

Alabaster City Schools
Virtual School Program

**Champions Virtual
Academy
Student/Parent
Handbook (revised 7/31/20)**



ALABASTER
CITY SCHOOLS

CHAMPIONS OF OUR FUTURE

10111 Hwy 119 • Alabaster, AL 35007
Phone: 205-663-8400 • Fax: 205-663-8408

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Purpose

The purpose of the Champions Virtual Academy is to provide motivated, independent learners with the resources to meet their educational needs in an online environment.

General Information

Location

Champions Virtual Academy is located at the following school sites:

Board of Education 10111 Hwy 119 Alabaster, AL 35007 205-663-8400	Creek View Elementary 8568 Hwy 17 Maylene, AL 35114 205-685-6100	Meadow View Elementary 2800 Smokey Rd Alabaster, AL 35007 205-685-4300
Thompson Intermediate 1509 Kent Dairy Rd Alabaster, AL 35007 205-685-6200	Thompson Middle 100 Warrior Dr Alabaster, AL 35007 205-685-8100	Thompson High 1921 Warrior Parkway Alabaster, AL 35007 205-685-6700

Hours of Operation

The hours of operation will be:

Monday thru Friday 7:30 AM - 3:15 PM*

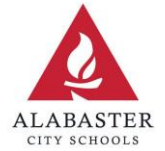
**Teachers will schedule evening office hours as needed.*

Intervention Schedule

The intervention schedule will be determined by the teacher (s) and communicated to students and parents/guardians, as needed.

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Daily/Weekly Schedule Examples

A regular routine is extremely important for a student's academic success. While families have some flexibility in the student's daily schedule, it is crucial that the routine be consistent daily. Time spent learning should be equal to that spent on a regular school day. A student's daily schedule will include time spent with teacher(s) on Google Meet as well.

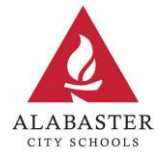
Below are examples for pacing. Please note that these are merely examples, not requirements. The important factor is allotting adequate time to ensure your child's success.

Example Elementary Student Schedule

8:00 – 8:30 AM	Organize learning space. Login to computer or device and check in with teacher for attendance.
8:30 – 8:45 AM	Review daily announcement from teacher(s) and gather necessary learning materials.
8:45 – 9:30 AM	Engage in first virtual session or video tutorial for the day's topic.
9:30 – 10:00 AM	Begin assignments.
10:00 – 10:15 AM	Take a quick stretch and snack break.
10:15 – 11:00 AM	Return to assignments. Keep working and document learning as required by teacher.
11:00 -11:15 AM	Check for any additional announcements.
11:15 AM – 12:00 PM	Lunch and movement. Take a walk. Dance. Do jumping jacks. Run. Follow an online workout routine. <i>Just move!</i>
12:00 – 1:00 PM	Return to assignments. Keep working and document learning as required by teacher.
1:00 – 1:45 PM	Engage in second virtual session or video tutorial for the day.
1:45 – 2:00 PM	Take a quick stretch and nutrition break.
2:00 – 3:00 PM	Return to assignments. Keep working and document learning as required.
3:00 PM	Summarize your learning as required by teacher. Submit your evidence online. Pat yourself on the back for a full day of virtual learning!

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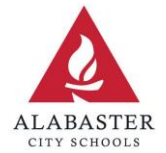


Example Middle/High Student Schedule

	History	English	Math	Lunch	Science	Elective	PE/elective
Monday	Join teacher's Google Meet	Begin working on English assignments	Join teacher's Google Meet	Lunch Work on Elective	Begin working on science assignments	Join teacher's Google Meet	Begin PE activities
Tuesday	Work on history assignments	Join teacher's Google Meet	Work on math assignments	Lunch Work on Elective	Join teacher's Google Meet	Work on elective assignments	Join teacher's Google Meet
Wednesday	Join teacher's Google Meet	Work on English assignments	Join teacher's Google Meet	Lunch Work on Elective	Work on science assignments	Join teacher's Google Meet	Complete PE activities
Thursday	Join teacher's Google Meet	Join teacher's Google Meet	Work on math assignments	Lunch Work on Elective	Join teacher's Google Meet	Work on elective assignments	Join teacher's Google Meet
Friday	Finish week's history assignments	Finish week's English assignments	Finish week's math assignments	Lunch Work on Elective	Finish week's science assignments	Finish week's elective assignments	Complete PE activities

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Testing Schedule

Students may be required to take major course assessments/student evaluations on campus with a proctor at the teacher’s discretion. Transportation is not provided; therefore, students and/or parents/guardians must arrange for reliable and safe transportation. Thompson High School licensed student drivers will be required to follow the policies and procedures in the Code of Conduct.

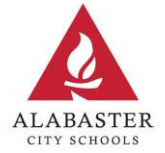
Champions Virtual Academy students may be required to take some state-mandated assessments in the local school or with a remote proctor. Below, is the testing window for the 2020-2021 school-year. Specific dates will be available at a later date and may be subject to change.

State-Mandated Assessment Testing Window

October 2020	10 th	PreACT (Thompson High School)
October 2020	12 th	ACT WorkKeys (Thompson High School)
January – March 2021	K – 12 th	ACCESS for ELLs (All School Sites)
March 2021	11 th	ACT with Writing (Thompson High School)
March - April 2021	2 nd – 8 th 10 th – 11 th	ACAP Alternate Assessment (All schools)
March - April 2021	2 nd – 8 th	ACAP Summative Assessment (Creek View Elementary, Meadow View Elementary, Thompson Intermediate, Thompson Middle)
April 2021	11 th	ACT with Writing Make-Up (Thompson High School)
April 2021	12 th	ACT WorkKeys Online Retest (Thompson High School)

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Grading Scale

The Alabaster City Schools Champions Virtual Academy will utilize the following grading scale:

NUMERIC GRADING SCALE

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

STANDARDS GRADING SCALE

S = Satisfactory Proficient
P = Partially Proficient
N = Not Proficient
Blank Space = Not Assessed

*Refer to the Alabaster City Schools Curriculum Guides for more information.

Student Attributes, Expectations, and Requirements

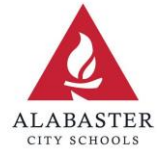
Virtual school presents students with a new format in which to learn. This new format presents altered expectations for students. Students will assume increased responsibility in time management, organization, self-direction, and self-regulation.

Attributes of Virtual Learning

- Instruction using content from Edgenuity, SchoolsPLP, and/or ACCESS with teaching, academic assistance, and tutoring from Alabaster City Schools teachers.
- Limited course selection as compared to traditional school. Counselors may guide students in choosing courses that are appropriate for their goals and ACS compatibility.
- Limited course offering may affect student ability to earn an advanced diploma. Please consult the student’s counselor for information on diploma options.
- Limited course offering may affect a student’s NCAA eligibility. Consult the student’s counselor to discuss NCAA eligibility.
- Amended IEPs and 504s to reflect accommodations and services needed for successful participation in the Champions Virtual Academy. Accommodations and services will be determined accordingly based on information obtained from general education teachers as well as special education teachers to reflect the student’s evolving needs.
- For English Learners who enroll in ACS Champions Virtual Academy, ESL teachers will work with virtual teachers on implementing accommodations and services in order for students to participate successfully in virtual learning.

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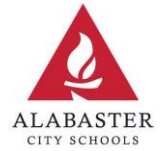
Expectations

- Commitment
 - Students will commit to attending Champions Virtual Academy for an entire nine weeks grading period.
 - If families choose for their secondary student to return to traditional school, some online courses may not transfer to those offered at the local school. The student would then need to continue online for the semester or school year in a computer lab at the local school.
 - Parents/guardians will serve as the student’s success coach and will support learning.
 - Orientation/training will be required for parents/guardians and students.
 - Fees may be required according to course selection.
- Technology
 - Parents/guardians are responsible for providing and maintaining consistent internet access.
 - Students must use a personally owned compatible computer/device.
- Attendance
 - Champions Virtual Academy students will adhere to the virtual school attendance guidelines
 - Champions Virtual Academy students will follow Alabaster City Schools calendar.
 - Champions Virtual Academy students’ attendance requirement is satisfied by logging in daily and successful completion of weekly progress goals.
- Course Progression
 - Students must maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
 - Students must pace themselves. Assignment due dates and deadlines will apply.
- Proctored Examinations
 - Students may be required to take major course assessments/student evaluations on campus with a proctor at the teacher’s discretion.
 - Champions Virtual Academy students may be required to take some state-mandated assessments in local school or with a remote proctor.
 - Students and parents/guardians must provide their own transportation to and from the testing site.

*Note: Exceptions may apply for students who are medically fragile.

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Minimum Requirements to Remain in Virtual School Program

- Reside in the city limits of Alabaster, Alabama.
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbps).
- Have access to a personally owned compatible computer/device.
- Maintain adequate progress and a 70% level of accuracy in **each** class (as applicable).
- Consistently receive “P’s” in **each** class (as applicable).
- Adhere to Champions Virtual Academy attendance guidelines.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Remain in good standing as a student of Champions Virtual Academy.

Plagiarism and Academic Dishonesty

Champions Virtual Academy will follow the Alabaster City Schools Student Code of Conduct and other school policies. Refer to Alabaster City Schools Code of Conduct for more information.

Alabaster City Virtual School students must maintain academic integrity including, but not limited to, the following: All work must reflect the student’s efforts and not be completed by another individual.

- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one’s own.**
- Students will not allow others to copy their work.
- Content from the internet or other sources will not be misused or misrepresented.

If a student fails to abide by these policies, he/she will be subject to consequences as outlined by the Code of Conduct.

Champions Virtual Academy Procedures

Attendance/Truancy

Champions Virtual Academy students' attendance requirement is satisfied by logging in daily and successfully completing weekly progress goals.

In the event of an absence, students are to provide a written excuse to Champions Virtual Academy teacher within three (3) days of a recorded absence, in accordance with the Alabaster City Schools Code of Conduct. In case of truancy (3 total days of unexcused absences), an early warning conference will be held by the Champions Virtual Academy administrator.

Dress Code

The Alabaster City Schools dress code policy is in effect for students of Champions Virtual Academy during virtual meetings or while on campus. Please refer to the Code of Conduct for detailed information on the dress code policy.

Disciplinary Infractions

For any disciplinary infractions, virtual students will be required to follow the Alabaster City Schools Code of Conduct, including due process/depositions.

Transportation

Transportation is not provided; therefore, students and/or parents/guardians must arrange for reliable and safe transportation. Thompson High School licensed student drivers will be required to follow the policies and procedures in the Code of Conduct.

Google Meet Recordings

Teachers are permitted to record video conferences via Google Meet for intervention and re-teaching purposes. These recordings will not be shared on any public platforms.

Grading in Champions Virtual Academy

Numeric Grading

In order to remain enrolled in Champions Virtual Academy, students must maintain a grade point average of 2.0 or maintain adequate progress and a 70% level of accuracy in **each** course beginning the third week of the nine weeks. Grades will be reviewed weekly by the Champions Virtual Academy teacher. Failure to maintain a grade point average of 2.0 or maintain adequate progress and a 70% level of accuracy per nine weeks in **each** course will result in the following:

- 1st week below 70% accuracy or failure to maintain adequate progress – Conference with parent/guardian and student.
- 2nd week below 70% accuracy or failure to maintain adequate progress – The student will be required to report to the Champions Virtual Academy site for a minimum of one (1) week, for monitoring. (Conference with parent/guardian and student.)
- 3rd week below 70% accuracy or failure to maintain adequate progress – The student will continue to report to the Champions Virtual Academy site for mandatory tutoring and monitoring until the end of the nine weeks. (Conference with parent/guardian and student.)
- 4th week below 70% accuracy or failure to maintain adequate progress – The student will be removed from the Champions Virtual Academy and must return to their local school at the beginning of the following nine weeks. (Conference with parent/guardian and student.)

Standards Grading

In order for a student to remain in Champions Virtual Academy, students must consistently receive P's (Partially Proficient) in **each** subject beginning the third week of the nine weeks. Grades will be reviewed weekly by the Champions Virtual Academy teacher. Failure to consistently receive P's per nine weeks in **each** subject will result in the following:

- 1st week of consistent P's – Conference with parent/guardian and student.
- 2nd week of consistent P's – The student will be required to report to the Champions Virtual Academy site for a minimum of one (1) week, for monitoring. (Conference with parent/guardian and student.)
- 3rd week of consistent P's – The student will continue to report to the Champions Virtual Academy site for mandatory tutoring and monitoring until the end of the nine weeks. (Conference with parent/guardian and student.)
- 4th week of consistent P's – The student will be removed from the Champions Virtual Academy and must return to their local school at the beginning of the following nine weeks. (Conference with parent/guardian and student.)

*Note: Exceptions may apply for medically fragile students.

Frequently Asked Questions

Q. Where is Champions Virtual Academy located?

A. Champions Virtual Academy is located at each student's local school.

Q. Who is the Champions Virtual Academy administrator?

A. Please contact the local school principal for the administrator assigned to Champions Virtual Academy.

Q. What are the enrollment criteria for Champions Virtual Academy?

A. The requirements for student enrollment are that the student:

- Reside in city limits of Alabaster, Alabama.
- Be a Pre-K through 12th grade student.
- Be on track for graduation.
- Have consistent, daily access to the internet (minimum 1.5 Mbps)
- Have access to a personally owned compatible computer/device.
- Meet all other requirements for enrollment in Alabaster City Schools.

Q. What does “On Track for Graduation” mean?

A. See the Alabaster City Schools High School Curriculum Guide for complete graduation requirements.

Q. What curriculum does the Champions Virtual Academy use?

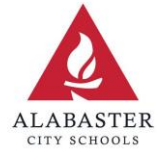
A. Champions Virtual Academy primarily uses the curriculum of Edgenuity, Schools PLP, and/or ACCESS. All course curricula are aligned to Alabama Courses of Study.

Q. Who are the teachers for Champions Virtual Academy?

A. Champions Virtual Academy utilizes Alabaster City Schools' teachers in various roles essential to student success including, but not limited to, teaching, monitoring, tutoring, small group instruction, etc.

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Q. What type of diploma does Champions Virtual Academy offer?

A. Champions Virtual Academy offers the Alabama high school diploma. Limited course offering may affect the ability to earn an advanced diploma. Please consult your student's counselor for all information regarding diploma options.

Q. Do Champions Virtual Academy students have face-to-face requirements?

A. Champions Virtual Academy students may have face-to-face obligations for orientation, state-mandated assessments, and other assessments at the teacher's discretion. Students who are struggling may be asked to temporarily attend their local school for monitoring or returning to traditional school.

Q. Is transportation provided for students to report to Champions Virtual Academy?

A. Transportation to Champions Virtual Academy will not be provided by Alabaster City Schools. Parents/Guardians will be responsible for ensuring students have transportation when required to be on campus. Thompson High School students who are licensed drivers may drive themselves to campus; however, students must follow policies and procedures outlined in the Code of Conduct.

Q. How is attendance recorded for Champions Virtual Academy students?

A. Champions Virtual Academy students' attendance requirement is satisfied by logging in daily and successfully completing weekly progress goals.

Q. How are grades recorded on the transcript for Champions Virtual Academy?

A. Grades are entered and posted into Chalkable/iNow by the Champions Virtual Academy teachers. At the end of each semester, the registrar posts the final grades to the students' transcripts and places the documentation into the students' cumulative folders.

Q. Are Champions Virtual Academy students required to take state assessments such as the ACT Pre-Assessment, ACT Plus Writing or ACT WorkKeys?

A. Champions Virtual Academy students may be required to take some state-mandated assessments in the local school or with a remote proctor.

Q. Does the Champions Virtual Academy follow the Alabaster City Schools academic calendar?

A. The Champions Virtual Academy operates in accordance with the Alabaster City Schools' academic calendar.

Q. Are Champions Virtual Academy students permitted to graduate early?

A. Students' pacing will reflect that of a traditional classroom. See the student's assigned counselor if there are questions concerning graduation.

Q. May Champions Virtual Academy students participate in extracurricular and/or athletic activities?

A. Students enrolled in Champions Virtual Academy may participate in extracurricular and athletic activities (as appropriate and feasible).

Q. Does the Champions Virtual Academy offer a summer program?

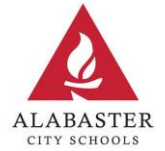
A. At the present time, Alabaster City Schools does not offer this opportunity.

Q. What types of student support is offered?

- Orientation – Preparation for online learning.
- Guidance & Counseling - Academic and guidance counseling will be available to all students.
- Virtual Teachers - The student's virtual teachers will offer support within the virtual classroom and as needed for tutoring, conferences, and assistance with the course.

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Q. What happens if my student wishes to transition back to traditional school?

A. Students may transition back to traditional school at the end of a nine weeks grading period. Contact the virtual school administrator should you wish to do so.

Q. I have more questions. How should I contact Champions Virtual Academy?

A. If you have additional questions, please contact: Dr. Amanda Wilbanks (amanda.wilbanks@acsboe.org) for secondary students or Mr. Mark Gray (mark.gray@acsboe.org) for elementary students at the listed email addresses or call 205-663-8400.