

Chilton County Public Schools
Virtual School Program Handbook



1705 Lay Dam Road
Clanton, Alabama 35045
205-280-3000

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CHILTON COUNTY PUBLIC SCHOOLS VIRTUAL SCHOOL PROGRAM

PURPOSE

The purpose of the Chilton County Public Schools Virtual School Program is to provide motivated, **independent learners** with engaging student-centered courses to meet the students' education needs in an online environment that will allow flexible, individualized learning.

GENERAL INFORMATION

Locations

The Chilton County Public Schools Virtual School is located at:

P. A. S. S. Academy
Kelvin Boulware, Principal
102 First Street
Clanton, Alabama 35045
205-280-0045

Hours of Operation

The hours of operation will be:

Monday-Friday – 8:00 a.m. until 2:30 p.m.

School IDs

Base Schools will provide PASS Academy with site id and student id for the Performance Series grades 9-11.

Tutoring Schedule

Tutoring schedule will be arranged by appointment only through the PASS Academy.

Testing Schedule

State Assessment Schedule will be included in the student packet. ACCESS unit tests, quizzes, and term examinations must be taken in the physical presence of a Virtual School staff member. Students must schedule a time to take their unit tests, quizzes, and term examinations by calling the PASS Academy. Transportation is not provided. Students and/or parents must arrange for reliable and safe transportation according to the terms of the signed Transportation Agreement.

The Chilton County Public Schools Virtual School Program students will take all state-mandated assessments at their base school. A testing schedule will be included in the student packet.

Parking

Students will not be issued parking decals for the Chilton County Virtual School/PASS Academy, but only licensed student drivers will be allowed to drive on campus. All other students must be transported by a parent and/or guardian.

Grading Scale

The Chilton County Virtual Grading Scale is listed in the Chilton County Student/Parent Guide. The Student/Parent Guide is posted on our website at www.chilton.k12.al.us.

STUDENT BENEFITS, EXPECTATIONS AND REQUIREMENTS

The Virtual School Program will allow students in grades 9-12 an online pathway for earning an Alabama High School Diploma. Benefits for the students will include times flexibility and program customization. Along with these advantages, students will be expected to assume increased responsibility in time management, organization, self-direction, and self-regulation

Benefits

- Instruction from Alabama-Certified teachers.
- Alabama High School Diploma.
- No tuition.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Self-pacing and opportunity for accelerated advancement.
- Flexibility to pursue interests intensively.
- Early graduation.

Expectations

- Technology
 - Acquire and maintain consistent, reliable, high-speed Internet access.
 - Provide operational, digital devices that are compatible with the ACCESS platform.
 - Training sessions will be required for students to begin the Virtual School program.
- Attendance
 - Adhere to the Chilton County Board of Education's attendance policy.
 - Attend classes daily in accordance with the Chilton County School Calendar. Attendance will be monitored by PASS Academy personnel through the students logging into ACCESS courses daily.

- Students are required to physically be present at the Chilton County Public Virtual School Program site, **at least one day per week**. Students are responsible for scheduling their weekly visits.
- Students are required to participate in a five-day ACCESS training session
- Course Progression
 - Students are required to progress through online courses at a rate comparable to the progression of a traditional class.
 - Students are permitted to work ahead of the standard course progression and finish courses early.
 - Students who fall behind comparable course progress will be subject to Academic Probation.
- Academic Probation (Intervention strategy)
 - After the first three weeks and each following week, the Virtual School staff members will begin monitoring students' grades. Students are expected to maintain a 70% or higher overall average in their courses. When students fall below a 70% overall average, they will be placed on Academic Probation which requires the following:
 - 3rd week—Virtual School Staff will hold a conference with the parent and the student.
 - 4th week—If any grade is below a 70 average, the student will be required to report to the Virtual School site for two days that following week. The student will begin the Academic Probation process. (Conference with parent and student)
 - 5th week—If any grade is below a 70 average, the student will continue to report to the Virtual School site for one week of mandatory tutoring and monitoring. (Conference with parent and student)
 - 6th week—If any grade is below a 70 average, the student will be withdrawn from the Virtual School Program and enrollment in his/her base school will resume. (Conference with parent and student).
 - Students who achieve an overall average at or above 70% at the next grade monitoring will be removed from Academic Probation. The process will be repeated at any time the students' overall average falls below a 70.
- Proctored Examinations
 - All tests, exams, and Alabama-mandated tests must be taken in the presence of a Chilton County Virtual School staff member. Students are responsible for scheduling testing appointments with the Virtual School staff members.

- Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation and review by the Chilton County Virtual School Academic Integrity Committee.
- Students must provide their own transportation to their base schools to take ALSDE mandatory tests (ACT Plus Writing, WorkKeys, ACT ASPIRE, and EL ACCESS testing).
- Minimum Requirements
 - Reside in Chilton County.
 - Be an upcoming 9th grade student for the 2016-2017 school year.
 - Maintain consistent, daily, high-speed access to the Internet.
 - Maintain minimum overall GPA of 2.0 or 70 in courses taken during the current academic year.
 - Students are subject to the following Chilton County Attendance Policy: **When a student in grades 9-12 has accumulated more than 10 absences per class per semester, the teacher(s) and principal will evaluate the attendance record and academic achievement and may recommend loss of credit. A student who has 6 unexcused absences out of a total of 11 absences during a semester will be denied academic credit for excessive absences. If such is the case, the parent/guardian and the attendance officer shall be notified in writing in the event of loss of credit.**
 - Maintain appropriate course progression as measured by completion of weekly assignments, quizzes, and tests.
 - Remain in good standing as a student of Chilton County Virtual School.
 - Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Chilton County Virtual School.
 - Attend preliminary meeting with parents.
 - Be enrolled in your base school before July 1, if accepted in program.

ACADEMIC INTEGRITY CONTRACT

The Chilton County Public Schools Virtual School Program Integrity Contract combines the existing Academic Integrity Policy of ACCESS Distance Learning and additional requirements posed by Chilton County Public Schools.

ACCESS Distance Learning

ACCESS Distance Learning students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course with a failing grade and will be subject to other consequences as determined by ACCESS and local school system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the ACCESS teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

All ACCESS Distance Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by ACCESS Distance Learning administrative staff, the distance learning teacher, and the local school system, and will be subject to removal from the course with a failing grade.

Chilton County Schools Virtual School Program

Virtual School students must take all ACCESS unit tests, quizzes, and course examinations at the PASS Academy and are to be proctored by Virtual School staff members. It is the responsibilities of the students to schedule their test times with the PASS Academy staff members. All Alabama-mandated tests will be taken at the students' base schools. Students are responsible for the following:

- Completing unit tests and course examinations in the proctored environment without the use of study aids or computer unless so allowed by the online teacher.
- Provide safe, reliable transportation to and from the testing site(s) designated by the Chilton County Public Schools Virtual School program.
- Verify the proctor records the students' test title, assigning teacher, test date, start time, and end time.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subject to invalidation and review by the Chilton County Virtual School Academic Integrity Committee. Also, in accordance with ACCESS Distance Learning policy, the student may be removed from the course with a failing grade and may be subject to dismissal from the Chilton County Schools Virtual School Program.

VIRTUAL SCHOOL PROGRAM PROCEDURES

Students are required to adhere to the Chilton County Attendance Policy. The students enrolled in the Virtual School will satisfy the attendance requirements by logging in daily and by physically reporting to the Chilton County Virtual School site at least one day per week. Students are responsible for planning their weekly visit by contacting the Virtual School staff members.

If the student does not physically report to the Virtual School Program for two consecutive weeks, disciplinary action may be taken.

In the event of an absence, students are to provide a written excuse for absences to the Virtual School Program staff within two days of the recorded absence per Chilton County Attendance Policy. Virtual School staff will follow the Chilton County Attendance Policy for chronic absences or truancy. Policy for attendance can be found in the Chilton County Student/Parent Guide.

Dress Code

Students are required to follow the Chilton County Student/Parent Guide in regards to appropriate attire.

Disciplinary Due Process

For any disciplinary violations made by Virtual School Program students, a referral will be written by the Virtual School Program teacher, who will contact the parent concerning the offense. The referral will be submitted to the Virtual School principal/designee. The principal/designee will investigate a student's alleged misconduct and determine whether disciplinary action is necessary. The principal/designee will provide due process by explaining the program's view of the offense, the information gathered during the investigation, and the consequences or other behavioral intervention as determined by the principal. The principal/designee will allow the student to explain his/her side or view of the offense. If the principal/designee has knowledge of any serious student misconduct, the principal/designee may immediately remove the student from the Virtual School Program. If it is determined that disciplinary action is not warranted, the incident will be deleted and any suspension days will be changed to excused absences. Parents will be provided written notice of suspensions and/or removal from the Virtual School Program.

Grading/Retention in Virtual School Program Procedures

In order to remain enrolled in the Chilton County Virtual School Program, students must maintain a grade average of 2.0 or 70 in all courses. Grades will be reviewed weekly by the Virtual School Program staff member. Failure to maintain a grade point average of 2.0 or 70 average in any course will result in the following:

- 3rd week – Conference with parent and student.
- 4th week – If any grade is below a 70 average, for a second consecutive week, the student will be required to report to the Virtual School Program site for a minimum of two days a week, for monitoring. (Conference with parent and student)
- 5th week – If any grade is below a 70 average, the student will continue to report to the Virtual School Program site for one week for mandatory tutoring and monitoring. (Conference with parent and student)

- 6th Week – If any grade is below a 70 average, the student will be withdrawn from the Virtual School Program and enrollment in his/her base school will resume. (Conference with parent and student)

Field Trips

The Chilton County Board of Education, recognizing that educational field trips and trips to various types of events for instructional purposes help provide valuable learning experiences, shall delegate to the superintendent the responsibility for development of administrative criteria governing field trips. Only field trips that directly relate to the instructional program and/or standards will be permitted on school time. The cost of the field trip will be the responsibility of the parent.

Off-Campus Behavior

Students may be subject to disciplinary action that may include suspension/removal from the Chilton County Virtual School Program for off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

AGREEMENT AND COMMITMENTS

Student

I have read the Chilton County Public Schools Virtual School Program Student Benefits, Expectations, and Requirements document and Academic Integrity Contract. I agree to submit my own work and abide by the ACCESS and Chilton County Virtual Schools Academic Integrity Contract. I also agree to take all course quizzes, course examinations, and Alabama- mandated assessments as proctored examinations at the Virtual School or other appropriate site designated by Chilton County Public Schools Virtual School Program administration and to provide my own transportation to and from the test site. I agree to maintain consistent, reliable, high-speed Internet access. I agree to comply with all of the policies and procedures of Chilton County Public Schools, Chilton County Public Schools Virtual School Program, and Alabama Connecting Classrooms, Educators, & Students Statewide (ACCESS) Distance Learning. Failure to comply with Chilton County Public Schools and Chilton County Public Schools Virtual School Program policies, procedures and expectations, to adhere to the Academic Integrity Contract, to take tests and exams in the proctored environment, to provide reliable transportation or Internet access, will be grounds for removal from Chilton County Public Schools Virtual School Program. Removal can occur at any time. I understand that if I transfer to a Chilton County Public School or any other school, course equivalents in the traditional, face-to-face format are not guaranteed.

Student Signature: _____

Date: _____

Parent/Guardian

I have read the Chilton County Public Schools Virtual School Program Student Benefits, Expectations, and Requirements document and Academic Integrity Contract. As a parent/guardian of the above named student, I understand the student requirements of compliance with Chilton County Public Schools and Chilton County Public Schools Virtual School Program policies, procedures and expectations, Academic Integrity contract, proctored exams, provision of reliable transportation and Internet access. I also understand the grounds for removal from the Chilton County Virtual School and that students may be removed at any time during the year. I authorize the enrollment of the student in the Chilton County Public Schools Virtual School Program according to the policies and procedures of Chilton County Public Schools, Chilton County Public Schools Virtual School Program, and ACCESS Distance Learning. I understand that if my student decides to transfer back to his/her Chilton County Public School (base school) or any other school, course equivalents in the traditional, face-to-face format are not guaranteed.

Parent Signature: _____ Date: _____

Chilton County Public Schools
2016-2017 Student Driver Agreement

Student Information

Student Name: _____ Cell Number: _____

Grade: 9th 10th 11th 12th Base School: _____

*Driver's License State: _____ Number: _____

Destination (Circle one): PASS Academy Jeff State CCHS CES CIS CMS IHS JHS JES

JMS MHS THS VHS Career Tech Other _____

Vehicle Information

Make: _____ Model: _____ Year: _____

Color of Vehicle: _____ Tag Number: _____ State: _____

*Insurance Company: _____ Policy Number: _____

Terms and Conditions

1. I agree to drive to the above mentioned destination without making unauthorized stops.
2. I agree to park in the approved spaces at the above mentioned destination.
3. I agree I will not transport any passengers unless preapproved by school officials.
4. I understand any violation of these terms and conditions may result in having driving privileges revoked.

Student Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Parent/Guardian Permission and Release

I, _____, give permission for my child to drive to the above mentioned destination and hereby release Chilton County Public Schools from any and all liabilities.

Parent Signature: _____ Date: _____

Contact Number: _____

Attach a copy of Driver's License and Proof of Insurance