

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

VIRTUAL SCHOOLS

4.90

This Policy Statement and Student Contract combine the ACCESS Distance Learning Policy and additional requirements of Daleville City Schools. The Virtual Program will be available for all students who meet the requirements, including students with disabilities. 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 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.

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Daleville City Virtual Program students must take all unit tests, course examinations, and Alabama mandated assessments in an environment proctored by Daleville City Virtual School staff. Students are responsible for the following:

- Completing unit tests and course examinations in the proctored environment without the use of study aids or computer helps unless so allowed by the online teacher.**
- Provide reliable transportation to and from the testing site(s) designated by the Daleville City Virtual Program staff.**
- Verify the proctor records the student’s test title, assigning teacher, test date, start time, and end time.**

Scores earned on tests or exams not taken at approved testing site with a proctor are subject to invalidation and review by the Daleville City School Academic Integrity Committee. Additionally, 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 Daleville City Virtual Program.

Student’s Signature _____ **Date** _____

Parent Signature _____ **Date** _____

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Daleville City Virtual Program
626 North Daleville Avenue Daleville, AL 36322
Phone: 334-598-4461 Fax: 334-598-3850

STUDENT INFORMATION

Last Name: _____ First Name: _____ MI: _____

2016-17 Grade Level: _____ Base School Name: _____

E-Mail: _____ Phone: _____

PARENT INFORMATION

Last Name: _____ First Name: _____ MI: _____

E-Mail: _____ Phone: _____

STUDENT QUESTIONS

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1. Why are you interested in attending a virtual program?

 2. Virtual learning, as opposed to traditional classroom learning, requires self-organization, self-discipline, and self-motivation. Describe your plan for becoming a successful distance learner. (Items to address may include: Daily schedule, academic assistance, studies habits, learning strategies, social interaction, transportation to test sites, etc.)

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Daleville City Virtual Program

Daleville City Schools

Student Benefits, Expectations, and Requirements

Virtual program offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

BENEFITS

- **Instruction from Alabama-certified teachers.**
- **No tuition and minimal fees.**
- **Accredited diploma upon satisfying all requirements for graduation.**
- **Flexibility and personalized learning experiences.**
- **Individualized academic and career preparation plan.**
- **Self-pacing and opportunity for accelerated advancement.**
- **Early graduation option unto meeting eligibility criteria.**
- **Flexibility to pursue interests intensively.**

EXPECTATIONS

- **Technology**
 - **Participant must provide their own computer and internet access.**
- **Attendance**
 - **Adhere to the Daleville City Schools attendance policy.**

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- **Attend class daily in accordance with Daleville City School Calendar. Attendance requirement is satisfied by logging into ACCESS courses daily.**
- **Course Progress**
 - **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 progress and finish courses early.**
 - **Students who fall behind comparable course progress will be subject to Academic Probation.**
- **Academic Probation (Intervention Strategy)**
 - **Through mid-quarter and quarterly grade monitoring, students are expected to maintain a 60% overall average in their courses. When students fall below this overall average, they will be placed on Academic Probation which requires the following:**
 - **Attendance will be taken.**
 - **Student and parents must meet with school principal and counselor.**
 - **Weekly grade counseling Daleville City Virtual Program Staff.**
 - **Students remain on Academic Probation until the next grading monitoring, approximately four and a half weeks later.**
 - **Students who do not achieve an average at or above 60% at the next grade monitoring will be re-enrolled at their base school.**

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- **Proctored Examinations**
 - **All test, exams, and Alabama mandated tests must be taken in the presence of a proctor at the Daleville City Virtual Program. Students are responsible for scheduling testing appointments with the Daleville City Virtual Program Staff.**
- **Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidations and review by the Daleville City Virtual School Academic Integrity Committee.**
- **Students must provide their own transportation to the testing site.**

MINIMUM REQUIREMENTS TO PARTICIPATE

- **Reside in the Daleville City School District**
- **Maintain consistent, daily access to the Internet**
- **To enroll, student must have a minimum of 2.0 GPA**
- **Must maintain minimum overall GPA of 2.0 in courses taken during the current academic year to remain enrolled.**
- **Accumulate no more than 5 unexcused, full-day absences during the current year.**
- **Maintain appropriate course progression as by the completion of weekly assignments, quizzes, and/or tests.**
- **Adhere to the Academic Integrity Contract.**
- **Remain in good standing as a student of the Daleville City Virtual School.**
- **Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Daleville City Virtual School.**
- **Grade Level must be the equivalent of the 9th Grade Cohort.**

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I understand that failure to comply with the above stated expectations and minimum requirements could result in removal from the Daleville City Virtual Program. Removal from the Daleville City Virtual Program can occur at any time during the year. Students who are removed from the Virtual City Virtual Program and who are granted enrollment at their base school or any other school are not guaranteed course equivalents in the traditional, face-to-face format.

Student _____ **Date** _____
Parent _____ **Date** _____

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: July 20, 2016
REVISION DATE(S): _____
FORMERLY: New