000

Sample Checklist

Student:	JOHN WILLIAM
Gender:	Male
Address:	3025 TOLMAS DR., CHOCTAW, MS, 39350
Birth Date: Phone:	02-05-2020
Grade:	10
Earned Credits:	0.50

Pending Credits

Subject	Required Credit	Earned Credit	Pending Credit
Math	2.00	0.00	2.00
ELA	3.00	0.00	3.00
Science	2.00	0.00	2.00
Social Studies	3.00	0.00	3.00
Electives	1.00	0.00	1.00
PE and Health	2.00	0.00	2.00
Total Credits Required :	**13.00**	**0.00**	**13.00**

Pending Course Details

Note: Mandatory courses are denoted by (*)

MATH (Two years of mathematics (including Algebra I))
2 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-I	Sem-II
Algebra I*	250001	✖	--	--
Algebra II	250002	✖	--	--
FoundofAlg	270426	✖	--	--
Geometry	250003	✖		

ELA (Three years of English)
3 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-I	Sem-II
English I*	230107	✖	--	--
English II*	230110	✖	--	--
English III	230113	✖	--	--

SCIENCE (Two years of Science)
2 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-I	Sem-II
Biology I*	260131	✖	--	--
Physical Science*	400700	✖	--	--

SOCIAL STUDIES (Three years of Social Studies)
3 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-I	Sem-II
World History*	450835	✖	--	--
US History*	230016	✖	--	--
Economics*	450601	✖	--	--
US Government*	230041	✖	--	--

ELECTIVES (One Year of elective)
1 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-I	Sem-II
Music Appreciation	903063	✖	--	--
General Music	500971	✖	--	--
Visual Arts I	500704	✖		

PE AND HEALTH (Two years oh PE and Health)
2 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-I	Sem-II
Physical Education*	340113	✖	--	--
Health*	340133	✖	--	--