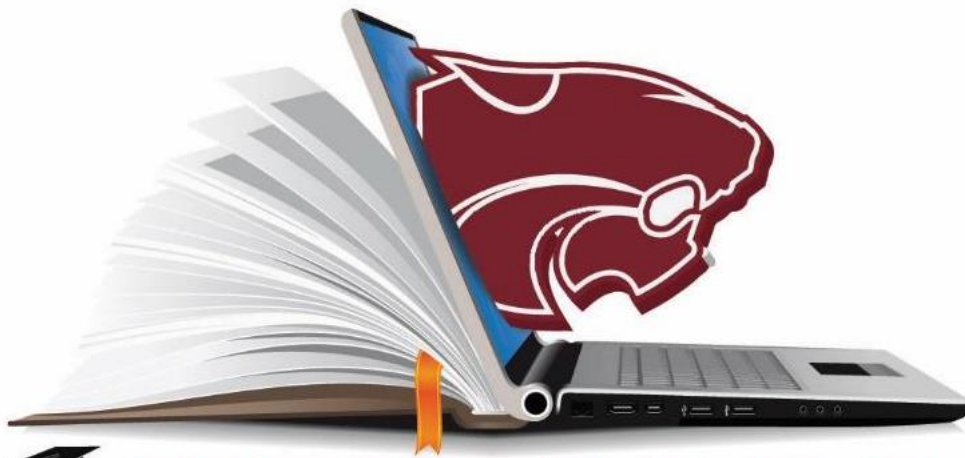


**CENTRAL COMMUNITY SCHOOL SYSTEM  
VIRTUAL ACADEMY  
K - 5 STUDENT AND FAMILY HANDBOOK**



**VIRTUAL  
ACADEMY**  
CENTRAL COMMUNITY SCHOOL SYSTEM

**10510 Joor Rd., Suite 300  
Central, LA 70818**

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**Jason Fountain Ed.D., Superintendent**

**2020 – 2021**

**K - 5 STUDENT AND FAMILY HANDBOOK**

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**Statement of Nondiscrimination**

*Central Community School System is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. Central Community School System provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, sexual orientation including gender expression or identity, or any disability. For questions or complaints of alleged discrimination, [contact the CCSS Title IX/Section 504 Coordinator](#)*

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## Introduction

This handbook provides general guidance for parents and students enrolled in Central Community School System’s Virtual Academy offerings. The CCSS K - 5 Virtual Academy is subject to the rules and regulations of the Louisiana Department of Education. The CCSS K - 5 Virtual Academy follows the Central Community School System’s academic calendar.

## Vision

The vision of Central Community School System K – 5 Virtual Academy is to provide students with a highly personal and quality instructional alternative by creating an engaging, challenging, and supportive learning environment that offers a continuous connection to learning through an online-based (with limited in-person interaction) based education.

## Mission Statement

The Central Community School System K – 5 Virtual Academy is committed to broadening the educational choices for students in a virtual setting with a rigorous, relevant, and engaging instructional environment that meets the needs of students and families.

## Overview

The CCSS K - 5 Virtual Academy provides students with a non-traditional educational option. Students receive **daily online** instruction at a specified time delivered by a CCSS certified elementary teacher. Students are also required to report to the school campus for a 1.0 – 1.5 hour visit each week. This time will be established by the teacher at the beginning of each semester. Students will be instructed using the same curriculum that is being used by students in the traditional school setting. The CCSS Pupil Progression Plan will be followed for students that are enrolled in the K-5 Virtual Academy. Parents of K-5 Virtual Academy students are expected to take an active role in their child’s learning. Parents should ensure that their children are prepared, engaged and on-task for online learning each day. Students may be withdrawn at parent request from the K-5 Virtual Academy at semester break only.

## Attendance

Students are expected to be in attendance each day for the virtual, interactive lesson. The scheduled time for lessons will be provided at the beginning of each semester. Attendance will be recorded for each virtual lesson. Attendance expectations will mirror those of students in a traditional setting.

## Grading

The Central Community School System Pupil Progression Plan will be followed for students enrolled in the K-5 Virtual Academy. Students will receive progress reports as well as report cards each nine weeks. Grading will follow the Central Community School System Grading Scale and Policies:

A = 100 – 93%	B = 92 – 85%	C = 84 – 75%	D = 74 – 67%	F = 66 – 0%
Kindergarten	E = 100 – 93%	M = 92 – 75%	P = 74 – 67%	N = 66 – 0%

## On-Campus Visits

Students must attend weekly on-campus visits. The purpose of these meetings will be for progress monitoring, participating in assessments, and providing materials and supplies needed for weekly assignments and tasks. Parents / guardians must provide transportation to and from these visits. The Virtual Academy teacher will schedule these meetings at the beginning of each semester. The duration of these meetings will be from 1.0 to 1.5 hours. They will be held at the same time each week. On-campus meetings will be conducted with approximately three or fewer students at a time. Proper health and safety guidelines will be followed during these weekly meetings. Parents will not be allowed to attend the weekly meetings.

## IEP and 504 Plans

A student with an IEP may enroll in the K-5 Virtual Learning Program if the student's IEP team agrees that such a placement is educationally appropriate. However, there are some programs and services which cannot be satisfactorily provided in a virtual setting. If the Committee recommends the placement of the student in the CCSS K -5 Virtual Academy, the student will be admitted and/or exited under the same conditions applicable to regular education students, inclusive of 504. In the event that students with disabilities are not progressing in the CCSS Virtual Academy, the IEP committee should reconvene to address the individual concerns and modify the program and/or services.

## Field Trips

K – 5 Virtual Academy students will be allowed to participate in field trips that are scheduled for students in the traditional setting. Students must meet the same expectations for field trip attendance as students that are in the traditional setting.

## **Guidelines and Expectations:**

- Students must follow district and school rules as stated in the Central Community School System Student Handbook.
- Students entering their school campus for weekly meetings must report in full approved uniform and follow the proper protocol established for entering and exiting the building.
- Transportation for weekly on-campus meetings for K-5 Virtual Academy students must be provided by parents.
- Withdrawal from the K-5 Virtual Academy can only occur at the end of a semester.
- Proper student behavior is expected during online and on-campus meetings. Should a student's behavior disrupt learning or distract others, consequences will be enforced which could include removal from the program.

## K – 5 CCSS Virtual Academy Parent or Guardian Agreement of Responsibilities

As a parent/guardian, I understand that I am an important part of my child’s learning team. As part of my child’s learning online and participating in the Virtual Academy, I agree to the following:

- Respond to, engage, and maintain communication with my child’s teacher
- Provide a reliable internet connection for daily lessons
- Ensure that my child has a quiet, structured environment to participate in daily scheduled lessons
- Ensure that my child is prepared, present, and engaged each day for scheduled lessons
- Ensure that my child **completes** daily tasks and homework
- Provide weekly transportation to and from on-campus meetings
- Reinforce proper behavior expectations while online and at on-campus meetings
- \*Pay your child’s school fee. (\*See your child’s school fee schedule for amount due.)

**Our signatures indicate that we have read and understand the K – 5 CCSS Virtual Academy Student and Family Handbook, and agree to the conditions stated within.**

Student Signature:

Print Name Here:

Date:

Parent/Guardian Signature:

Print Name Here:

Date: