CENTERVILLE VIRTUAL LEARNING ACADEMY
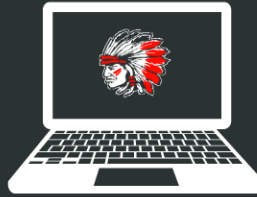
This document is subject to change.

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VISION AND MISSION STATEMENTS

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Vision: Engage in and embrace the power of *virtual* learning.

Mission: All students will learn well, become lifelong learners, and contribute positively to society.

Centerville Virtual Learning Academy Overview:

Centerville Community School District has a partnership with Edgenuity™ Instructional Services. Through this partnership, Centerville Virtual Learning Academy will join a nationwide movement to improve academic success and student outcomes by incorporating virtual learning into our curriculum. The Centerville Virtual Learning Academy believes in connection to community and school. This is why the program consists of two parts.
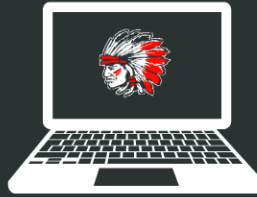
1) Connection to the RedTogether community through advisory/community virtual meetings with the student success coordinator and similar age/grade-level peers. This provides socialization, connection, social emotional learning activities, lessons in how to be successful in an online environment, and information about school activities. Students are eligible to join clubs, play sports, and participate in a variety of activities offered in Centerville Community Schools.

2) High-quality academic learning through customized Edgenuity Instructional Services to include the following:
    ● Virtual courses will utilize Edgenuity's award-winning curriculum, which meets both Common Core and state standards and is designed to fully engage and challenge students through rigorous content delivered by interactive, media-rich instruction.
    ● Highly qualified, certified virtual teachers will instruct, remediate, motivate, and proactively communicate with students.
    ● Qualified Concept Coaches will provide on-demand tutoring and engagement to ensure students' questions are addressed in a timely manner, while Edgenuity's Success Coaches will provide an additional layer of support for students who are enrolled in virtual courses full-time.
    ● New virtual K-5 program includes engaging online resources:
        ○ Videos in every module
        ○ Independent Practice
        ○ Tutorial Videos
        ○ Learning Support Tools (translation, text-to-speech, glossary and picture dictionary, screen masking)
        ○ And tangible offline resources:
            ● Worksheets in core subjects
            ● Independent Reading Assignments
            ● Science Experiments and other Project-based learning activities

Your student will be assigned a home learning coach, a student success coordinator, a virtual learning coordinator, as well as a highly-qualified teacher to ensure success. If your child receives special education services your child will also
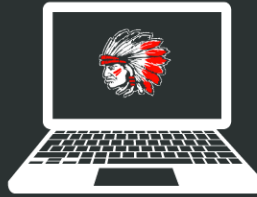
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receive assistance from a Centerville Community School District educator. You and your student will receive access to an internal communication system, where you can email your student's teacher securely. You will also receive access to a Learning Coach dashboard, where you can see your student's courses, progress, grades and teacher feedback.

The CCSD Virtual Learning Academy will hold an orientation each fall and winter (prior to the start of second semester) for students and families via Zoom to prepare them for the Virtual Academy. In addition, we will offer a "Jump Start" program one week prior to school starting to help students and families to become familiar with our virtual learning (ensure connectivity, receive school issued devices, log in information, a demo of the coursework, meet other online students, meet virtual learning team members, etc).

CONTACT INFORMATION/TECH SUPPORT

Virtual Academy Administration
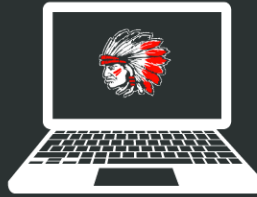
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Name	Position	Contact with questions about	Contact
Dr. Mekca Wallace-Spurgin	Director of Technology & Virtual Learning	-Virtual Curriculum -Virtual Faculty -Virtual Orientation -Assessments -Grading -Extra-Curricular activities -Graduation Credits -Returning a Student to Face to Face -Concerns K-12 -Virtual Behavior Issues	mekca.wallacespurgin@centervillek12.org
Emily Sayres Kozak	Registrar/Student Online Success Coordinator	-Virtual Academy Registration -Virtual Academy Attendance -PowerSchool -Community SEL -Individual weekly check-ins -Virtual Behavior Issues	emily.kozak@centervillek12.org

Technology Support			
Name	Position	Contact with questions about	Contact
Edgenuity Courseware Support Team	N/A	Any technical assistance needed with Edgenuity's functionality, access, etc.	Phone: 877.202.0338 CustomerSupport@Edgenuity.com
Cameron Oehler	IT Coordinator	Any issue with a school-issued device.	cameron.oehler@centervillek12.org
Emily Sayres Kozak	Registar/Student Online Success Coordinator	Any issues with PowerSchool Any technical assistance needed with Edgenuity's functionality, access, etc.	emily.kozak@centervillek12.org

Virtual Academy Staff		
Role/Content	Name	Contact
Virtual Academy Coordinator (K-12)	Mekca Wallace-Spurgin	mekca.wallacespurgin@centervillek12.org

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Student Online Success Coordinator (K-12)	Emily Sayres Kozak	emily.kozak@centervillek12.org
SPED Teacher-Elementary		
SPED Teacher-Middle School		
SPED Teacher-High School		
TAG	Taylor Wussow	taylor.wussow@centervillek12.org
English Learners	Sonja Carson	sonja.carson@centervillek12.org
Elementary School Counselor	Megan Kirkland	megan.kirkland@centervillek12.org
Secondary School Counselor	Luann Eakins	luann.eakins@centervillek12.org

District Level Support			
Name	Position	Contact with questions about	Contact
Rhonda Raskie	Curriculum Director/Special Ed. Director	-Special Education	rhonda.raskie@centervillek12.org
Julie Caraccio	ELL Coordinator	-English Language Learning support	julie.caraccio@centervillek12.org
Rich Parker	7-12 Athletic Director	-Extra-Curricular activities -Eligibility	rich.parker@centervillek12.org
Chad Koestner	Food Service Director	-School to Home Food Service	chad.koestner@centervillek12.org

SCHOOL CALENDAR

The Centerville Virtual Learning Academy will follow the Centerville Community School District Calendar for attendance purposes. This means any day that school is in session in the district students are expected to log onto the virtual curriculum and make active progress as outlined in the attendance section in order to be counted as present.

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- All no school days for the Centerville Community School District will be in effect for the Centerville Virtual Learning Academy. This includes breaks. No attendance or participation will be required on those days. See the calendar below for specific no school days. District Calendar
- *Seniors* last day this school year is May 20, 2022. All work must be completed by May 20, 2022 in order to be eligible to participate in graduation. Please pay attention to communications from the high school about graduation information, cap/gown fitting, etc.
- Centerville Community Schools follow a semester schedule.

Grading Periods	Dates
Quarter 1	August 23, 2021- October 15, 2021
Quarter 2	October 18, 2021-December 23, 2021
Semester 1	August 23, 2021-December 23, 2021
Quarter 3	January 5, 2022-March 11, 2022
Quarter 4	March 15, 2022-May 24, 2022
Semester 2	January 5, 2022-May 24, 2022

Centerville Virtual Learning Academy Orientation

The Centerville Virtual Learning Academy will hold an orientation each fall and winter (prior to the start of second semester) for students and families via Zoom to prepare them for the Virtual Academy. In addition, we will offer a "Jump Start" program one week prior to school starting to help students and families to become familiar with our virtual learning (ensure connectivity, receive school issued devices, log in information, a demo of the coursework, meet other online students, meet virtual learning team members, etc). The one week program will be meet Monday - Friday, online from 9-11:00. If you are unable to attend, the meetings will be recorded. More information will be provided closer to the date.

Grade Level Orientation-Semester 1	Grade Level Orientation-Semester 2
Elementary: **August 11, 2021 (5:30-6:00)**	Elementary: **December 7, 2021 (5:30-6:00)**
Middle School: **August 11, 2021 (6:15-6:45)**	Middle School: **December 7, 2021 (6:15-6:45)**
High School: **August 11, 2021 (7:00-7:30)**	High School: **December 7, 2021 (7:00-7:30)**

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Jump Start Program
Elementary: **August 16-19, 2021 (9:00-10:00)**
Middle School: **August 16-19, 2021 (9:00-10:00)**
High School: **August 16-19, 2021 by appointment** **During these days you will get your account set up as well as enroll in your courses. This is REQUIRED.**

SCOPE, DELIVERY, AND COURSE OFFERINGS

Centerville Virtual Learning Academy courses are available through Edgenuity, which is a virtual provider approved by the Iowa Department of Education. Edgenuity provides an elementary program that includes core courses and electives. Elementary students will be completing the four core academic areas (literacy, math, science, and social studies), PE/Health, Music, and Art (grades 2 to 5 only). Edgenuity provides a Secondary program for grades 6-12 that includes core courses, electives, Advanced Placement courses, Spanish, and Career and Technical Education courses. Centerville's Virtual Learning Academy provides everything a student needs to earn a district-approved diploma. See Virtual Learning Academy course catalog for more information.

The Centerville Virtual Learning Academy is not a stand-alone school. Each student will be officially enrolled in the Centerville Community School District and assigned to the appropriate school within the district.

Students will be eligible to be part of extra-curricular activities including athletics, clubs, or school-sponsored activities that occur outside the school day, as long as they meet all eligibility requirements.

- Centerville resident and open enrolled students may participate in all *Centerville* clubs and activities as long as they remain in good academic standing and meet all eligibility requirements. This is no limit to the number of Centerville Activities resident students may participate in.
- Open enrolled into the Centerville Virtual Learning Academy have additional requirements.
  - Open enrolled students may participate in two *resident district* activities.
    - For co-curricular activities, one semester equals one activity. Participating in vocal music 2 semesters equals 2 activities.
    - Additional activities are allowed at the discretion of the resident district.
    - Must maintain all eligibility requirements to participate.

Transportation outside of the normal bus routes will not be available.

High school juniors, seniors and some other qualified students may enroll in concurrent enrollment courses offered through local colleges/universities. However, these courses are controlled by the college and students must meet all expectations for the course in order to participate and are outside of the Virtual Learning Academy. This means if the

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college determines the courses will be instructed in the face-to-face format, the student must attend class face-to-face with the assigned instructor and meet all expectations in order to earn the college credit. Students that elect to not participate in these classes but instead take a virtual alternative course will not earn college credit for the course.

Each student will be assigned to a Centerville Virtual Learning Coordinator. The Virtual Learning Coordinator will work with the student to make sure the student has everything needed to be successful in the courses. The Virtual Learning Coordinator will be the teacher of record for students, record attendance and grades. In addition, the Virtual Learning Coordinator will lead community meetings, track progress, communicate with families, connect students to additional help, and guide them through the course. The Coordinator will also provide important information about the school such as testing dates, requirements, and locations.

The Virtual Learning Coordinator will work with students in grades 6 to 12 to ensure they are connected to CORE subject area teachers in the event they need assistance and feedback to supplement the Edgenuity courseware.
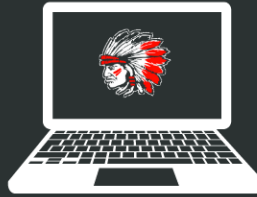
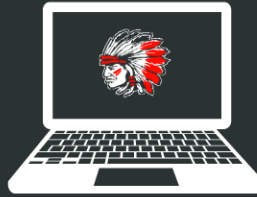| ROLES AND RESPONSIBILITIES	
Parent/Guardian	- Maintain communication with Centerville Virtual Learning Academy learning coordinator teacher(s), and student success coordinator to ensure student success. - Maintain accuracy of home address, phone number(s), and email address(es) - Create a PowerSchool Parent Portal account through the Centerville Community School District website. - Establish an acceptable environment and/or workspace for the student to be successful in a virtual format including helping the student with time management. - Assist the student in making proper contacts for any technology needs and/or issues. - For students in grades K through 5: - A responsible adult that helps the student access the content and ensures proper materials are available (Home Learning Coach).

	○ Is the main contact for the Centerville Virtual Academy Learning Coordinator assigned to the student. ○ Walk the student through lessons using the parent resources provided through the virtual content provider, ensure assignments are turned in, and proctor course assessments as directed by the Virtual Learning Coordinator and/or the virtual content provider. ● Ensure student participation in state testing and provide transportation for the student when needed. ● Help the student be successful within the parameters of academic honesty. ● Ensure that their student's work is authentic and original.
Student	● COMMUNICATE: Students are required to communicate with their Virtual Learning Coordinator, subject area teachers in a timely fashion and attend community meetings and other required lessons. Students will communicate via the Centerville Community School District issued email-NOT through the Edmentum Courseware. ● ACADEMIC HONESTY: Centerville Virtual Learning Academy requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating. Students are expected to properly cite the origin of the work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarism. The student will not have or allow another to complete their work. The student will follow the Student Code of Conduct. ● SELF-MOTIVATION: Students can direct their own learning environment and procedures to fulfill course requirements enabling them to achieve individual academic success. ● INDEPENDENT LEARNING-STYLE: Virtual courses give students the opportunity to set their own pace (within the semester timeline) for learning eliminating the stress of feeling rushed or pressured during the learning process, however, students MUST attend community meetings, individual meetings and other required lessons for attendance purposes. ● TIME MANAGEMENT SKILLS: Students can do their coursework whenever it is best for them each day, but they must set aside an adequate and realistic amount of time to complete course requirements. ● PACE: All courses have a pacing guide for modules and assignments. These guides assist the student to manage time realistically and effectively. ● PERSONAL COMMITMENT: Because this learning environment has no bells to begin and end classes, students must have a personal desire to learn and achieve knowledge and skills via virtual courses.
Director of Technology & Virtual Learning	● Schedules and facilitates parent-teacher virtual conferences. ● Communicates program level information about required state testing, scheduling, grades, conferences, etc. ● Collaborate with providers of Virtual Curriculum (vendors, grade or subject level teachers) to ensure quality content is being delivered. ● Maintain communication with Virtual Faculty ● Create and deliver Virtual Orientations ● Maintain communication regarding eligibility for participating in Extracurricular activities (7-12 students/parents/guardians, athletic director, building principals, etc)
Virtual Learning	● Serve as a learning guide in the virtual learning environment that provides support and feedback

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Coordinators	about overall and course progress. ● Takes daily attendance based on active online participation. ● Facilitates community/advisory meetings. ● Is the first point of contact for the student and family. ● Collaborate with the subject area teacher(s), student, and family to help ensure student success. ● Report final grade in PowerSchool.

Communication Procedures

District communication about the Virtual Academy will be shared via email through PowerSchool and posted on the Centerville Website, under the Virtual Learning Academy tab. Centerville Virtual Learning Coordinators will communicate to families via phone and/or email and with students with email to the school provided email and Zoom.

Parents/guardians and students are encouraged to communicate with Virtual Learning Coordinator via phone and/or email as the first line of contact with a question or concern about the program.
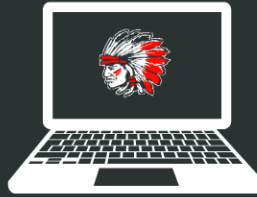
STUDENT REGISTRATION & ELIGIBILITY

The Centerville Virtual Learning Academy adheres to all school board approved district policies. These can be found on the CCSD Website.

Student Registration

- Students must be registered with Centerville Community School District through the PowerSchool registration system.
- Centerville Virtual Learning Academy application is due by the first Friday in August to participate during the 2021-2022 school year. Parent/guardian signature is required.
- Students are expected to engage in learning through the Virtual Learning Academy for the entire semester. At the end of the semester, students will have the opportunity to to return to face-to-face instruction. Each family will receive a survey at the end of the semester to determine the intent to continue in the Virtual Learning Academy for the next semester. The schedule below also encompasses the application window for students requesting to move from face-to-face to the Virtual Learning Academy.
- Book Fees will still apply to the Virtual Learning Academy and need to be paid through our website or at the administration office.
  - K-5: $25.00
  - 6-12: $35.00

In order to participate in the Virtual Learning Academy During	Semester Dates	Survey Sent to Virtual Learning Academy Families and	Survey and Application Due

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Semester		Application for New Virtual Learning Academy Student Open on the Website	
1	8/23/2021 to 12/23/21	7/12/2021	8/02/2021
2	1/05/2022 to 5/24/2022	11/29/2021	12/15/2021

Student Eligibility

Students and parents/guardians are required to sign and abide by the code of conduct linked below. Students need to complete course requirements within each nine week quarter time frame and meet attendance guidelines in order to continue in the program. Additionally, students need to participate in state testing requirements as discussed in the testing section. If a student does not attend, does not make adequate progress, or does not follow the code of conduct, contact from the Coordinator and/or Virtual Director will occur.

Students are eligible to enroll in courses based upon academic appropriateness as determined by the student, parent/guardian, school counselor, and school administrator. Students may be placed in courses in order to meet graduation/promotion requirements, acceleration needs, and/or remediation needs. Students must meet prerequisites for course enrollment. Students and families are encouraged to work with their school counselor to determine their academic plans and their eligibility for educational programs. CODE OF CONDUCT

Students are required to be considered enrolled full-time, complete graduation requirements in a timely fashion, complete courses, and accrue credit toward ontime graduation.
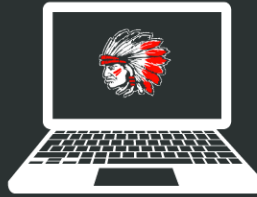
Withdrawal From the Virtual Program

Each student has the opportunity to return to face-to-face instruction at the end of the semester according to the schedule described above, under student registration. Students are also expected to meet the minimum goals below in order to remain in the program. The Centerville Community School District retains the right to remove students that do not meet the minimum goals from the Virtual Learning Academy and reassign to face-to-face instruction.

    Minimum Goals
1. Student and family adhere to the Virtual Learning Academy Handbook and complete the assurances survey (will create and link a Google Form)
2. Meets required instructional hours for attendance (see attendance section)
3. Remains in good academic standing which includes making adequate academic progress

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4. Participates in state required testing and progress monitoring even when on-site proctoring is required
5. Adheres to the Code of Conduct

MTSS-Multi-Tiered Systems of Support

MTSS is a process by which schools use data to identify academic supports for each student in order to meet their individual needs. The process provides students with targeted interventions and monitoring of progress with a focus on helping all students reach high levels of proficiency on essential Iowa Core Standards. This process takes place within universal, target, and intensive levels of instruction and support. Each of these levels provides increasingly intensive interventions based on the student's needs. The table below describes these three tiers of support in the Centerville Virtual Learning Academy.

TIER I All Student Receive	TIER II Supplemental	TIER III Intensive
Core Instruction for all students. Preventative and proactive measures.	Risk reduction. Supplemental support for some students in addition to TIER I	Intensive individualized support to a small number of students in

- ➔ Vetted virtual curriculum with built in supports such as read aloud, dictionary, language translation, guided notes, immediate feedback, frequent checks for understanding, scaffolding, and reassessment as needed
- ➔ Communication and support from Virtual Learning Coordinator multiple times a week
- ➔ Community meetings with Student Success Coordinator and other students for social skills, socialization, help with Virtual Academy curriculum, and social-emotional lessons
- ➔ Pacing suggestions, progress monitoring
- ➔ State & District Assessments
- ➔ Digital materials and school-issued Chromebook, as needed
- ➔ Instructor office hours by appointment
- ➔ Regular communication to parent/guardian/

supports.
- ➔ Individual, small group instruction from Virtual Learning Coordinator
- ➔ Help from subject area teachers through email within 24 hours weekdays and 48 hours on weekends
- ➔ Additional tasks/materials/supports
- ➔ Additional meeting times with Centerville staff
- ➔ Communication 3 to 4 times per week in addition to academic feedback
- ➔ Additional parent/guardian communication
- ➔ Connections with outside resources (SPED, ELL, TAG)
- ➔ Increased pacing help
- ➔ More personalized case management from Student Success Coordinator

addition to TIER I and II supports.
- ➔ Highly personalized pacing, content, learning targets
- ➔ Daily communication in addition to academic feedback
- ➔ Weekly parent communication and involvement, at a minimum
- ➔ Assistive technology
- ➔ Small group or 1 on 1 virtual instruction from a subject area teacher
- ➔ Other, as needed

Getting Extra Help from a NON-CORE Subject Area Teacher Process for Grades 6 to 12
1. Communicate with the Virtual Learning Coordinator for help
2. If more subject specific support is needed then the Virtual Learning Coordinator/Student Success Coordinator will connect you with a subject matter expert.

ATTENDANCE

Attendance

Good attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. While the Centerville Virtual Learning Academy is intended to provide an academic environment that promotes independent learning and greater flexibility over when and where this learning takes place, an attendance structure is required. Attendance in the Centerville Virtual Learning Academy includes working consistently in all courses through the virtual curriculum, attending scheduled community meetings, attending required CORE subject area lessons, completing course lessons and activities through Edgenuity, and making adequate progress in all enrolled

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courses. Anytime students, parents/guardians, At-Home Learning Coaches, and/or Centerville staff are concerned about a student's attendance, contact the appropriate party for a problem-solving conversation. Certain absences may be excused under this policy with communication from the parent/guardian, but students will still be expected to make up work due to an absence and complete coursework by deadlines. If your student/students will be absent (unable to complete any work) please contact Emily Sayres Kozak by email, emily.kozak@centervillek12.org or call 641-856-0601 ext. 1330.

Attendance Requirements

1. Students in the Centerville Virtual Learning Academy are required to attend scheduled community meetings with their Student Success Coordinator and similar-aged students. The meeting will include socialization, study skills, social skills, social emotional learning lessons, and instruction, as needed. Meeting schedule will be provided by the Student Success Coordinator. Non-attendance of a community meeting will result in an unexcused absence for that class for the specific day.

2. Students must login to the Centerville Virtual Learning Academy curriculum and make active progress everyday the Centerville Community School District is in session for at least 4 hours. If this participation does not occur, the student will earn an unexcused absence. Participation and active engagement will be determined each Monday for the previous week.
   a. All no school breaks experienced by face to face students will also be in place for the Centerville Virtual Learning Academy students.
   b. If the District has a snow day, you will be informed by the district and information about attendance and work completion will be shared.

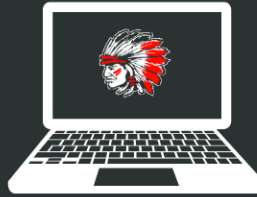3. A Typical Day: Setting a Schedule – Accelerate Learning Coaches

It is also important to note that while an online format will provide more flexibility in pace and daily/weekly work time, students will be held to the same yearly calendar as students in traditional school settings. As with students in traditional school settings, parents/guardians of virtual students are responsible for their student's virtual (online) attendance per Iowa Code. The school district will monitor student attendance and progress, provide support, and communicate concerns. Still it is the family's responsibility to make sure a student is attending regularly and making adequate academic progress as defined by district expectations. Anytime students, parents/guardians, teachers, and/or administrators are concerned about a student's attendance, they are encouraged to contact the appropriate party.

Attendance - Board Policy 501.10
Truancy - Board Policy 501.3
Students that do not meet attendance requirements will be counted absent. Communication from parent/guardian is required for excused absences. Excessive absences both excused and unexcused will result in communication from Centerville Community School District Staff. Attendance letters and truancy law will be followed according to district policy.

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GOOD ACADEMIC STANDING

A student demonstrating adequate participation (and therefore progress) in school is based on several criteria and is a combination of measures. These measures include:
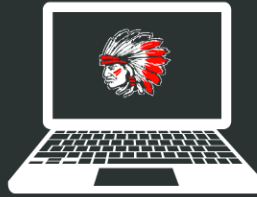
- Active engagement/participation in the courseware for at least 4 hours each school day.
- Assignment and module completion.
- Student engagement.
- Course percentage completion.
- Communication with the Teacher/Coordinator.
- Participation in both large group (community/advisory meetings, subject area class meetings, etc.) and small group (intervention meetings, extension meetings, etc.) activities.

Students are expected to submit assignments in each course every week school is in session. A student is in good academic standing based on weekly progress and work submissions as defined by course pace charts, percent complete, attending community meetings, and regular communication with the Coordinator. Therefore, even though a student may be recording the required daily logins, failure to make adequate weekly progress and/or regular communication with the Coordinator may place the student at risk of failing courses, retaking courses, not moving to the next grade-level or being removed from Centerville Virtual Learning Academy.

Failure to make adequate weekly progress places a student at risk. For both elementary and secondary students to maintain progress, the parent/guardian must ensure the following:

- Student completes assigned lessons and assessments.
- Student participates in educational activities at the required times and for the appropriate number of hours.
- Student maintains at least weekly communication with the virtual learning coordinator.
- Student attends all mandatory state testing.
- Parent/guardian has communicated with the student's virtual learning coordinator in advance if he/she needs to deviate from the regular school calendar.

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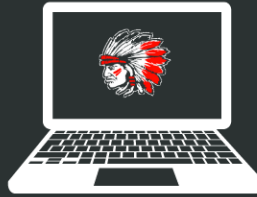## GRADING, CREDIT, & GRADE LEVEL ADVANCEMENT

Grading and Reporting

The Centerville Community School District commits to all stakeholders to provide fair, accurate, specific, and timely information regarding student progress towards agreed-upon Iowa Core or National Standards as well as feedback for next steps and growth areas. Students in the Centerville Virtual Learning Academy will receive a district report card and earn credits towards graduation at Centerville High School. **(We will add more once we have secured a vendor)**

Percentage to Letter Grade (3 - 12)	
Percentage in Edgenuity	**Letter Grade**
98% to 100%	A+
93% to 97%	A
92% to 90%	A-
88% to 89%	B+
83% to 87%	B
80 to 82%	B-
78% to 79%	C+
73% to 77%	C
70 to 72%	C-
68% to 69%	D+
63% to 67%	D
60% to 62%	D-
0% to 59%	F

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Grade-Level Advancement

Students must meet all Centerville Community School district established requirements to advance to the next grade level or to graduate with an Centerville Community School District diploma.

Grade Reports

Grade reports will be issued at the end of every semester. Parents/guardians can view the report card through the PowerSchool Parent Portal.

Questions regarding grade reports can be asked of the following:

- Virtual Learning Director
- Virtual Learning Coordinator

Parents/guardians and students are encouraged to check the parent portal of PowerSchool for ongoing updates, checking attendance, and virtual end of semester report cards. Parents are also encouraged to check the Edgenuity virtual curriculum gradebook regularly to monitor student progress.

Parent/Teacher Conferences

Families will have the opportunity to engage in parent/teacher conferences virtually with the student's Learning Coordinator. Information will be provided each quarter.
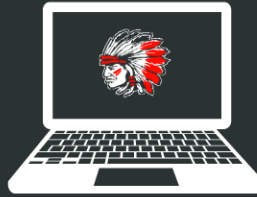
High School Grade Point Average (GPA)

All grades each semester will be calculated into students' GPAs using the same procedure as in the past and in the face-to-face option. Transcripts will look the same. Colleges want GPAs to be an accurate reflection of student learning and understanding. Grades should correlate to a student's performance on high-stakes assessments such as the Iowa Statewide Assessment of Student Progress (ISASP) or ACT.

Right to Privacy Policy

Centerville Community School District and the virtual curriculum provider respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act **(FERPA)**. This law protects the privacy of a student's education records. CCSD must have written permission from the parent/legal guardian in order to release information from that student's education record.
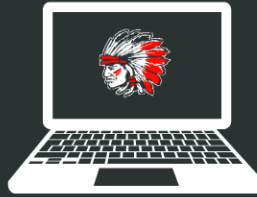
HIGH SCHOOL GRADUATION REQUIREMENTS AND PLANNING

Class Load

All students must be enrolled in six (6) full academic courses each semester to be considered full-time. Full-time status is required to participate in the Centerville Virtual Learning Academy.

CREDITS REQUIRED FOR GRADUATION

Subject	Credits Required
English	8
Science	6
Math	6
US History I and II	2
US Government	1
Behavioral Science	1
Economics	1
Financial Literacy	1
World History	1
Physical Education	4
Electives	17
Total	48

CENTERVILLE VIRTUAL LEARNING ACADEMY

STATE REQUIRED TESTING

Requirements for State Testing
All students will be required to take all mandatory testing. Students must comply with all CCSD Student Testing guidelines listed in the code of conduct.

Students are Required to Participate in the Following Assessments
- Edgenuity Courseware Assessments
- Iowa Statewide Assessment of Student Progress (ISAP) (3rd - 11th grades)
- English Language Proficiency Assessment 21 (ELPA 21) (English Language Learners)
- FAST Universal Screening Assessments (K - 8th Grades)
- FAST Progress Monitoring (K - 8, as needed)
- Dynamic Learner Maps (DLM) (Special Education Alternative Assessment)
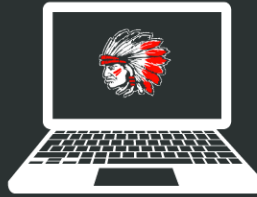
Proctoring of Assessments
Some testing may only be available in the Virtual Learning Academy school building with the student's Virtual Learning Coordinator. It is the family's responsibility to ensure that students are transported to and from the testing site according to the testing schedule.

FASTbridge Screening Assessments
Students in grades Kindergarten through 8th grade are required to take screening assessments in both reading and mathematics. This will require a scheduled time in a socially distanced face-to-face environment OR a scheduled virtual time to take the assessment with the Centerville Virtual Learning Coordinator and an At-Home Proctor depending on the grade-level of the student and family preferences.

- Grades K and 1
  - All testing needs to be administered 1 on 1 by the Centerville Virtual Learning Coordinator.
    - There will be both face-to-face and virtual time slots families can sign up for communicated by the Virtual Learning Coordinator
      - If proctored via Zoom an At-Home Proctor will help the student access the Zoom link and oversee the testing with the teacher from home.
        - This proctor will need to follow the proctor procedures at the time of testing and should be the At-Home Learning Coach for students in grades 2 to 5.
- Grades 2 to 8

- ○ Some testing may need to be administered 1 on 1 by the Centerville Virtual Learning Coordinator. Your coordinator will communicate if your student is required to test students in this way.
    - ■ There will be both face-to-face and virtual time slots families can sign up for communicated by the Virtual Learning Coordinator
        - ● If proctored virtually, an At-Home Proctor will help the student access the Zoom link and oversee the testing with the teacher from home.
            - ○ This proctor will need to follow the proctor procedures at the time of testing and should be the At-Home Learning Coach for students in grades 2 to 5.
- ○ Some testing will be administered in groups by the Centerville Virtual Learning Coordinator either face-to-face in a socially distanced environment or virtually at a scheduled time.
    - ■ Time slots for both face-to-face and virtual testing times will be communicated to families for sign up prior to the testing date.
        - ● If proctored virtually, an At-Home Proctor will help the student access the Zoom link and oversee the testing with the teacher from home.
            - ○ This proctor will need to follow the proctor procedures at the time of testing and should be the At-Home Learning Coach for students in grades 2 to 5.

The Virtual Learning Coordinator will share proctoring information with families prior to the testing window each semester.

State Required Intervention and Progress Monitoring
Students in grades K to 8 that are identified for intervention and progress monitoring through the Fast screening process are required by the state to participate in interventions and progress monitoring. These required times will be scheduled by the virtual learning coordinator.
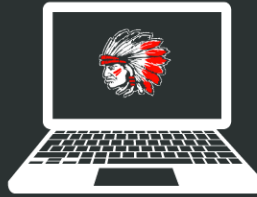
ISASP Testing
ISASP testing is the federal accountability test under the Every Student Succeeds Act (ESSA) and must be completed by all students in grades 3 to 11 in a face to face environment proctored by an Iowa licensed teacher. Virtual Learning Coordinators will provide information about testing prior to the testing window in April.

Other Testing
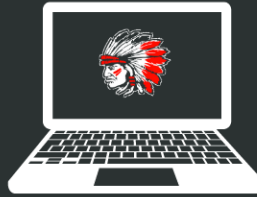
CENTERVILLE VIRTUAL LEARNING ACADEMY

All other mandated testing is required on an individual basis. If your student is required to participate, information will be provided from the virtual learning coordinator.

EQUITY, EXCEPTIONAL STUDENTS, AND ACTIVITIES

Equity Statement

It is the policy of the Centerville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Andy Hotek, Dean of Student, 641-856-0760, ext. 1202 or email: andy.hotek@centervillek12.org.

Special Education (IEPs)

Students with an Individualized Education Plan may elect to participate in the Centerville Virtual Learning Academy. An IEP meeting is necessary to set up Special Education services during virtual learning. The IEP team will determine the appropriate changes needed to the current IEP based on the individual student in a virtual learning environment. The IEP roster teacher will be in touch to set a meeting time.

Section 504 Plans

Students with a Section 504 Plan may elect to participate in the Centerville Virtual Learning Academy. Depending on the individual needs of the student, a meeting may be necessary. Please reach out to the school counselor at the attending building if you have questions about your child's plans.

English Learners

Students in our English as a Second Language program may elect to participate in the Centerville Virtual Learning Academy. The ELL teacher will be in touch to determine how to support students during the Virtual Learning.
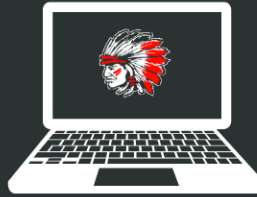
Talented and Gifted (TAG)

TAG students may elect to participate in the Centerville Virtual Learning Academy. The student and family will work with the TAG teacher to extend their education for appropriate challenge and growth.

Activities/Athletics

CENTERVILLE VIRTUAL LEARNING ACADEMY

Students enrolled in the Centerville Virtual Learning Academy may participate in extracurricular activities that occur outside of the school day. The rules for participation are the same as those of the Centerville Community School District and include being a full time student and following all eligibility requirements and codes set by the state and district. Contact the district's Athletics/Activities Director, 641-856-0813, ext. 1105 or email: rich.parker@centervillek12.org to set up participation in activities.
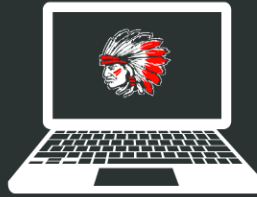
Co-curricular Activities
Students enrolled in the Centerville Virtual Learning Academy may take the following courses during the school day that are considered co-curricular.
- Band: grades 5 through 12
- Choir: grades 7 to 12
- High School: Indian Hills Community College Courses

Transportation will not be provided outside of the normal bus routes. Compliance with all health and safety protocols is expected when participating in face-to-face co-curricular courses.

CENTERVILLE VIRTUAL LEARNING ACADEMY

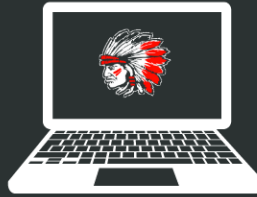## SCHOOL MEALS FOR CENTERVILLE VIRTUAL STUDENTS

Students enrolled in the Virtual Learning Academy can participate in the school lunch program for breakfast and/or lunch.

- The meals will be charged the same as if they were being served in the school.
- If you qualify for free or reduced-priced meals that will be applied. If you do not qualify for free or reduced, the meals will be charged at the regular rate.
- Meals that are ordered and not picked up, will be charged to the student's account.
- Parents will need to call (641) 856-0637 opt. 2, between 6:30 am and 8:00 am to order food service (Breakfast, Lunch, or Both).
- Parents can order meals for the day or week.
- Meals can be ordered/picked up daily.
- Pick up times: 9:30AM - 10:30AM or 12:30PM - 1:30PM

All meals will be served and picked up from Lakeview cafeteria door regardless of the age of the students. Meals will be delivered curbside to your vehicle by foodservice staff. When you arrive, please call (641) 856-0637 opt. 2.

CENTERVILLE VIRTUAL LEARNING ACADEMY

RESOURCES

The virtual curriculum provider has several resources available to help you work with your student in a virtual educational setting. See below for information about how to access those resources.

Iowa Department of Education
Iowa Code 256.42 subsection 7
Iowa Department of Education Online Learning
Open Enrolled Students and Activities

Centerville Resources (Will add links when vendor is secure)
Virtual Academy Website
Virtual Academy Course Catalog
FASTbridge Proctor Procedures (grades 2 to 8 only)
Virtual Academy FAQ
Have a question? **Submit Questions Here**
Orientation Video
Orientation Slideshow
Directions for Edgenuity Login Grades 6 to 12

Edgenuity Resources

ALL (parents/students/teachers/coaches/admins) use the same link to login: https://edm.geniussis.com/.
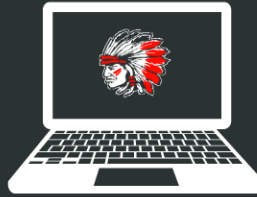
- When you click 'Logout' when in a course, it will take you back to the Calvert Learning login page (https://login.calvertlearning.com/).
- Logins will NOT work from this page.
- This is a known issue that they are trying to find a resolution for but there are some customers who still use that login page so they can't redirect all traffic to the Genius login page.

Videos for K-5 (Will add as we secure the vendor)

Videos for 6 to 12

Anti-Bullying/Harassment - Board Policy 503.7

Cyberbullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Centerville Virtual Learning Academy. Students in the Centerville Virtual Learning Academy are subject to all bullying policies, processes, and protocols.

Acceptable Use - Board Policy 605.7