



CGHS Virtual Campus Policies

Attendance Procedures:

While virtual school provides flexibility within the learning environment, students must maintain basic expectations of student attendance and performance.

- Logging and making weekly visible progress in your Canvas courses by completing all assignments within the modules for the week.
- Students can complete work ahead of the given week's work as allowed by the classroom teacher.
- If synchronous classes are available, live attendance and participation is required.
- Students should plan to complete an estimate of four to five hours daily of effective school work or roughly 20 hours of course work per week.
- All coursework must be completed by the end of the semester for transcription of grades.

Attendance Reporting:

If your student will be absent in such a nature that it prevents them from completing their weekly modules, please report their absence through Skyward. Communication with virtual school teachers and the virtual school counselor is also recommended.

1. **Academic Warning:** Students violating the attendance policy will be contacted by CGHS's designee and will receive an academic warning. The meeting will review and detail specific attendance requirements and expectations.
2. **Academic Probation:** If continued absences/lack of progress occur, CGHS will develop an attendance plan for the virtual student. This collaborative meeting will create an attendance plan to help the student remain in good standing and achieve successful outcomes and compliance. This meeting will discuss the potential removal of the student from the virtual school if attendance/progress in courses does not meet requirements.
3. **Removal and Return-to-School:** A student who has received an Academic Warning and, consequently, placed on Academic Probation, and does not adhere to the



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attendance plan put in place, will be ordered to return to their home school at the start of the next semester per IC 20-19-9-5 Withdrawal of Habitual Truants:

Sec. 5. A school corporation that operates a virtual education program must require that if a student who attends a school corporation's virtual education program accumulates the number of unexcused absences sufficient to result in the student's classification as a habitual truant (as described in IC

20-20-8-8(a)(17)), the student must be withdrawn from enrollment in the school corporation's virtual education program.

Clubs and Events:

With administrative approval, a student in good standing may participate in **after school** clubs and activities. Virtual students are prohibited from participating in IHSA sports, music programs, and other co-curricular activities.

Dress Code:

Virtual students will follow CGHS dress code guidelines while on camera, in class presentations, in videos, and when attending CGHS in person for testing. Student attire and appearance should not cause a disruption to the learning environment. Students must refrain from clothing that has lewd, profane, obscene, vulgar, and/or gang-related content. Additionally, tobacco, alcohol, and drug slogans/designs are prohibited.

CGHS online staff members may address appearance and dress. Students may be asked to change any item of clothing that violates CGHS policy. Continued violations may result in disciplinary actions or the removal from the virtual program.

State Testing:

Onsite testing is required (PSAT, SAT, Biology iLearn, WIDA). Parents/Guardians are responsible for transportation.



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Final Exam Policy:

Onsite testing may be required for specific courses. Additionally, specific courses may require the final exam to be passed to earn credit for the course. Details will be provided by the instructor at the start of the course.

Academic Dishonesty:

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Cheating also includes communication by any means, including verbally, electronically, gesturing, etc. during times when it could be a method of cheating as defined above. Attempts to cheat or plagiarize may result in similar consequences as actual cheating and plagiarizing. **NO CONSIDERATION IS GIVEN TO SIZE OR POINT VALUE OF ASSIGNMENT.**

Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. **NO CONSIDERATION IS GIVEN TO SIZE OR POINT VALUE OF ASSIGNMENT.**

Artificial Intelligence Responsibility and Ethical Use Guidelines for Students

Introduction: Our school system recognizes that AI is a tool that can help us achieve our educational goals and responsible use of AI will vary depending on the context, such as the classroom activity or assignment. **Students may not use AI to violate school rules or district policies.** Teachers will clarify if, when, and how AI tools will be used. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without



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permission of a teacher or administrator is strictly prohibited and constitutes cheating or plagiarism.

Artificial Intelligence is part of the current and future technology landscape. As such, it is important to understand how to use these tools responsibly and ethically. This is a guide to responsible and ethical use for students.

Avoid Discrimination and Bias:

- Recognize biases: Be aware that AI systems may carry biases based on the data they are trained on and may have inaccuracies. Avoid using AI to perpetuate discriminatory behavior or stereotypes.
- Challenge unfair outcomes: If you notice biased or unfair outcomes from AI systems, report them to your teacher or staff member for review and corrective action.

Critical Thinking and Validation:

- Verify information: Be skeptical of information generated by AI systems and validate it through multiple sources.
- Question results: Analyze and question the results provided by AI systems to ensure their accuracy and reliability.
- Exercise critical thinking: Use AI outputs as a starting point for investigation, analysis, and critical thinking rather than relying solely on their conclusions.

Responsible Use of AI Tools:

- Understand limitations: Recognize the limitations of AI systems and avoid relying solely on their recommendations or decisions.
- Use AI as a tool: Utilize AI technologies as a tool to enhance your learning and problem-solving abilities, rather than replacing your own critical thinking and creativity.
- Be accountable: Take responsibility for your actions and decisions made with the assistance of AI systems.
 - Citations: Any AI-generated content in assignments, must be cited. Its use must be disclosed and explained.

Respect for Privacy and Consent:

- Obtain permission: Seek permission before using AI technologies that involve data collection or sharing.



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- **Protect personal information:** Avoid sharing sensitive personal information while interacting with AI systems or platforms. This includes but is not limited to HIPAA, FERPA, IDEA, or any other identifiable information.

Online Etiquette and Cybersecurity:

- **Be respectful:** Treat AI systems and virtual agents (chatbot) with respect and use appropriate language and behavior when interacting with them.
- **Protect yourself and others:** Avoid sharing harmful or misleading content generated by AI systems and report any abusive or inappropriate use of AI technologies to your teacher or staff member.

Digital Well-being:

- **Balance screen time:** Maintain a healthy balance between AI technology usage and other activities, ensuring your overall well-being.
- **Take breaks:** Regularly take breaks from AI technologies to engage in offline activities, socialize, and exercise.

Report Issues:

- **Report misuse:** Report any instances of AI technology misuse, unethical behavior, or harmful content to your teacher, parents, or a trusted adult.

1st Offense (per course)– Student may fail the assignment/assessment – The teacher will handle the discipline and report the incident to the virtual academy administrator and the parents.

2nd Offense (per course)– Student will receive a zero for the assignment/assessment. A meeting with the virtual academy administrator is required.

3rd Offense (per course) – Student will fail the course and this will result in loss of credit for the semester. A meeting with the virtual academy administrator is required.

4th offense + (cumulative)– Continued offenses may result in the removal from the virtual program. A meeting with the virtual academy administrator is required.



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Entrance/Exit/Transition

Students who wish to enter the CGHS virtual school must complete an application during the application window. ***If accepted***, the following guidelines apply:

- Enrollment indicates a semester commitment.
- Students will be required to complete virtual school onboarding.
- Continuation in the virtual school will be based on academic performance, successful attendance, and compliance of expectations.

Technology Requirements

CGHS will provide all virtual students with a chromebook or iPad. Students must have access to stable internet connection.

Students will comply with CGHS Acceptable Use Policy.

Graduation Requirements

Students in the virtual school will have the opportunity to earn the Indiana High School Base Diploma (CGHS will NOT offer seals in the virtual academy). Students in the graduating classes of 2026, 2027, and 2028 will work toward their Core 40. Course offerings are limited to those that CGHS provides. Click [HERE](#) for more information.

Central 9 Career Center

CGVC students accepted into C9 may attend. Students must provide their own transportation.

Final Note:

Students are responsible for upholding all CGHS Student Handbook policies/rules. Violations may result in disciplinary action and removal from the virtual school.



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Student, Family and Staff Expectations

Student Expectations:

Academic Standards:

- Complete all assignments individually; no sharing or tutor completion of assignments. AI use is also prohibited.
- Collaborate with others only if pre-approved by the teacher.
- Keep discussion posts and peer interactions respectful and academic.

Daily Routine:

- Check Center Grove student email, announcements, and messages in Canvas every weekday (Monday - Friday).
- Check Skyward for grades on a weekly basis.
- Reply to Canvas emails and messages within 24-48 hours.
- Watch all recorded lessons and tutorials provided.
- Stay on pace with instructor-set checkmarks and deadlines.
- Maintain school supplies to keep notes for each class.
- Attend office hours as requested and/or needed.
- Reach out to Center Grove staff when support is needed and advocate for help with any academic or tech challenges.

Testing Protocol:

- No cell phone use during testing.
- Students may only use approved materials for testing purposes.
- Onsite testing is required for state-wide testing and may be required for final exams.

Successful Onboarding:

- Complete all required onboarding sessions.
- Attend virtual campus orientation sessions, which may include in person sessions.



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Family Expectations:

Study Environment:

- Ensure reliable Wi-Fi and technology access for student(s) every school day.
- Provide a safe, secure, and distraction-free study area for students.
- Supervise the student's work to ensure attendance and participation are maintained.

Communication with School:

- Stay in close communication with Center Grove staff regarding the student's academic progress.
- Reach out to the virtual campus counselor regarding extended absences.

Assessment Attendance:

- Ensure that students are available for required in-person local and state assessments.

Successful Onboarding:

- Participate in student orientation (in person) and complete all onboarding requirements.
- Be a Canvas observer.

Staff Expectations

Academic Standards:

- Create a clear, accessible pacing guide to help students, parents, and administrators understand expected progress.
- Host weekly office hours via Zoom to support students.



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Communication:

- Respond to student/parent messages within 24-48 hours (Monday-Friday)
- Routinely communicate academic performance to families through Skyward, email, and/or phone call.

++ Please note this document is subject to change.