

Clear Access

CCISD Virtual Learning Student Handbook



Welcome to CCISD Clear Access! Clear Access offers students the opportunity to be a virtual learner using CCISD's curriculum taught by a content certified CCISD teacher.

Student Success in Online Coursework

Student success in online courses is dependent upon the amount of time and attention the student gives to each assignment or assessment, the student's study skills, and the student's experiences brought to the course. Clear Access encourages students to give each assessment their best effort, seek assistance from their teacher regarding course content, seek technical support regarding technical problems, and contact the CCISD Clear Access office for other needs or questions.

Clear Access Procedures

The following procedures have been developed with student success in mind. Adherence to these procedures will be expected and consequences enforced.

- Communication between the student and the teacher will be through a combination of e-mail and Canvas messaging. Upon enrolling in the course, the student will receive a welcome and introduction email from his/her teacher. It is important that the student reads and follows the instructions carefully to ensure success.
- Teachers will respond to e-mail within 72 hours (48 hours during summer semester). Teachers will communicate with their students to give them prior notice of when they will be unavailable.
- Students are expected to log into Canvas no less than once every 24-hour period to keep up with class assignments and teacher communication. Contact from the teacher will be made if the student is not logging in as recommended.
- Parental support and supervision will ensure student success. Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The students can obtain their status at any point by accessing the online grade center in the course.
- Parents will be contacted by the teacher, a home campus administrator, or Clear Access office if the student is falling behind or struggling in the online environment.

Course Calendar/Pacing

A course pacing guide will be provided for the course.

- The student should log into their class on the first day of the session.
- This is a partially self-paced course. The teacher will provide checkpoints for work completion and a pacing guide.
- **All class assignments will be due on the last day of the course and before final exams may be taken.**
- **Collaborative tools, such as discussion boards, will have due dates to ensure participation.**
- The final exam will be administered online during the 3 designated days for each session. Any requests for exceptions to the assigned final date must be sent in writing to both the teacher and the Clear Access office, clearaccess@ccisd.net. This email must be received no later than the beginning of the last week of the course.

Grades

Official course grades can be viewed by logging into Skyward by the student.

- Grades will usually be posted within 48 hours of completion.
- Report cards for Clear Access will be accessed online through Skyward.
- Final grades will be entered in Skyward and will show on the student transcript but will not count in the GPA.

Support/Help

The student should contact the teacher first regarding any content or course issues.

For technical issues regarding a CCISD device, the student should contact the teacher, TopDesk through the SSO portal, and/or the Clear Access office.

- Clear Access Support – clearaccess@ccisd.net, 281-284-1550
- Technology Help Desk Support
 - Log into the Single Sign-On Portal (using your student username and password) and select "TopDesk Self-Service" to submit a support ticket. Your request will be routed to a CCISD technician that will contact you via your student email to provide remote support.

Important Information and Guidelines

Access to the technology utilized by CCISD Clear Access's courses imposes certain responsibilities and obligations. Appropriate use is always ethical, honest and demonstrates respect for:

- copyright laws, physical and intellectual property
- system security protocols
- individuals' rights to privacy
- freedom from intimidation harassment, and unwarranted annoyance.
- Course grades will be entered in Skyward and will show on the student transcript but will not count in the GPA.

Academic Integrity and Dishonesty

Clear Access follows the rules for Academic Dishonesty, the CCISD Honor Code, and the Responsible Use Guidelines found in the CCISD Student Handbook and Grading Guidelines.

Student Handbook: (<https://www.ccisd.net/policy>)

Instructional Grading Guidelines: (<https://www.ccisd.net/policy>)

Academic Dishonesty

Academic dishonesty as defined in the Clear Creek ISD Policy (EIA):

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Behaviors defined as academic dishonesty:

- Giving or receiving information, looking at someone else's work, or allowing someone else to see one's work during an exam, test, or quiz.
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes during an exam.
- Taking an exam, producing a project, paper, or assignment for another student, or asking someone to take an exam or produce a project, paper, or assignment for an individual.
- Copying work assigned to be done independently or letting others copy one's work.
- Plagiarism - any misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

If an offense occurs, the teacher will notify the student by e-mail and a phone call that their parents and campus administration will be informed of the infraction.

- District policy will be followed regarding the assignment grade.
- If further offenses occur or if the incident is deemed severe, the student will be removed from the course.
- No refunds will be given for tuition if a student is removed for academic dishonesty.

Technology Use

- Students are to use technology and the CCISD LMS in a respectful and appropriate manner.
- Students will not use the CCISD LMS for financial gain or for any commercial or illegal activity.
- Students will follow rules written and unwritten, pertaining to Internet etiquette and communicate respectfully to all people.
- Students will not attempt to bypass security protocols on servers or workstations.
- Students will not copy information from posts in the course onto another site like a social networking site.
- Students are expected to follow all guidelines found in the Technology Responsible Use Guidelines and the Student Handbook. (<https://www.ccisd.net/student-devices>)

Respect Individuals' Freedom

- Students will protect the privacy of their classmates.
- Students will not publish any names, passwords, e-mail addresses, or other information pertaining to other students.
- Students understand that CCISD Clear Access courses require the use of e-mail and newsgroups as a means of communication and learning.
- Students will respect technology as a means of instruction.
- Students will not use their e-mail account to harass people who use the Internet, including other CCISD Clear Access students.
- All communication in the course will be respectful and productive, not slanderous, or hurtful. CCISD discipline procedures for bullying or slander will be implemented if slander or bullying has taken place.

Student Services

Special education services are provided to students enrolled in Clear Access courses. However, due to the delivery and nature of online coursework, only certain allowable accommodations can be met. If this is a concern, please call the Clear Access Office for further clarification.

Discipline Issues

Discipline issues will be handled by the home campus administrator. Online infractions will be treated the same as an incident would be treated in a traditional classroom.

Counseling Services

Counseling services will be provided by the home campus counseling staff. If the course is during the summer, please contact the Clear Access Office.

Questions or Concerns

Any concerns regarding online courses should be directed to the Clear Access Office, clearaccess@ccisd.net .

By enrolling in this course, students accept the terms of this handbook and acknowledge and hold CCISD Clear Access harmless for any injury or offense that may be suffered by accessing information on the Internet. Students who violate any part of the expectations set forth in this handbook or engage in any other activity which school authorities consider inappropriate will be subject to disciplinary action consistent with CCISD Grading and Reporting Procedures, CCISD Student Code of Conduct and the Student Handbook.