



# **Jones County Virtual Academy**

## **Handbook**

**2020-2021**

## Introduction

Jones County Virtual Academy is a program of Jones County Schools. Jones County Virtual Academy offers rigorous, state-accredited, online courses. The Jones County Board of Education maintains that face-to-face instruction remains irreplaceable; however, students today need choices and flexibility. Jones County Schools is proud to provide Jones County Virtual Academy as an option. Jones County Virtual Academy utilizes a virtual program, Odysseyware, for course delivery.

## Our Mission

The mission of Jones County Virtual Academy is to produce graduates who have the skills necessary to think analytically, communicate clearly, and perform independent tasks effectively. Jones County Virtual Academy offers students of all abilities and learning styles the flexibility to cultivate their individual talents and interests. We believe it is essential to introduce our young people to a variety of educational experiences to prepare them to live in a rapidly changing environment.

## Student Code of Conduct

Jones County Virtual Academy follows all rules and regulations of the Georgia Department of Education, Jones County Policies/Procedures, and the Jones County Student Code of Conduct.

## Personal Commitment

There are no bells to begin and end classes in an online learning environment. Students must be self-motivated and have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a personal decision and requires determination to achieve academic success.

## Registration Process

Parent/Guardian should complete the application available on our website:

[https://forms.office.com/Pages/ResponsePage.aspx?id=u5vn0GscckUK5OzFn7wWr-BS2yH04rIROjaqu\\_z8LF0ZUNUxHTE1OWFNYSVgxUTZHOVFPSIUxTjgyWi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=u5vn0GscckUK5OzFn7wWr-BS2yH04rIROjaqu_z8LF0ZUNUxHTE1OWFNYSVgxUTZHOVFPSIUxTjgyWi4u)

Families will be contacted within 10 business days to schedule a registration meeting.

Admission to Jones County Virtual Academy is contingent upon an eligibility screening during the registration meeting conducted by the JCVA Program Director. This eligibility screening includes, but is not limited to:

- must be a resident of Jones County entering Kindergarten through 12<sup>th</sup> Grade for the current school year
- must have a parent/learning coach who will support the student's daily learning experiences
- must be able to maintain communication with JCVA staff

- must have daily access to computer, Internet service, email, and phone (Jones County Schools is not responsible for equipment that is not property of JCSS or for providing equipment.)
  - Minimum Technical Requirements are as follows:
    - Chrome, Windows-based, or Apple computer
    - Reliable Internet Connection with a recommended minimum 3 Megabits per second download speed
    - Internal or external microphone
    - Internal or external speakers
    - Internal or external web camera
    - Google Chrome Browser
    - Firefox Browser
    - Adobe Acrobat Reader

Jones County Schools reserves the right to deny admission and access to Jones County Virtual Academy.

Once accepted, students will be enrolled in the appropriate grade level courses. JCVA Program Director will assign the student a username and password to access courses through Odysseyware.

Participating in Jones County Schools' Jones County Virtual Academy means:

- You are enrolled full time in online courses off campus.
- You work independently and are responsible for completing all assignments and tasks.
- You spend an average of 60 minutes per subject, per day working online.
- You arrange to come on campus for any mandatory, proctored exams, and take all required state exams.
- You must utilize school-provided email for all electronic communication.
- Your parent and learning coach must provide valid email addresses.

Application screenings are completed by the JCVA Program Director. Jones County Schools reserves the right to restrict access and admission to any student. Entrance or denial to Jones County Virtual Academy will be based upon what is in the best interest of the student.

## Enrollment Periods

Students and families who are new to Jones County School District may enroll at any time.

### Current JCSS students who are interested in transferring to JCVA:

2020 Fall Semester Registration Deadline is Thursday, July 15, 2020

2021 Spring semester registration: Monday, November 2, 2020 - Monday, December 7, 2020

2021 Fall semester registration: Monday, May 3, 2021 – Monday, July 12, 2021

2022 Spring semester registration: Monday, November 1, 2021 - Monday, December 6, 2021

## Academic Calendar

Jones County Virtual Academy adheres to the Jones County School District Academic Calendar which can be found online at <https://www.jonescntysd.ga.schools.bz/>.

Student assignment deadlines will be postponed during any student holiday, though students may continue working during that time.

JCVA facilitators are not available on weekends, holidays, or teacher planning/professional learning dates. Students should refer to communications from facilitators regarding set office hours. Students who message facilitators Monday through Thursday can expect a response within 24 hours. Students who message Friday through Sunday can expect a response on the next school day.

## High School

High School students should refer to the Jones County High School Student Handbook for graduation requirements.

## Required Assessments

JCVA students must complete required state and local assessments. Georgia Milestones Assessment information can be found at the following site: <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>

All EOG, EOC and AP exams must be taken in a face-to-face format during the designated state established windows. Students taking the EOGs and EOCs will be scheduled to come to a school site to take exams. Times, dates, and locations will be communicated. EOCs count as 20% of the student's yearly average for the course and the course's average will count as 80% of the final average. Failure to take an EOC will result in an INC (incomplete) being awarded for the course. Students taking AP exams must communicate with the high school testing coordinator.

## Clubs and Athletics

Since Jones County Virtual Academy is an extension of the local school, a student is allowed to participate in all clubs and athletics offered at the local school. Students who wish to participate in clubs and athletics must attend the initial meeting for that activity. Once the club or athletic group begins, if all prior forms and requirements have not been met, participation will not be allowed. While on campus, at all functions, students are expected to adhere to all school rules and the student code of conduct. Failure to do so can result in dismissal from the club or athletic group. Contact the student's school of enrollment for more information.

Admission to Jones County Virtual Academy does not guarantee eligibility for athletics. Students must meet the requirements set forth by GHSA (see [GHSA Constitution](#)). Contact Barry Veal, Athletic Director, for further information.

Transportation to and from club or athletic activities is the student's responsibility.

## Standards of Participation

Each student enrolled in Jones County Virtual Academy is solely responsible for the content posted through his/her login and account activity. Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited and is against Jones County Procedure and Policy.

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations or rules regarding academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and
- disruptions of the server or host software.

Failure to comply with these strictly prohibited standards of participation will result in temporary or permanent removal of user access to Jones County Virtual Academy and possible expulsion from Jones County Schools. Refer to the *Cybersafety Use Policy for JCSS Students* acceptable use agreement for additional information.

## Dress Code

When students report to a campus of Jones County Schools, they must adhere to Jones County Schools' dress code listed in each school's Student Handbook, including wearing an ID at all times.

## Attendance Policy

### Compulsory Attendance

Jones County School authorities, in cooperation with other county agencies and courts, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. 20-2-690.1, Mandatory Attendance, which requires every parent, guardian, or other person residing in the state having control of any such age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Jones County before their SIXTH birthday shall become subject to all provisions of the law. All students missing more than five unexcused days in Georgia are declared as truant by the law.

## Virtual Attendance Procedures

Jones County Virtual Academy is required to monitor student attendance in accordance with all applicable statutes and State Board of Education rules. Therefore, students are required to work in their online class(es) according to the guidelines listed below. Additionally, students can access their online coursework at any time (day, night, weekends, or holidays) unless there are specified requirements. Student attendance will be monitored, and students with excessive absences, according to the Jones County Student Attendance Protocol, will be subject to truancy guidelines.

- Students must be active in online coursework a minimum of 20 hours per week (approximately 4 hours per day) or be meeting minimum progress expectations.
- Attendance will be verified and documented weekly.
- Absence is defined as 4 hours of inactivity during a week.
- If a student is unable to access his or her course(s), it is the parent's responsibility to notify (within 48 hours) the Jones County Virtual Academy Program Director by email.
- Extended periods of inactivity, coupled with unsatisfactory student progress, may be considered grounds for removal from the Jones County Virtual Academy and/or truancy proceeding.
- After 12 unexcused absences, the student will be removed from Jones County Virtual Academy.

See your Student Handbook for the Jones County Attendance Policy.

## Continuation Policy

To ensure that all JCVA students are successful with the program, grades, and course progress percentages will be checked throughout the school year. Progress will be reviewed at each scheduled progress report time.

- Parents of students who are either failing or critically behind will be notified.
- If satisfactory progress is not met by the next check-up date, students will be asked to return to a traditional academic setting.

High school seniors are required to pass and stay up to date in all courses to ensure graduation requirements will be met.

## Orientation & Conferences

Orientations will be scheduled for each semester to introduce students and Learning Coaches to the Odysseyware platform and Office 365 tools. Attendance is required.

## Academic Integrity

Learning in an online environment has similar standards to any traditional school, however; the format of the work presents unique situations. Students must maintain the highest level of academic integrity. Any attempts to use dishonesty in the research, construction or submission of work will result in disciplinary action, starting with zeros and moving up to removal from JCVA.

**Academic integrity means:**

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your facilitator.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.
- You will not copy or redistribute any part of the assignments and/or assessments in any way, electronically, verbally, or on paper.
- You will not log into a second course or open course related materials on another browser on another computer.
- You will not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.
- You will take the assessments without any aids – You will not use textbooks, references, or other materials (printed or electronic) – unless otherwise instructed to do so.

***Failure to meet the academic integrity policy will result in consequences found in the system Code of Student Conduct.***

## Grade Determination

Final grades will be determined based on the 100-point scoring. Grading will follow the Jones County Schools Grading Scale and Policies:

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 and below

## Graduation

Students wishing to participate in the practice and ceremony must complete all course work 15 days prior to graduation. Students must follow all rules and requirements set forth by the Jones County Board of Education and the State of Georgia.

## Parent Requests

As a participant in the Jones County Virtual Academy program, it is critically important that parents or guardians monitor student progress and activity.

We ask that parents/guardians check student activity daily to ensure that students do not fall behind or begin to accrue absences.

If, at any time, you would like to schedule an in-person conference, please reach out to your facilitator or program director using the information below:

Dana Hutchison  
JCVA Program Director  
dhutchison@jones.k12.ga.us  
(478) 986-5444

\*\*Jones County Virtual Academy reserves the right to change or modify any procedures at any time. Procedure changes will be posted to the Jones County Virtual Academy website. It is the student's responsibility to check the website regularly for updates.





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**Signature Page**  
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I have read and understand the above rules. I acknowledge that Jones County Virtual Academy permissions can be revoked at any time at the discretion of Jones County Schools.

Jones County Schools reserves the right to amend the Jones County Virtual Academy Handbook, policies, and procedures.

I understand it is my responsibility to adhere to all rules and regulations governed by Jones County Schools and the State of Georgia.

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Student Signature

Date

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Parent/Guardian Signature

Date

Parent/Guardian Email Address \_\_\_\_\_