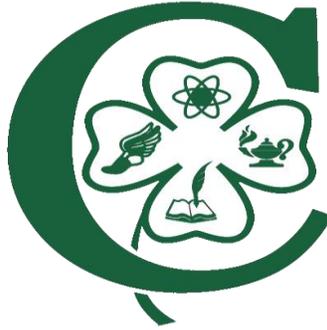


2020-21



Cloverdale Virtual Success Academy
Student Handbook

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This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

STUDENT NO. _____

Table of Contents

Athletics and NCAA	12
Attendance	9
Course Content	8
Course Length	7
Course Types.....	8
Earning Credits.....	9
Edmentum – Our Online Education Partner	16
Eligibility.....	3
Enrollment	4
Expulsion Meeting Placements	11
Frequently Asked Questions	5
Full-time Student Definition	6
Grade Levels	3
Grading Policy	9
Grade Reports.....	11
Grading Scale	10
Graduation.....	11
Graduation Requirements	11
Homebound Students.....	10
Part-time Student Definition	7
Policies	6-12
Proctoring Final Exams.....	8
Right to Privacy Policy.....	11
Scope and Delivery	2
Staffing.....	3
State Testing	10
Student Code of Conduct.....	12-15
Student of Conduct Contract (Sample).....	17-20
Student Registration	6
Student Responsibilities.....	4
Teacher-of-Record	10
Testing Requirements	7
Time Frame	3
Transcripts and Grade Reports	11
Withdrawal Policy	8

Cloverdale Virtual Success Academy

Starting the 2020-21 school year, Cloverdale Community School Corporation students have an option to enroll full-time in the Cloverdale Virtual Success Academy. This program allows students to choose a virtual school option instead of attending their school of legal settlement. This option will allow students who are now home schooled to enroll as full-time virtual students in the virtual school. The Cloverdale Community School Corporation will still offer part-time virtual school opportunities in the form of credit recovery or blended learning options.

Scope and Delivery

The Cloverdale Virtual Success Academy will offer over 280 semesters of virtual courses available to all students grade 1-12. To be a full time student they must meet specific requirements; students who do not meet those requirements will still be eligible to take virtual courses on a part-time basis. The courses are made available through a partnership with Edmentum's EdOptions Academy and will include core curriculum (grades 1-12), elective, AP, and Global Language courses. Courses approved in the district curriculum guide and by Indiana Department of Education will be offered.

The Cloverdale Virtual Success Academy has two (2) types of enrollments for students. **Full-time** students are enrolled at Cloverdale Virtual Success Academy taking a majority of all courses through the virtual academy. **Part-time** students are enrolled in CCSC, but they are taking one (1) or more courses via Edmentum's Courseware with all accountability data residing at the students' full-time enrolled school.

Cloverdale Virtual Success Academy is a part of CCSC. Each full-time Academy student will be officially enrolled in the Cloverdale Virtual Success Academy and all related services, including counseling and special education services will be provided by educators at Cloverdale Community School Corporation. Full-time virtual students will not be eligible to be part of any school athletic team, band, club, or any school sponsored activity. Per IHSAA "virtual education is defined as a stand-alone public ...which only utilizes the non-traditional learning method of on-line instruction and where a

student can enroll, graduate, and earn a diploma. To qualify as a virtual school, a school cannot sponsor any athletic programs involving any IHSA recognized sports, whatsoever.”

Students in the part-time virtual setting will receive all educational services from CCSC staff, including counseling and special education services. Students in the part-time virtual setting may be offered a flex schedule, which would be approved by the building school principal or designee. In addition students in the part-time virtual setting (credit recovery option only) can be enrolled in more than five classes per semester and may earn up to six credits during a semester. Students taking a virtual course for original credit may earn five credits during a semester.

The program will be run through a partnership with EdOptions Academy, a completely accredited virtual school.

Program Definitions

Time Frame: In August 2020 the virtual school will be open.

Grade Level: 1-12

Eligibility: Cloverdale Community School Corporation Administration will target the following students:

- Current Homeschool Students
- Homebound Students
- Credit Recovery grades 10-12
- Flexible Scheduling Needs
- Alternative Education

Staffing: The program will consist of a Principal of the Cloverdale Virtual Success Academy, who will be responsible for administering the entire virtual program, both full time and part time programs. The program will also employ a special education teacher to assist students with IEP’s. The CHS counselor will be responsible for the credit recovery needs for students in grade 10-12. The CMS counselor will be responsible for assigning schedules to students in grades 1-8. Teachers will be provided by EdOptions Academy personnel and staffed by EdOptions Academy. Cloverdale Community Schools teachers may apply for virtual teaching positions with Edmentum.

Enrollment: An application for enrollment must be completed by the student and parent for entry into the Cloverdale Virtual Success Academy.

Student Responsibilities: Students must attend an orientation day specified by the Cloverdale Virtual Success School. Students are expected to work on their course off campus. **ALL FINAL EXAMS MUST BE TAKEN AT A DESIGNATED SCHOOL WITHIN CCSC IN THE PRESENCE OF A TEST PROCTOR. Any possible exceptions must be approved by the building principal.**

Frequently Asked Questions

Q: I hear a lot about Indiana virtual schools in the news. How is Cloverdale Virtual Success Academy different?

A: CVSA is an extension of CCSC and is operated by Cloverdale Community School Corporation. The virtual schools having problems in the news are charter schools and are subject to different rules. CVSA will take attendance and maintain an accurate student count. We are also not enrolling non-Cloverdale Community School Corporation students—this is simply offered as a choice to help Cloverdale Community School Corporation students fulfill their educational needs.

Q: How can we trust that a virtual school will be academically appropriate?

A: Cloverdale Community School Corporation has partnered with EdOptions Academy, a virtual school operator trusted by over 400 schools and districts. They support over 15,000 students nationwide. Courses are accredited by the state of Indiana.

Q: How do I apply for Cloverdale Virtual Success Academy?

A: You may visit our webpage at www.cloverdale.k12.in.us, click on the Cloverdale Virtual Academy link, and print the CVSA application. Simply complete the application and contact Mr. Stoltz to set up a meeting. He may be reached at 765-795-4203 or [sstoltz@cloverdale.k12.in.us](mailto:ssoltz@cloverdale.k12.in.us).

Cloverdale Virtual Academy

Policies

Student Registration

Full-time students will complete a registration form for the virtual academy. Students will then be given an interview date they must attend.

Homeschool students will complete the application form for the virtual academy found on the district website. All home schooled students from the year before will be accepted into the virtual academy.

Part-time students will be enrolled into their course by their guidance counselor with the permission of the school principal.

Student Eligibility

Full-time Students:

Students may transfer to the full-time virtual program from the traditional school for the following reasons.

1. Documented medical or emotional reason
2. Case Conference Decision
3. Result of Disciplinary Hearing
4. Principal Discretion

A full-time student, is a student who takes at least 12 courses (6 per semester) a year through the Cloverdale Virtual Success Academy. Students who are currently enrolled at Cloverdale Community School Corporation must apply to transfer to Cloverdale Virtual Success Academy. Parental permission is also needed. Once in the program, students must maintain a 2.0 GPA, must have no failing semester grades, maintain good attendance, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements, they will be on probation for one semester. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they will be removed from the full time program and be placed back in their home school.

Homeschool Students from the year prior: All Homeschool students will be accepted in the program as full-time students. Once in the program, students must maintain a 2.0 GPA, must have no failing semester grades, maintain good attendance, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements, they will be on probation for one semester. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they will be removed from the full time program and be placed back in their home school.

Part-time Students:

A student may be enrolled in the part-time virtual program (Courseware) for the following reasons.

1. Credit Recovery: Student failed a required course
2. Flex Schedule: Schedule will not permit a student to take a class
3. Documented medical or emotional concern
4. Recommendation Expulsion process
5. Principal Discretion

A part-time student is a student who still takes a majority of courses at Cloverdale Community School Corporation but takes at least one course online as a part of their schedule. These students will be required to take their online course while on campus but may still work 24/7 on their online courses.

Note: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)

Requirements for Testing

All full-time and part-time students will be required to take all mandatory state and local testing. All data from the students' testing will be included in the data with their assigned school. Full-time students must comply with all Cloverdale Community School Corporation District Student Testing guidelines listed in the code of conduct. Full- and part-time students will take all online course final exams at the high school enrolled.

Course Length

Students in grades 9-12 are given a maximum of **18 weeks** to complete a **one credit** course during a semester. Courses can be

completed prior to the 18 weeks. During a Summer School session, students have a maximum of 3 weeks to complete a one credit course. Courses can be completed anytime within the 3-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed timeframe.

Withdrawal Policy

Students have 14 days from the time of enrollment in the course to withdraw with no penalty. Students who withdraw after the 14-day grace period can reenter the course at the point where they left off if the request for re-enrollment happens within 30 days of withdrawal. All requests for re-enrollment after 30 days will require the student to start the course from the beginning.

Withdrawal Policy from Virtual Program: Students who do not make adequate progress and do not meet the attendance requirements in the first 25 days will be withdrawn from Cloverdale Virtual Success Academy and re-enrolled at their home school.

Course Content

All grade 9-12 semester-based courses are **one credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, drop box activities, and discussions. Each course has a required final exam, which must be proctored at Cloverdale High School Knoy Lab.

Proctoring of Final Exams

Students will be required to have all final examinations proctored at Cloverdale Community School Corporation. Testing locations will be determined and information shared with student and parents.

Course Types

All courses are offered in Full Course or Pre-assessment.

- Full courses are taken from start to finish without option for pre-test.

- Pre-assessment courses offer pre-tests. Students may test out of content with approved scores. (NCAA will not accept pre-assessment courses)

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 and Academy staff. 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 four synchronous contacts per month with their virtual instructor. These contacts can be weekly phone calls, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Hours: *Students must login every day that Cloverdale Community School Corporation is in session. The student should spend at least six hours per day that they log in. Students who do not log in for 10 or more consecutive days will have to meet with the principal and their parent/guardian.*

Earning Credit and Grading Policy

In order to receive credit in a course, students must meet two requirements:

1. The student will need an overall average of 70%.
2. Students must complete all assignments then take the EOS (End of Semester) Exam to earn credit in the course.

Note: Students will be allowed to retake the End of Semester test (EOS), regardless of the first score made. For credit recovery students, it is at the discretion of the teacher; a student may be able to take a final exam more than one time. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, The student will be allowed time to

review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

95-100	A	80-83	B-
90-94	A-	77-79	C+
87-89	B+	74-76	C
84-86	B	70-73	C-

Student Advancement and Graduation

Students must meet the already established requirements to advance to the next grade level or to graduate with a Cloverdale Community School Corporation Diploma. Please see graduation requirements in the Cloverdale High School Student Handbook.

State Testing: All state testing for part-time and full-time students will be completed at Cloverdale Community School Corporation sites. The school will be responsible for notifying, assigning, and administering standardized testing to the student.

Teacher-of-Record: Virtual students will have a teacher-of-record assigned by Cloverdale Virtual Success Academy. The teacher-of-record will be responsible for all student needs associated with their Individualized Education plan (IEP).

Homebound Students: Students who are placed on homebound will be considered part-time virtual students (Courseware). Homebound students will be placed in no more than five classes during the semester and cannot exceed more than ten classes throughout the school year. Students without an IEP will work remotely from home and will be required to meet attendance requirements. Students with an IEP who are placed in the virtual program will have a special education teacher assigned who will

monitor the progress of the student. Homebound students will have to take final exams with a proctor unless otherwise specified.

Expulsion Meeting Placements: Students placed in the Virtual Academy as a result of an expulsion meeting will be considered part-time virtual students (Courseware). Students referred as a result of an expulsion meeting will be enrolled in the virtual program for no more than one full semester and cannot be enrolled in more than five courses during that time.

Graduation Requirements: The assigned guidance counselor from the student's home school will be responsible for scheduling the student and for guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

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. For full time virtual students, grade reports will be issued at the end of each semester. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Virtual School Administrator

Right to Privacy Policy

Cloverdale Community School Corporation 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. Cloverdale 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.

Athletic Considerations

When considering the enrollment of a student-athlete into either full-time or part-time virtual programs, the school principal and counselor should consult with both the NCAA and IHSAA guidelines regarding policies concerning virtual education. Special consideration should be taken for student-athletes who plan to play at the college level. **Pre-assessment courses are not accepted by NCAA.**

Student Code of Conduct

Cloverdale Community School Corporation 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 the Cloverdale Virtual Success Academy administration and the applicable CCSC Student Code of Conduct. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place. The following policies are specific to the **Cloverdale Virtual Success 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 Cloverdale Community School Corporation 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 its affiliates, in an improper manner has committed Computer misuse:

- Using another student's or staff member's login information to gain access to information.
- Intentionally attempts to obtain access to areas or information not open to normal access.
- Engages in any act similar to the above.

If computer misuse is found, the following consequences will result:

1. First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to EdOptions courseware, or administrative referral for possible withdrawal.

2. 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 actions taken against a student who violates this Policy at 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 Cloverdale Virtual Success Academy / 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 support 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, 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.
- Students and parents will be required to sign the Device Usage and Guideline Procedures document.

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 Cloverdale Virtual School Program 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 Cloverdale Community School Corporation.

Beginning with the 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other elective are not subject to NCAA review.
2. Only the full course counts; students who are potential NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.
4. Cloverdale Community School Corporation must use the Final Grade given by EdOptions Academy and the student's transcript must reflect that the student took the course through EdOptions Academy.

***EdOptions Academy must know in advance any student who may be an NCAA Scholarship Athlete.

Student Code of Conduct Contract

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking an EdOptions Academy course.

EdOptions Academy leverages this Policy to maintain the academic integrity of the 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 Cloverdale Virtual Success 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 assignment, written warning, and a note added to the records of the students involved
- Second offense: Zero on assignment and referral to the administration for possible withdrawal

Defiance of Authority/Insubordination: Disobedience or noncompliance toward any staff member of the EdOptions Academy is considered insubordination. This 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 email, 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 the administration for possible withdrawal

Computer Misuse: Any student who attempts to access the secure information of EdOptions Academy or Edmentum® or its affiliates in an improper manner, uses another student's or staff member's login 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

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Internet Terms and Conditions of Use

1. 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 Edmentum, or its affiliates' systems or software.
2. Users will not reveal personal addresses or phone numbers of other users.
3. 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.
4. Users will promptly report any inappropriate material they receive.
5. Users will not attempt to login to the network using any other user's name and password.
6. 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.
7. Any and all student-produced Web pages will be subject to approval by the teacher or school administrator.
8. 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

Cementum. That includes, but is not limited to, the uploading or creation of computer viruses.

9. In the event of a virtual field trip, all users will conduct themselves in accordance to Policy or agreement applicable to such field trip.

Academic Integrity Policy

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 laboratory 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 EdOptions Academy, in addition to the other consequences identified herein.

_____	_____	_____
Student’s Name	Student’s Signature	Date
_____	_____	_____
Parent’s Name	Parent’s Signature	Date

