

Jasper County Virtual Academy

Student/Parent Handbook



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Mr. Kenny Garland,
Superintendent of Schools

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Welcome from the Jasper County Virtual Academy Program Director

Welcome to Jasper County Virtual Academy. I would like to congratulate you on making this choice to become a member of the *Jasper County Virtual Academy* (JCVA) community. This makes you a top 21st Century Learner for the *Jasper County Charter System*, and we look forward to helping you reach all of your goals in our program. It is very important to us that you have a successful journey in your online learning experience whether it is your first and/or a repeat performance for you. As your program director, I will be checking with your facilitators from time-to-time to find out how well you are doing in your courses. If you experience difficulties please contact your facilitator as needed. Our staff is ready and willing to help you.

We believe you should have many of the opportunities that traditional schools provide, and we believe you should be connected with the opportunities of the 21st Century. We look forward to providing you the skills and support needed for you to be successful in a 21st Century world. Therefore, as you work through this handbook, JCVA encourages your family to prepare to form relationships with the staff so you not only are academically successful, but also can effectively compete in our global society.

In regards to planning after virtual high school, JCVA students will enter the job market with their peers from other Georgia counties and with their peers from around the country and even the world. In order to be competitive in the workforce, a high school diploma is the minimum requirement. This handbook is intended to serve as a personal roadmap to rigorously challenge you to achieve your academic potential and to carve a pathway for you to lead a productive and rewarding life in a real and virtual world. We look forward to building many positive relationships on your path to success.

Best regards,

Dr. Angela C. Gordon,
JCVA Program Director

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About This Handbook

The Student-Parent Handbook contains information about JCVA operations and setup that is pertinent to the understanding by the student and parent. JCVA is an extension of our middle and high schools. Diplomas will be granted by Jasper County High School. All diplomas recipients must meet all state requirements established by the Georgia Department of Education

The Student-Parent Handbook will be updated on an on-going basis. Each time it is revised, the updated date on the cover and the footer of each page will reflect the last updated date.

Accurate and clear documentation is very important to JCVA. Any discrepancies or advised revisions to information in this document can be forwarded to the Program Director, Dr. Angela Gordon at agordon@jasper.k12.ga.us.

JCVA – Contact Information

Contact the following for help in the indicated area:

Jasper County Registration Phone: 706-468-6350 (ext 121) Appointments are required (all students - new to our system - must go through the JCSS registration process)

Administration / Academic Program Information: 706-468-6350

Dr. Angela Gordon, Director (706) 468-6350, agordon@jasper.k12.ga.us

Mrs. Cora Whidby, Counselor ext 130 or cwhidby@jasper.k12.ga.us

Address: 1411 College Street, Monticello, GA 31064

Phone: (706) 468-6350 **Fax:** (706) 468-0045

Course Related Issues: contact content coach or advisor (see [JCVA webpage](#)) **Course Related HELP:** Contact Content Coach

Edgenuity, Parent Portal Issues: Initially, to establish an account, parents should receive an email to set up their accounts. Accounts should be set up within 24 hours or the link will no longer be valid. For existing *Infinite Campus* accounts, please contact Ms. Brenda Jackson (bajackson@jasper.k12.ga.us).

Jasper County Charter System Calendar & JCVA Webpage Since a Virtual School is operated on a

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completely different design than a site based school, the calendar may have slight differences. Students may access their lessons 24/7 and have access to their facilitator's responses Monday - Thursday. Certain dates have been set aside for testing and reporting of student progress. [2021-22 Academic Calendar](#)

Student Login

1. Prior to the First Day of Class: The first day of the semester is **August 11, 2021**, students should login on or prior to this date and complete the day's assignments to be counted present for the first day of school. Prior to the first day, students will need to register for their courses. Usernames and passwords are the username of the email address and the 10-digit code used for campus login.

Student Checklist

Find the [Edgenuity](#), link under Links on our [webpage](#). Upon logging into *Edgenuity*, a video will present an orientation for students. It will provide an overview for using the *Edgenuity Learning Management System (LMS)* and teach students how to gain access to certain parts of the system.

2. By the First Day of Class:

- Make sure you have secured any materials necessary for your course(s). Typically this will only be paper, pencil, etc.
- The only anticipated required additional materials would be for AP courses, minimal science lab equipment, and project resources. AP materials will be available through the JCVA office. Upon completion of the course, the materials must be returned in order to receive a final grade. All materials should be returned to: **JCVA**; 1411 College Street; Monticello, GA 31064
- Take time to familiarize yourself with the courses and when assignments are due for each course.

3. On First Day of Class and daily: Log into *Edgenuity*,

- Check your messages on a regular basis (daily when possible)
- Check your assignments due dates **THEN** Begin working!!

Note: Students are expected to spend approximately **4-5 hours per week** per course. This time will be dictated by the number of assignments for the week and the amount of time it takes each individual to complete the assignments. Students are required to login and complete the DAILY assignments - based on the listed due dates - **in each course - each day**.

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4. In the first month: *Communication* – make contact with your facilitator via *Edgenuity's* messages. Students are encouraged to build a communication relationship with their facilitators.

Check-ins with the Advisors

- Students should check-in w/ their advisors bi-weekly to discuss their progress
- After students demonstrate they are on track, students will only have to check-in if they fall behind on their target completions
 - Student's average falls below the passing score of 70

5. Be Aware of Due Dates for Assignments: Check your *Due Dates* daily so you do not forget to complete assignments. It is important to stay on target or ahead. It is very difficult to achieve academic success if students get behind in courses.

Personal Commitment

Because there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a determination to perform in order to achieve academic success.

Email / Messages

Email / Messages, of course, is the most commonly used electronic communication tool. JCVA students are not required to have an external email account since most of the communication will be done through the —messaging feature in *Edgenuity*, Students may choose to set-up an external account if they or their parents choose to do so.

Note: The student's email account name must be in good judgment /netiquette. **The Director has the discretion to ask the student to change their email address name if it does not appear to be appropriate.**

When sending a message to the facilitator, be considerate of the following tips:

1. Always include your name in the subject line and clearly state the nature of the message. **The majority of our facilitators have full-time teaching jobs, and are unable to communicate with JCVA students during school hours.** However, when they get a chance to read their messages, they can manage their time more effectively if they know the nature of your message without having to open the message. The following are suggested message-subject line codes to use when communicating with the facilitators:

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- **EMERGENCY:** An emergency means there is a problem that needs to be solved before the end of the school day. True emergencies are situations like a death or family illness that will prevent the student from completing an assignment or taking a test. **Questions about assignments, due dates, test questions, etc. DO NOT constitute emergencies.** **Note:** Remember the story about the little boy who cried wolf... if you abuse the use of "**emergency**," your facilitator may not recognize when you truly need immediate assistance.

- **CLARIFICATION:** The student uses this code when needing a clearer understanding on an assignment or the content being studied. However, students are encouraged to attend the weekly *Support Cafes* to have questions answered.

2. Students who message facilitators **Monday through Thursday** - ordinarily - can expect a response within 24 hours.

3. Students who message **Friday through Sunday** can expect a response during the facilitators office hour on the following Monday.

4. Also, refer to the *Netiquette* section in the *Discipline* section to be advised on appropriate conduct, as if in a face-to-face (f2f) environment, when communicating via messages.

Support Cafe

Support Cafe (f2f or video conferencing) is another commonly used communication tool. Video conferences are not like emails or messages. They are not asynchronous (happens at different times) forms of communication. With the video conferences, participants would be working on the same schedules. Immediate responses can be expected from *Support Cafe* sessions.

Support Cafe will be voluntary for students who want additional help. If a student falls behind on his/her target, he/she will be required to attend the JCVA lab until he/she gets back on target. Content Coaches will contact students if they are off target by 20% or more.

Academic Integrity

Learning in an online environment has similar standards to any traditional school, however; the format of the work presents unique situations. Students must maintain the highest level of academic integrity. **Any attempts to use dishonesty in the research, construction or submission of work will result in disciplinary action, starting with conferences, zeros and moving up to removal from JCVA.**

Academic integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your facilitator.
- You will not practice plagiarism in any form.

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- You will not allow others to copy your work.
- You will not misuse content from the Internet. This includes *Brainly* and other websites on the Internet.

Discipline Code

Learning in an online environment has similar standards to any traditional school, however; the format of work presents unique situations. All students enrolled in a JCVA course are subject to the rules and restrictions of the *Jasper County Charter System Code of Conduct*. The JCVA discipline code includes the following information.

Cheating, Plagiarism and/or Copyright Violations

If a student is caught cheating, plagiarizing or violating copyright (see Plagiarism section), the course facilitator will notify the Director and the case review may result in a conference, issuing the student a "zero" on the assignment to possible removal from the program. The facilitator shall notify the parents of the violation. The Director may choose to impose additional disciplinary action and will notify the student and parent of this discipline. JCVA reserves the right to remove the student from the class for a plagiarism, cheating or any academic integrity violation

Violations of the AUP

An Acceptable Use Policy (AUP) is an agreement between students and their schools that outlines the rules governing the use of computers and Internet resources. Students enrolled in JCVA courses must abide by the terms and conditions of the Jasper County Charter System AUP. If a student violates the Acceptable Use Policy that student may lose access to his/her *Edgenuity*, course, and may be withdrawn from the course depending on the severity of the violation. It will be the local school's responsibility to determine appropriate discipline for the student. All students should recognize that loss of these technology privileges may prevent the student from successfully completing his/her courses.

Netiquette

Students are to respect both their facilitators and peers in the JCVA online environment just as the traditional schools have guidelines and policies for the classroom. JCVA holds the students to high standards of communications. This includes having an email address that is not offensive or is tasteful for use in the stream of JCVA communications.

Improper communication will result in disciplinary actions taken by the administration, starting with student conferences, parental contact and moving up to removal from JCVA.

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Harassment Reporting

If a student is being harassed, it is important that it is immediately reported to the course facilitator who will work with the Director to handle the situation. Harassment comes in many forms including spam (unsolicited messages not pertaining to the course), bullying, threatening communications, offensive communications or any other kind of communication that makes the recipient feel uncomfortable. The student's facilitator, counselor or other JCVA staff has the discretion to report and take action on disrespectfulness from the student.

Attendance - How Attendance is Measured

Attendance in online courses is performance based. Students are expected to login daily and complete assignments listed in the *Due Dates* column on a daily basis. Attendance will be measured by successful assignment completions and submissions. Participation in course activities such as *Support Cafe*, and communication with the online facilitator will be used for **extra credit or Response to Intervention** (RtI).

Each course will have a required amount of work due per day. Students are expected to complete 100% of the required assignments each week. **If daily assignments are not completed, students should devise a plan to complete all of the assignments before the end of the week.**

Three parent notes will be accepted per semester for excused absences. Parents must email the note to the facilitators within five (5) days of the absence. All other absences will require a doctor's note to be excused.

According to Georgia School Law, the following reasons are considered excused absences:

- When a student is personally ill and their attendance would endanger the health of others.
- A serious illness or death of an immediate family member (parent/guardian, sibling, grandparent, aunt or uncle)
- Mandated Government Agency: court order, subpoena or note from County Clerk.
- Celebrated Religious Holiday
- Conditions rendering attendance impossible or hazardous to their health or safety.
- Registering to vote or voting
- Serving as a Page of the General Assembly
- Military

All JCVA courses are designed to be highly interactive and require that students **participate on a regular basis.**

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A student's learning and the success of the student depends upon participation. Extended periods of non-participation in an online class will be evident in the following ways:

- Failure to log onto the LMS following the attendance guidelines
- Failure to attend required *Support Cafe* sessions or mandatory lab participation
- Failure to turn in assignments
- Failure to communicate with facilitators

Illness / Extended Inability to Participate If an unexpected situation should arise and there is a need for an extended leave from the courses, the following steps should be taken:

1. Contact the course facilitator(s) to explain the situation.
2. Report the problem to the JCVA Director.
3. Discuss class alternatives with the facilitator.
4. The facilitator should document and notify the JCVA Director regarding any special accommodations regarding make-up for missed work.

In any instance where technical difficulties prevent a student from full participation in a course, students should notify their facilitator immediately so the problem can be resolved. If students are unable to contact help through *Edgenuity*, or email, they should notify their courses' facilitators by other means, such as telephone, to communicate their difficulties.

Make-up / Late Work Policy

It is the student's responsibility to stay on target; therefore, when he/she is absent from class due to an illness or inability to participate, it is imperative to spend extra time in each course that was missed. Parents/guardians are encouraged to monitor the completion of all assignments through the *Edgenuity's* Parent Portal, especially assignments that are due when the student is absent.

Consequences If a student has excessive lack of participation/absences the student will be required to attend the JCVA lab until lessons are back on target, student and/or the parent may be referred to the District's Social Worker, Juvenile Court, State Court, and/or *Department of Family and Children Services*. A parent/guardian who violates the [Compulsory Education Act](#) shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

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Certificates of Enrollment

Students wishing to obtain a *Certificate of Enrollment* for the purpose of obtaining a driver's license must complete the [Driver Enrollment Form](#) on the website at least three (3) days prior to needing it. Additionally, send an email to the program director or call the JCVA office (706) 468-6350 to inform the director when a form has been submitted. In addition, students should consistently participate in completing their school work to receive a form.

Teenage Driver Curfew

Georgia law (O.C.G.A.§40-5-24) prohibits Class D licensed drivers from driving on public roads, streets or highways between the hours of 12:00 Midnight and 6:00 a.m. It is the responsibility of individual students to be informed as to the terms and conditions which currently exist or may be imposed upon driver's licenses issued by the State of Georgia, and to comply with such terms and conditions. It is not the responsibility of the Jasper County Board of Education, its board members, employees or agents to either inform students of such terms or conditions, or insure compliance with the laws of this State.

Assignments / Grading / Progress Reports / Testing / Materials

Working Ahead on Assignments Students may choose to work ahead on any assignments / units that are available for students to view. Please be aware that all due dates still apply if students choose to work ahead in one particular course but not the others.

Standard Grading Scale Each graded activity in a JCVA course will be assigned a final grade. This grade can be in point format (ex. 10 out of 20 points) or in percentage correct format (95%). A percent grade can be calculated using these points or percentages and at the end of the course the final numerical average will be posted to the student's transcript in the Jasper County Charter System Student Database. The standard grades are A = 90-100; B = 80-89; C = 70-79; F = below 70.

Monitoring Student Progress – Parent / Student Portal Parents may view student's current grades and averages via their parent accounts. At the nine weeks and semester terms, parents may access their student's grades in Infinite Campus. **Please contact your student's advisor if you have questions or concerns.**

Click here for a link to the [Infinite Campus Parent Portal](#):

Final Exams / EOCs-GA Milestones / EOGs/AP Exams

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, mathematics, science, and social studies.

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Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and mathematics while students in grades 5 and 8 are also assessed in science and social studies.

All high school courses require a comprehensive exam at the end of each course. High school students enrolled in a course that has a state mandated end-of-course exam (EOC) or Ga Milestones are required to take the exams. Students are not required to take a second semester-cumulative exam for courses requiring an EOC/Ga Milestones. The following courses have an EOC/Ga Milestones: 9th Grade Literature, American Literature, Coordinate Algebra, Analytic Geometry, Physical Science, Biology, US History, and Economics. These EOCs will count as 20% of the student's yearly average for the course and the course's average will count as 80% of the final average. **(Example: a student makes a 70 as his/her yearly average and scores a 75 on the EOC, $70 \times .80$ or $80\%=56$ and $75 \times .20$ or $20\%=14$ - add the points to get the final grade - $56 + 14=70$. Therefore, the final grade would be a 70).**

Students enrolled in AP courses must take the AP exam. Students are to communicate with the school about AP exam expectations. There is an \$89 fee to take an AP Exam.

All EOG, EOC and AP exams must be taken in a face-to-face format during the designated state established windows. Students taking the EOGs and EOCs will be scheduled to come to a JCVA site to take exams. The time and dates will be communicated to the students through *Edgenuity, messages*. Failure to take an EOC will result in an INC (incomplete) being awarded for the course - if the student does not take the required EOC.

Students taking AP exams must communicate with the high school testing coordinator.

Progress Reports / Report Cards

Report cards are not printed out during the school year.

Grades - Percentage Correlations

JCVA grades are given as a percent. The percent can be correlated to a grade for calculating the student's Grade Point Average (GPA) that is reported on the student's transcript.

- 90-100% = A (4 points)
- 80-89% = B (3 points)
- 70-79% = C (2 points)
- 0-69% = F (0 points)

Recommended materials for all courses:

- Headset with boom microphone (highly recommended for video conferencing)
- Camera on computer for conferences
- Pencil or pen

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- Microsoft Office 2007 or higher
- Tablet or notebook for note-taking or use notes in the system
- **Manageable** schedule for completing daily assignments

Student Records, Withdrawal, and Student Data

FERPA

The Jasper County Board of Education designates the following information as Administrative Information per the *Family Educational Rights and Privacy Act* (FERPA). This information will not be considered confidential and will be disclosed upon request.

- Student's name, address and telephone number
- Student's date of birth
- Dates of attendance in Jasper County Charter System

Student Information System – Changing Information Parents and students are able to change their personal contact information through Parent / Student Portal. It is recommended that all parent's and student's review this information at least once per year and make the appropriate changes. Students should enter an email address for their personal account. All information relating to relationships and address, can only be changed by a Jasper County employee. A *Change of Data Form* can be obtained at the central office. The changes can only be made at 1411 College Street. It is suggested that you call for an appointment prior to going to the central office, 706-468-6350 x128.

Student Records It is the policy of the Jasper County Board of Education that accurate and complete records be maintained for each student. Confidentiality of student records shall be preserved. Access is provided to parents / guardians, students over 18, teachers with legitimate educational interest, and federal and state officials whose access is authorized.

Transcript Requests Please make all transcript requests in writing by mail, fax, or messages. Send requests to: Ms. Renee Schoenfeld at rmschoenfeld@jasper.k12.ga.us. **Please allow 48 hours for requests to process.**

Student records may be forwarded to a school upon written request from the receiving school where a student is enrolling.

Withdrawals/Exits If it becomes necessary for a student to withdraw from the JCVA, parents should call or stop by the central office to complete the withdrawal process. Students may not withdraw to return to **the home/base school during the semester. Student must stay for the entire year and must meet the **Exit Criteria**.**

All course work completed by the last day of school

Meets the Promotion/Retention Guidelines for his/her cohort (see below under Promotion/Retention)

Promotion/Retention

Grades 6 through 8

ALL students are expected to meet the following criteria to be considered for a full promotion:

- Participate in Georgia Milestones administration and retest, if applicable.
- Pass 3/4 academic subjects

Grades 9 through 12

- To be classified as a 10th-grade student, the student must have 5 Carnegie units (must include 1 math and 1 English unit)
- To be classified as an 11th-grade student, the student must have 11 Carnegie units (must include 2 math, 2 English, and 1 science unit)
- To be classified as a 12th-grade student, the student must have 17 Carnegie units (must include 3 math, 3 English, 2 science, and 1 social studies units)
- To graduate, students must have a minimum of **23** Carnegie units (must include 4 math, 4 English, 4 science, 3 social studies, 7 CTAE, foreign language or electives, and 1 PE/health units).

NOTE: Parents with high school students should schedule an appointment with a high school counselor.

Parents of middle school students should schedule an appointment with the principal or assistant principal.

Any student who intends to return to Jasper County Middle or High School should notify the director.

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State/Local Mandated Testing

Ga Milestones Assessment System (EOG 3rd – 8th & EOCs for 9th - 12th)

The Ga Milestones Assessment System is designed to measure how well students acquire the skills and knowledge described in the *Georgia Standards Equivalent* (GSE). The assessments yield information on academic achievement at the student, class, school, system, and state levels. In addition, it indicates students' growth from year to year. This information is used to diagnose individual student strengths and weaknesses as related to the instruction of the GSE, and to gauge the quality of education throughout Georgia. Tests cover the following content areas: Reading, English Language Arts, and Mathematics.

2021-22 Administration Dates: **May 9 - May 20 (window) - EOG (End of Grade) & May 16 - May 20 EOC (End of Course)**

MAP Testing

The *Jasper County Charter System* utilizes the nationally-normed MAPs (Measures of Academic Progress) assessments. MAPs measures students' growth in mathematics, reading, and language usage. The virtual program will administer the assessment to 3rd through 10th graders twice during the school year. **MAPs Administration Dates:** Fall - **August 13th -31st**; Spring - **April 12th – 30th**

Other Testing NOTICE: Other Testing Dates for which to SAVE the DATE: **CTAE Exams** - April 11 – 29, 2022 @ JCHS **PSAT** - October 26, 2021 @JCHS **ASVAB** - November 2021 @ JCHS **SATs** - 10/2, 12/11, 3/12, 5/7 @JCHS **ACTs** - 10/23, 12/12, 2/12, 6/11 @ JCHS

All State Mandated Tests with the exception of AP Exams - will be administered at: JCVA. All students are required to attend these tests during the State assigned window. Failure to attend the testing may result in removal from JCVA or a loss of credits. Please contact the counselor at **706-468-6350 x130** for any extenuating circumstances prior to the testing dates.

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Georgia DOE - High School Assessment Plan Students who entered high school during the fall of 2011 or later are no longer required to take the Georgia High School Graduation Test (GHS GT) in English, math, science, and social studies in order to graduate. The new plan, approved by the State Board of Education, requires students to pass all required courses, and the End-of-Course Tests (EOC) will count **20% of a student's final grade**.

EOCs The EOCs are more rigorous assessments and are administered immediately following coursework rather than waiting until a student's junior year to determine whether or not he or she has mastered the standards.

Courses Requiring an EOC

ELA- 11th Grade Literature
Math-Algebra I
Science- Biology
SS-US History

Conferences Students and parents may expect facilitators, the counselor or director to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; (3) if the student is not maintaining attendance expectations; or (4) in any other case the facilitator or administration consider necessary. These conferences may be held via telephone, messages, face-to-face, or video conferencing.

JCVA encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate facilitator or counselor or director. A parent who wishes to confer with a facilitator may contact the facilitator directly via messages or you may contact the JCVA office to arrange a mutually convenient time.

Academic Counseling Students are encouraged to talk with their facilitators, advisors, counselor or Director in order to learn about the curriculum course offerings and graduation requirements. All students in grades (9-12) and their parents shall be notified annually about the recommended courses for the students. These courses will be recommended according to the state required graduation requirements and the student's course requests.

High School Graduation Requirements JCVA is an extension of our middle and high schools. Diplomas will be awarded by *Jasper County High School*. All diploma recipients must meet all state and local requirements established by the district and the *Georgia Department of Education*.

Core areas of study Year of 9th Grade Enrollment – after July 1, 2008

Language Arts 4 Units including American Literature, Mathematics 4 Units, Science 4 Units – Biology, Physical Science or Physics, for Social Studies 3 Units – World History, US History, Government (.5), Economics (.5)

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Health / PE 1 Unit – Health (.5) and Personal Fitness (.5) CTAE or Fine Arts or World Language
3 Units required from CTAE and/or Fine Arts and/or World Language. Students planning on attending a four-year university must complete two consecutive units of world language
Elective State Requirements 4 Additional Elective Units.

Total 23 Carnegie Units

To review the Jasper County Graduation Requirement Policy IHF(6), click [HERE](#).

Communication

Messages Email / Messages are the most commonly used electronic communication tool. JCVA students are not required to have an external email account since most of the communication will be done through the course mail account in the *Edgenuity*, Learning Management System. Students may choose to set-up an external account - if they or their parent choose to do so.

Course Announcements

- Your facilitator will communicate with you via messaging
- You should check messages every day as you login to your course.

Facilitator-Student Responsibilities

Messages

Your facilitator will check messages Monday through Thursday and will respond to messages within 24 hours or the next school day.

- **If you do not have a response within 48 hours and have sent at least two messages then you should attempt to call your facilitator.**
- **After the two steps have been followed, the next step is to contact the Program Director**
- **Conduct/Attend Weekly *Support Cafes Grading***
- **Your facilitator will grade any teacher required scoring items within one week of the assigned due date.**
- You will be able to view teacher feedback on teacher scored assignments.
- You may get work back sooner, but you should keep this time frame in mind when submitting your work.
- If you work ahead, your facilitator will grade that work within one week of submission. You should always contact your facilitator directly if you have questions about an assignment, grade or if the grade has not posted.

Absences

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- If there is an illness or event that will interfere with your coursework, you need to contact your facilitator immediately.
- See Attendance *page 10*.
- Extensions will not be granted beyond the grading periods unless it is written in a student's 504 or IEP.

The Role of Parents

- Parents/guardians will play an essential role in student success in the JCVA.
- Parents will have access to student grades via Parent Portal and should use this as a method of monitoring student progress.
- Develop a working schedule for your learner to follow daily
- Monitor your learner's progress on completing assignments and attendance per course
- Parents should receive email communications from facilitators on a monthly basis, so it is important to provide a working email address to facilitators
- Communicate with your learner's facilitator if the student is off target to help get the student back on target
- Ensure your student attends the JCVA Lab if he/she is failing a core subject (math, science, SS or ELA) Encourage students to attend *Support Cafe* to stay on target or ahead

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Questions and Answers

1. **Q** Can my son/daughter participate in Marching Band?

A Yes, but the student must meet the same eligibility requirements as other marching band students. Additionally, students will be required to attend a face-to-face (f2f) course on the high school campus and participate in marching band practices. The same applies to athletics; students must meet the GA High School Association (GHSA) eligibility requirements. Students may participate in non-competitive clubs without attending a f2f class.

2. **Q** Is my student allowed to ride the bus to campus for a class or for testing?

A Yes, JCVA students may use the *Jasper County Charter System's* transportation during the school year. However, the bus schedule will not change to accommodate students during testing; therefore, parents will need to make arrangements to bring and pick up students for each testing session.

If a student is participating in the lab, a registration form must be completed w/ the registrar before transporting will begin.

3. **Q** Will JCVA students be recognized for the honor roll program?

A Yes.

4. **Q** Are students - who do not live in Jasper County - allowed to attend JCVA?

A Presently, no.

5. **Q** Is there a percentage completion requirement for students to be able to take EOCs or Ga Milestones for 9th – 12th graders?

A No, if a student is enrolled in a course requiring an EOC, the student must take the test or Ga Milestones.

6. **Q** Do students have a year to complete a credit recovery course?

A No, students have one semester to complete a credit recovery course.

7. **Q** What happens if my student does not complete a course by the end of the semester?

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A Students must recover the course(s) during the summer for a tuition fee.

8. **Q** Is there a cost for credit recovery during the school year?

A No, but there is a charge during the summer.

9. **Q**. If my student does not like the virtual academy, could he/she return to the base school before the end of the school year?

A. No, (if student is eligible - discipline and meets the Exit Criteria) he/she may return to the base school the following fall.

Lab Expectations

Jasper County Virtual School

Mission: The Jasper County Charter System will provide superior and innovative learning experiences to prepare every student for life beyond school.

Vision: The vision of the Jasper County Charter System is to provide dedicated staff and supportive learning environments to inspire and motivate every student to achieve individual success.

Virtual schooling... Distance learning... Online education...

No matter what we call it, there is a growing national trend in public school districts to provide an online alternative to the brick and mortar classroom for Pre-K through 12th Grade students. Why? Because now more than ever, parents and students are seeking academic alternatives, and there are more and more solutions from which they can choose.

By offering virtual school options to families, innovative public school districts seek to:

- Provide a complete set of academic options to students and families.
- Provide students a high-level of educational flexibility, enabling them to work in a self-paced, individualized, and engaging environment.
- Prepare students to be college- and career-ready in a global society.
- Allow faculty to provide ground-breaking instruction through new tools and techniques.
- Keep students who are seeking alternatives from leaving their district.

JCVA Lab Expectations

JCMS, JCHS and JCVA students are held to the same behavioral standards described in the JCMS and JCHS handbook and the JCSS handbook. It is our belief that JCVA students want a safe and orderly learning environment. Students are expected to:

- Maximize learning opportunities and help create a school environment that is pleasant and safe for all.
- Behave appropriately.
- Be awake, alert, and on task.
- Follow directions.
- Have necessary materials. Be prepared to participate in the learning process. (paper, pencil, headphones)

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Arrival

All JCVA students will report directly to the JCVA lab when arriving on campus. JCVAMS students taking classes on campus should remain in the lab until dismissed. Students taking classes on the middle school campus should then check in w/ the Check-in/Check-out office. JCVAMS students should return to the lab to sign out prior to leaving campus. JCVA students are not permitted on the JCMS campus without permission.

Dress Code

Students are expected to dress appropriately while in the lab. General appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal cleanliness, neatness and workplace standards of dress and appearance. When questionable, the school administrator will make the final determination of whether a student's attire or appearance is in conflict with school guidelines. The guidelines include, but are not limited to the following:

- Garments should not have holes above the knees.
- Undergarments should not be visible.
- No flip flops.
- Midriff should not be exposed.
- Dresses and shirts should be appropriate length.
- Leggings MAY be worn with items that meet the required fingertip length.

**The administration shall have the authority to interpret dress code and make case by case determinations for appropriateness of dress which is not covered in this policy.*

Students in violation of the dress code may be asked to:

- turn clothing inside-out to hide inappropriate images/text;
- tie a belt of some type around pants if they fit inappropriately
- change into alternate clothing provided by the school; or
- contact parents/return home for a change of clothes

Academic Honesty

JCCS's tradition of excellence requires an academic environment that is free from all forms of academic dishonesty. Students must meet academic challenges with honest, individual effort. Students earn respect for themselves and their academic work by demonstrating integrity in its completion and ethical conduct concerning their own and others' work. In **all** work submitted for academic credit, students are expected to represent themselves honestly. No form of student work is exempt from this policy. **Cheating** (getting or giving

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unauthorized help on an assignment, quiz, or test) and **plagiarism** (submitting work as you own that is someone else's) are forms of academic misconduct with expected disciplinary consequences depending on the severity of the incident. Students caught cheating will receive a zero (0) for that assignment or exam and parents will be notified. The incident will be reported to the administration for disciplinary consequences. Disciplinary action may include, but is not limited to, requiring students to take all future quizzes, tests and exams under direct supervision in the JCVA lab. Additional disciplinary actions may include suspension of student account and removal from JCVA. **Students guilty of cheating may forfeit any academic honors during the school year and be removed from the JCVA program.**

Technology Use Guidelines

Please refer to the Technology Use Guidelines contained in the Student Handbook. Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Jasper County Board of Education's Acceptable Use policy may be subject to revocation of these privileges and disciplinary action.

Bring Your Own Device

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not *have a right* to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. More specific information is contained within the Student Handbook. For example, the technology may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.

Cell Phones

The use of cellular phones or other communication devices during the school day is prohibited, unless permission is given by a teacher for instructional purposes. Students displaying or using their cellular devices for non-instructional purposes will be asked to turn off and put away their device. Failure or refusal to follow this policy is considered as defiance, which is covered in the Code of Conduct, and may result in a discipline consequence.

Drug Free School Zone

The Jasper County Board of Education recognized the serious detrimental effect that use/abuse of illegal drugs and alcohol has on the entire community and especially on young people.....In accordance with this belief all Jasper County schools are designated DRUG AND ALCOHOL FREE ZONES. The possession, transmittal, handling, use, distribution or being under the influence of any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on any school campus is strictly prohibited. Violation of this policy will result in as severe consequences as School Board policy and criminal law will permit. This

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policy applies to all students and adults who may be on a public school campus in Jasper County at any time or off school grounds at any school activity, function or event, on the school bus or any other vehicle transporting students to or from school activity.

Tobacco/Electronic Cigarettes

Intentional possession, use, or distribution of tobacco in any form or electronic cigarettes on school property, at a school related function/event, or on a school bus is not permitted and may result in disciplinary action.

My student and I have read, understand and agree he/she will abide by the *Jasper County Virtual Academy's* lab rules and procedures.

Student:

Parent:

Lab Facilitator:

Date: