Madison County Virtual Academy



2026-2027
Student Handbook

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https://www.mcssk12.org/MadisonCountyVirtualAcademy

Follow us on @MadisonCountyVirtualAcademy

Mission Statement

To equip students with exceptional character, knowledge, integrity, and skills to thrive in an ever-changing world.

Vision

To be a program that offers flexibility and opportunity to excel with virtual learning while providing the support offered in both a non-traditional and traditional setting.

Non-Discrimination Statement

The Madison County School District does not discriminate in admission, treatment, or access to programs or activities on the basis of race, religious preference, disability, age, gender, national origin, citizenship, non-English speaking ability, or homeless status. To report incidents of discrimination contact Ms. Marcia McCants at: mmccants@mcssk12.org phone: 256-852-2557 ext. 61407.

Knowledge and Observation of School Policies and Procedures

It is the students' and parents' responsibility to be familiar with this information to ensure a smooth, successful year. Madison County Virtual Academy will follow policies and procedures set forth by the Madison County Board of Education and the Alabama Code of 1975.

School-Wide Goals

- Give every student the support to master essential standards and to ensure that course work accurately reflects student achievement
- Provide equitable opportunities for our students to engage with each other both socially and academically.

ABOUT MCVA

Madison County Virtual Academy (MCVA) is a public school serving the students of the Madison County School System in grades 6-12. Our school provides an online and in person learning environment that allows students to be challenged academically, while maintaining a flexible schedule to accommodate outside interests and individual circumstances. Students have the opportunity to progress through courses with the support of highly qualified teachers who customize content, adjust instruction as needed, and monitor student progress. There is no cost to attend but students are required to provide their own computer or Chromebook, internet, and transportation to and from the lab. We offer three learning tracks.

- **Track 1 - Full Virtual** (grades 9-12) - online, open to students who **apply and are accepted, must maintain 3.0 GPA / "B" average for upcoming 9th graders.**
  Apply by clicking here
- **Track 2 - Virtual Support** (grades 6-12) - online with **required weekly google meets** (attendance will be kept for google meets),
- **Track 3 - Blended** (grades 6-12) two days a week face to face instruction, customized content.

MCVA reserves the right to change the track of a student due to poor performance and/or attendance

For the 2026-2027 school year, MCVA will utilize Schoology, with courses that align with the Alabama State Department of Education.

Extracurricular clubs and activities are available at MCVA. Students may also participate in AHSAA Sanctioned Sports, JROTC, and Band at their zoned school of residence. Students are expected to follow procedures and protocols of the zoned school when they are on other campuses. Check with the coach or teacher to determine the arrival procedures and attendance requirements.

Our teachers are in frequent communication with parents regarding student progress. Parents must provide a valid, utilized email address and a valid telephone number.

This handbook provides some general information on policies and procedures. A more detailed academic guide can be found **HERE.**

PARENT AND STUDENT RESPONSIBILITIES

Parents/guardians play a critical role in the online learning environment. Virtual students require an increased level of autonomy and self-motivation.

Parent Responsibilities:

- Routinely check student's progress through the PowerSchool Parent Portal. - Monitor progress daily to ensure that all coursework is completed on time, and that the student is logging in each day to meet the attendance requirements. Your child may need assistance with developing a schedule for themselves and setting goals. The teachers and staff at MCVA can assist with this as needed.
- Communicate frequently with your child's teacher to address any concerns. **Read and respond to all school correspondence as needed.** Let the school know as soon as possible if there is an issue that prevents the student from working at home.
- Provide transportation to and from the lab, including mandatory lab time and tests.
- Create a workspace for your child that is free from distractions. Provide a laptop or Chromebook, and an internet connection.

Student Responsibilities:

- Log in daily according to MCSS Board Policy.
- Utilize time management and organization skills to complete assignments by due dates, and manage course materials and content effectively.
- Communicate appropriately to seek help when needed. School email and messaging through the learning platform are acceptable methods of communication. Remember to use a respectful tone.
- Comply with all in-person and Google Meet requirements, including mandatory lab time, grade level meetings, and course meetings.
- Maintain a good study environment. Avoid websites and games. Silence your phone. Make sure your space is comfortable, quiet and well-lit.
- **Come in the lab to take all unit tests and state mandated assessments**. Tests can be taken at MCVA or one of our alternate testing sites. You can wait until you have more than 1 unit test to take; however, tests must be completed sequentially within and across your courses.

DAILY SCHEDULE



<table>
<tr><th colspan="6">School Hours 8:30 - 3:30</th></tr>
<tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr>
<tr><td>8:30</td><td rowspan="4">Virtual With Support Sessions</td><td rowspan="4">Blended</td><td rowspan="4">Virtual With Support Sessions</td><td rowspan="4">Blended</td><td>Teacher Meetings</td></tr>
<tr><td>9:00</td><td rowspan="8">One on One help</td></tr>
<tr><td>9:30</td></tr>
<tr><td>10:00</td></tr>
<tr><td>10:30</td><td rowspan="3">Lunch and Flex Time</td><td rowspan="3">Lunch and Flex Time</td><td rowspan="3">Lunch and Flex Time</td><td rowspan="3">Lunch and Flex Time</td></tr>
<tr><td>11:00</td></tr>
<tr><td>11:30</td></tr>
<tr><td>12:00</td><td rowspan="6">Small Group/ Individual/ Tiered Instruction</td><td rowspan="6">Small Group/ Individual/ Tiered Instruction</td><td rowspan="6">Small Group/ Individual/ Tiered Instruction</td><td rowspan="6">Small Group/ Individual/ Tiered Instruction</td></tr>
<tr><td>12:30</td></tr>
<tr><td>1:00</td></tr>
<tr><td>1:30</td></tr>
<tr><td>2:00</td></tr>
<tr><td>2:30</td></tr>
<tr><td>3:00</td><td>Lab Closed</td></tr>
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Scheduled lab time is not to exceed 3 hours. This time provides students the opportunity to meet the attendance requirement, receive additional help, or participate in study groups. During this time, subject area teachers will coordinate their schedules so that, at all times, there is a teacher available to assist students both online and in person. Teachers will schedule all appointments using google calendar (provided with your student school email account). During Blended Group time, teacher availability will be limited. Always check with your teacher for his/her availability.

Students with an IEP are required to attend a Face to Face meeting with their case manager each week to meet their IEP requirements.

SAFETY PROTOCOL

MCVA lab will follow the Madison County School System's schedule in the event of cancellations, late arrivals and early dismissals due to inclement weather. If severe weather occurs while students are on campus, checkouts will not be permitted, and students will not be allowed to leave campus until our area is all clear from any weather alerts.

SCHOOL VISITORS

Visitors are required to provide a driver's license or government ID. Each visitor's ID will be scanned through a visitor tracking system and walk through the Open Gate Monitoring System when visiting during school hours.

** ENROLLMENT **

Transfer students within MCSS Schools may only transfer into MCVA during the Summer Enrollment or at Winter Break.
For Summer Enrollment: Students must request enrollment by Friday before the First Day of School (Last Friday in July). For Winter Enrollment: Students must request enrollment by the Second Friday in December.
Seniors or students in the current graduating cohort transferring into MCVA must be on track to graduate and must have already earned a CCR.

ATTENDANCE

Students attending MCVA must meet the following attendance criteria:

1. Students must adhere to the Madison County Schools Attendance Policy
2. Students must attend class each day (as monitored by the virtual school staff) and keep up with course assignments and progression
3. Students must log in to courseware daily to document attendance according to your track
4. **Students must come into the lab when directed by virtual staff or required by your track.**

Track 1 - ***Full Virtual*** (Grades 9-12) Log into Schoology daily for attendance.
Track 2 - *Virtual Support* - Attend required google meets (twice a week) and log into Schoology daily for attendance.
Track 3 - *Blended* - Attend required in person blended days (twice a week) and log into Schoology daily for attendance.
The school system reserves the right to set specific attendance requirements for each virtual course. The superintendent or his designee is authorized to develop alternate attendance

policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action, which may include a charge of truancy, if appropriate.

Our attendance clerk is Mrs. Grove. rgrove@madison.k12.al.us

Good Standing

Students transferring into MCVA must follow all attendance procedures. Students must attend required Google Meets and/or required lab time. All State mandated tests must be taken. Students receiving special services are also required to attend MCVA in order to meet Service times. Students that are below grade level may be required to come daily for Tier III programs in Math and/or Reading. *Students not meeting adequate progress, failing courses, or not attending required meets will be mandated to attend in person at MCVA. According to the procedures set forth by MCVA, these requirements may be from three to five days a week.*

At the end of the school year, students that have multiple unexcused absences along with multiple failing grades, did not take mandated state tests, or did not follow other policies, may be withdrawn and a return to their zoned school may be mandated.

Truancy

If a parent/custodian does not explain in writing within three (3) days of a student's absence, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/custodian's written explanation. Any absence beyond the eighth for grades 6-8 or fourth per semester for high school, shall be unexcused without a doctor's note. Madison County Schools has a procedure in place for students with unexcused absences:

1st Unexcused Absence: Truancy letter sent home (This is a form letter from the Alabama State Department of Education, not MCVA)
3rd Unexcused Absence: Parent/Guardian must meet with a school administrator and the school social worker for a pre-early warning conference
7th Unexcused Absence: Violation of Compulsory Attendance notice is sent home from Madison County Schools and the district social worker will conduct a home visit to discuss attendance requirements.
10th Unexcused Absence: Meeting with central office staff and the possibility of filing a complaint with the Court against the parent/guardian for truancy.

If a student is not in good standing, in-person lab attendance counts as their daily attendance and failure to come to campus for the assigned time will result in unexcused absences.

TRANSPORTATION

Transportation to and from MCVA is not provided. Students may not arrive before **8:30 AM** and must be picked up by **3:30 PM.** Drop off is in the front under the awning. Pickup during large dismissal time, will be wrapping the car rider line around the building and picking up on the Southwest corner of the building. Students will be supervised while waiting to be picked up. Please plan accordingly to have students on campus for state and district testing, blended lab times, and/or assigned lab times for students who are not in good standing.

Student Drivers

Students who drive to campus must have a MCVA or MCCTC parking pass visible in their vehicle. In order to obtain a MCVA parking permit, students must:

- Provide their Alabama Driver's License and proof of auto insurance information
- Complete and submit the application form found HERE.
- Pay the Madison County Board of Education fee of $40.00 (exact cash or a check payable to MCVA).

Student drivers will utilize the parking lot in front of the MCVA building. Parking passes may be purchased anytime during the school year. If you withdraw, the parking permit must be surrendered.

It is considered a privilege to park on school grounds and if a student violates any driving regulations or the student code of conduct, their driving privileges may be suspended. A full explanation of the student driver/parking can be found HERE.

STUDENT CONDUCT

Rules have been established for safety reasons as well as to ensure a conducive learning environment for all students. Every student is expected to behave appropriately while on any MCSS campus and follow the MCSS Student Code of Conduct found HERE.

Student School-Wide Expectations

1. Treat teachers, support staff, and students with kindness and respect. Be polite and use good manners.
2. Demonstrate respect for our school by picking up trash and cleaning up after yourself. Keep restrooms neat and clean.
3. When students are on the MCVA campus they will remain inside the building working on their academics.

Electronic Devices

Madison County School System is not responsible for theft, loss, or damage to any personal/electronic device. Students are permitted to keep personal electronic devices in purses or backpacks. Student cell phones will be placed in a designated area during their time in the lab. School officials may read, examine, or inspect the contents of students' cell phones if they have reasonable suspicion that the device contains evidence of a violation of school rules. Cell phones can only be used if a student asks permission and is granted that permission.

Focus Act

The FOCUS Act (Freeing Our Classrooms of Unnecessary Screens for Safety Act) prohibits student use or possession of personal wireless communication devices such as cell phones, smartwatches, earbuds, and similar items during the instructional day, with limited exceptions.

Students cannot use, operate, or possess a wireless communication device during the instructional day except under the following limited circumstances:

- The use, operation, and/or possession of the device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan;
- The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel; and
- The use, operation, and/or possession occurs during an emergency threatening the life or safety of the student or another person.
- More information on the Focus Act can be found in the Student Code of Conduct

Tobacco Free Zone

Smoking and the use of all tobacco products by **anyone** is prohibited in all school buildings and on any property owned by the Board of Education or under Board control. This includes school-sponsored events held on school property. Parents and other volunteers who participate in field trips or other off campus school activities are asked to refrain from smoking and using tobacco products during such activities.

Student Dress Code

For the full MCSS Dress Code (found in the Student Code of Conduct), please click HERE.
Any student dress that is disruptive to the educational process is inappropriate and, therefore, not permissible. Students who are inappropriately dressed will be sent home for proper apparel.

Each student will be assigned a homeroom teacher who will serve as an academic advisor. This teacher will send emails and be available to answer questions regarding the learning platform, course selections, and other general information. It is the parents responsibility to regularly check their provided (in PowerSchool) email. It is the students responsibility to check their school email **daily**.

Student Grades

Grades are entered into Schoology which are entered into PowerSchool. Report Cards will be available in the PowerSchool Parent Portal in January for first semester and May for final grades. Parents have access through the PowerSchool Parent Portal to view, download and print progress reports, report cards and transcripts. For help accessing the Parent Portal, contact our registrar, Mrs. Maynard, at bmaynard@mcssk12.org.

Early Graduation

Students who have not earned the College or Career Readiness Standard (CCR) on or before July 31, 2026 will not be eligible to combine their 11th and 12th grade years (double up) or to graduate in December. Students must have taken All State Mandated Tests in order to qualify for early graduation. To apply for Early Graduation, click here

Academic Integrity

Plagiarism and cheating will not be tolerated. The work you submit should be your own. Cheating and Plagiarism will result in a referral for discipline according to the Madison County Schools Student Code of Conduct. Copying & pasting from Brainly, Quizlet, Wikipedia, etc., IS plagiarism. The work you submit is to be your own. Students caught plagiarizing will receive a 0 until the work is completed in the lab in a face to face setting.

Student Progress

Each week the teacher will monitor student progress and contact parents if their student is behind. Students behind in work or in danger of failing a class will be assigned hours to come to the lab in person from 1 to 5 days per week. Students not coming to the lab will be counted absent. Daily work will not be accepted after three weeks and 0s will be given. MCVA follows the instructional calendar for Madison County Schools. Courses and grades are cut off at the end of each nine weeks and courses are started at the beginning of each nine weeks.

- After interventions have been utilized if the student continues to struggle then a parent conference must be attended with school administration due to the severity of the at-risk situation.

- On the school system progress report dates, decisions will be made to move students from full virtual to virtual with support and from virtual with support to blended based on their performance.

RTI- Response to Intervention

Tier II Intervention: Students who fail a test or are struggling in their courses will be assigned extra time during the third hour of the Virtual with Support/Blended schedule. This additional time may be in person or via a Google Meet. Students assigned time during the third hour who do not attend will be counted absent. Below are the Tier II guidelines.

- Failed 1 test - Must meet during the third hour of Blended/Virtual with Support
    - ELA and/or History - Monday/Tuesday
    - Math and/or Science - Wednesday/Thursday
- Failed two tests in a row - Must meet during the third hour and on Fridays between 10:30 - 2:30 for a one-on-one intervention. Students may also be mandated to come 1:00 - 3:30 Monday - Thursday.

Tier III Intervention: Students who are below grade level proficiency must come to the lab 1 hour per day 5 days a week to work with instructional teachers. Students who do not attend will be counted absent. The Tier III intervention times are 1:00 - 3:30 Monday- Thursday.

Graduation Ceremony

Attendance Requirement - A student must attend their home school for the last two consecutive semesters, including the semester when the commencement (graduation ceremony) takes place.

The graduation ceremony is a privilege. Students must be in good standing with the school. In order to participate in the ceremony students must meet the following criteria:

- Must take all State Assessments as a student at MCVA
- Must have earned a College and Career Readiness Standard (CCR)
- Must complete the online FAFSA application (or the FAFSA Waiver)
- Must take the Civics test

Testing Lab

All Tests in a course must be completed at MCVA or in one of our alternate testing labs. Cell phones will not be allowed to be out in the testing lab. Cell phones must either be put away or can be given to the testing proctor which will lock it away and it will be returned at the conclusion of the test. Students may not bring personal laptops to the testing lab. Students will use a Chromebook issued by MCVA. Their screens and work will be monitored by the MCVA

staff with the help of a monitoring system. Any student found in violation of a testing policy will be given a 0. Failure to follow testing guidelines at MCVA can result in the removal from the school.

📌 MCVA lab - 8:30 - 3:30 Monday - Friday (Last entrance is 2:30)

📌 8:30 - 3:30 Wednesday only (Last entrance is 2:30)
Buckhorn Middle School, New Hope High School & Sparkman 9th Grade School

I-Ready Test

MCVA uses the district-approved online reading and math program iReady as a universal screener to identify students' needs, monitor their progress, and address specific skill deficits. Students must attend campus to complete the iReady tests under the supervision of MCVA staff. IReady tests will be administered to students during the 'Beginning-of-Year' (BOY), 'Middle-of-Year' (MOY), and 'End-of-Year' testing windows. Students required to take the iReady tests include, but are not limited to, the following:

- All Middle School Students (6th-8th)
- All Ninth-Grade Students (9th)
- Special Populations
- Tier III Students (6th-12)

MCVA staff will utilize students' iReady data and other forms of data collection to identify students needing Tier III Intervention. The level of Tier III Intervention students receive is individualized, as it is based on their needs and progress.

State Testing

All Students are required to take part in the Alabama State Testing Program. The tests and time of year can be found below

Grade Level	Test	Time of Year
6th - 8th	ACAP	Spring
10th	PreACT	Fall
11th	ACT W/Writing	Spring
12th	WorkKeys	Fall/ *Spring if needed again

SPECIAL PROGRAMS AND ADDITIONAL RESOURCES

Library Media

Our facility has a small library of printed books available for check out. Our librarian, Ms. Elliott is available to assist with checking out a book.

Field Trips

MCVA students may have opportunities for field trips. Parents or students will meet at the designated location, and all fees will be paid directly to the venue at that time.

Social Activities

In order to provide students with opportunities for social interaction, MCVA will host various activities throughout the school year.

Parent Teacher Organization (PTO)

The PTO sponsors and helps with many activities throughout the year. Parents are encouraged to join and become involved at MCVA. PTO dues for the 2026-2027 school year are $5 for individuals and $10 per family. If you are interested in being involved , please contact Mr. Holman, lholman@mcssk12.org.

Parenting Assistance Line

PAL is a service where anyone can call 1-866-962-3030 to receive useful, practical information and assistance with developmental and parenting questions and concerns. It is available 8:00am – 8:00pm (central time) Monday – Friday.
Parents in need of any other assistance can dial 211.

SAFE-2-TELL Text Tip Line

Report bullying, threats, and dangerous activities anonymously at 256-536-8355.

Suicide Hot Line

National Suicide Prevention Lifeline 1-800-273-8255.
Crisis Services Center of Huntsville dial 988.