



Virtual Academy

Parent and Student Handbook

2021-2022 School Year

www.northampton.k12.nc.us/virtual

Table of Contents

Disclaimer	3
Purpose of This Handbook	3
2021-2022 School Calendar	3
Scope and Delivery of the Northampton Virtual Academy	3
Northampton Virtual Academy Policies	4
Student Registration	5
Student Eligibility	5
Requirements for Testing	6
Course Length	6
Withdrawal Policy	6
Course Content	6
Proctoring of Final Exams	6
Course Types	6
Attendance	6
Earning Credit and Grading Policy	7
Grading Scale	7
Student Advancement and Graduation	7
Transcripts and Grade Reports	7
Right to Privacy Policy	8
Northampton Virtual Academy Student Code of Conduct	8
Academic Misconduct	8
Defiance of Authority/Insubordination	8
Computer Misuse	9
Anti-Bullying Policy	9
Internet Acceptable Use Policy	9
Internet–Terms and Conditions of Use	9
Academic Integrity Student Agreement	10
About Our Partner: EdOptions Academy Accreditation and Approvals	10

Disclaimer

The information contained within the Northampton Virtual Academy Parent and Student Handbook are subject to change based on best practices and researched-based evidence for highly effective virtual learning. Updates will be made available through the school website.

Purpose of This Handbook

Northampton County Schools has partnered with Edmentum's EdOptions Academy to provide Northampton County Schools students both a Full time online option and a part time online option. The following provides the policies and procedures regarding this program.

2021-2022 School Calendar

This calendar is not all inclusive and dates are tentative, changes will be shared with NVA families as they occur. Dates below have been taken from the 2021-2022 School Calendars found on the Northampton County Schools' Website. [NCS Calendars](#)

Date	Event
August XX, 2021	Virtual Academy Student Orientation (Time TBA)
August 16, 2021	First Day of School for High School Students
August 19, 2021	District Convocation - No School for High School Students
August 23, 2021	First Day of School for Elementary & Middle School Students
September 6, 2021	School Holiday - Labor Day
October 21, 2021	End of First Nine Weeks for High School Students
October 28, 2021	End of First Nine Weeks for Elementary & Middle School Students
October 29, 2021	Q1 Report Cards Mailed Home for High School Students
November 5, 2021	Q1 Report Cards Mailed Home for Elementary & Middle School Students
November 11, 2021	School Holiday - Veteran's Day
November 25-26, 2021	School Holiday - Thanksgiving Break
December 13-16, 2021	First Semester Exams for High School Students
December 17, 2021	End of Second Nine Weeks/First Semester for High School Students
December 20, 2021- January 4, 2022	School Holiday - Winter Break
January 10, 2022	Q2 Report Cards Mailed Home for High School Students
January 17, 2022	School Holiday - Martin Luther King, Jr. Day

January 18, 2022	Required Teacher Workday - No School
January 25, 2022	End of Second Nine Weeks for Elementary & Middle School Students
February 4, 2022	Q2 Report Cards Mailed Home for Elementary & Middle School Students
March 17, 2022	End of Third Nine Weeks for High School Students
March 24, 2022	End of Third Nine Weeks for Elementary & Middle School Students
March 24, 2022	Q3 Report Cards Mailed Home for High School Students
April 1, 2022	Q3 Report Cards Mailed Home for Elementary & Middle School Students
April 15-22, 2022	School Holiday - Spring Break
May-June 2022	End of Grade Exams for Elementary & Middle School Students (Dates TBA)
May 27-June 2, 2022	Second Semester Exams for High School Students
May 30, 2022	School Holiday - Memorial Day
June 3, 2022	End of Fourth Nine Weeks/Second Semester/Last Day of School for High School Students
June 10, 2022	End of Fourth Nine Weeks/Last Day of School for Elementary & Middle School Students
June 10, 2022	Q4 Report Cards Mailed Home for High School Students
June 17, 2022	Q4 Report Cards Mailed Home for Elementary & Middle School Students

Scope and Delivery of the Northampton County Schools Virtual Academy

The Northampton Virtual Academy provides virtual courses available to accepted students in grades K-12. The courses are made available through a partnership with Edmentum's EdOptions Academy will include core, elective, AP, Global Language, and Career and Technical Education courses.

Northampton Virtual Academy will NOT be a stand alone school. Each full-time student will be officially enrolled in their district assigned high school. Students will be eligible to be part of any school athletic team, band, club, or any school sponsored activity.

The Northampton Virtual Academy has two (2) types of enrollments for students. **Full-time** students are enrolled at Northampton Virtual Academy taking a majority of all courses through the virtual academy supported by physical lab at a NCS school site if necessary. **Part-time** students are enrolled at their regular school in Northampton County Schools, but they are taking courses via the Northampton Virtual Academy with all accountability data residing at the students' full-time enrolled school.

Northampton Virtual Academy Policies

Student Registration

Full time students will fill out the registration form for the virtual academy program through the district website. Students will be notified two weeks previous to the start of the semester if they have been accepted into the virtual academy.

Home School students will fill out the application form for the virtual academy program through the district website. All home schooled students from the year before will automatically be accepted into the virtual academy.

Part-time students will be enrolled into their course by their guidance counselor at their home school.

Student Eligibility

Full time Students: A full time student is a student who takes at least 4 (2 each semester) courses a year through the Northampton Virtual Academy. Only students who have maintained a 2.0 GPA and have had no failing grades the year before entry may apply to be a full time online student. Parental permission is also needed. Once in the program students must maintain a 2.0 GPA, must have no failing semester grades, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. IF the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance they shall be removed from the full time program and be placed back in their home school. Guidance and parental approval required

Home School Students from year before: All Home School students will be automatically accepted in the program as full time students. Once in the program students must maintain a 2.0 GPA, must have no failing semester grades, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. IF the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance they shall be removed from the full time program and be placed back in their home school. Parental approval is required.

Part time Students: A part time student is a student who still takes a majority of their courses at their assigned high school but takes at least one course online as a part of their schedule. These students will be required to take their online course while on campus but may still work 24/7 on their online courses. There are no requirements to be eligible for the part time program. It is based on need (credit recovery) or on a volunteer basis for students who want to take an online course. In both cases a student will need permission from a guidance counselor for enrollment in an online course.

Note: All students must sign a Student Code of Conduct before Enrollment (available on the district website)

Requirements for Testing

All full time students will be required to take all mandatory testing. The Northampton Virtual Academy administration will provide the students with all the information the student needs to attend each testing session. Full time students must comply with all Northampton County Schools Student Testing guidelines listed in the code of conduct.

Course Length

Students are given a maximum of **9 weeks** to complete a **one-half credit** course during the 9 week block. Courses can be completed prior to the 9 weeks. During a Summer School session, students have a maximum of 4 weeks to complete a one-half credit course. Courses can be completed anytime within the 4-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed time frame.

An 18 week program is available for any program that requires it.

Withdrawal Policy

Students have 14 days from the time of enrollment in the course to withdraw with no penalty. Students who withdraw after the 14-day grace period can reenter the course at the point where they left off if the request for re-enrollment happens within 30 days of withdrawal. All requests for re-enrollment after 30 days will require the student to start the course from the beginning. All withdrawals after the 14-day grace period will be shown as WF.

Withdrawal Policy from Virtual Program: Official WD Notice

Course Content

All semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be proctored.

Proctoring of Final Exams

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with students and parents.

Course Types

All courses are offered in Full Course or Pre-assessment. Full time students will take courses only in the full course mode. Part time students can take a pre-assessment course but only if taking the course for credit recovery.

Attendance

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and Academy staff. Students

are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Hours: Students must login every day that Northampton County Schools are in session. The student should spend at least an hour per course per day that they login.

Earning Credit and Grading Policy

In order to receive credit in a course, students must meet two requirements:

1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

Note: Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, The student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

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

Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with a Northampton County Schools Diploma. Please see graduation requirements in Northampton County Schools STUDENT/PARENT RESOURCE GUIDE.

Transcripts and Grade Reports

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other Northampton County Schools students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers

- Virtual School Principal

Right to Privacy Policy

Northampton County Schools and EdOptions Academy 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. Northampton County Schools and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

Northampton Virtual Academy Student Code of Conduct

Northampton County Schools and EdOptions Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through Northampton Virtual Academy Administration and the Northampton County Schools Student Code of Conduct. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place. The following policies are specific to the **EdOptions Academy**. To view Northampton County Schools Student Code of Conduct please refer to the Northampton County Schools STUDENT/PARENT RESOURCE GUIDE.

Academic Misconduct

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Northampton County Schools is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

Computer Misuse

Any student who attempts to access the secure information of EdOptions Academy or PLATO Learning, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to administration, suspended access to PLATO courseware, or administrative referral for possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

Anti-Bullying Policy

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Northampton County Schools Virtual Academy / EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

EdOptions Academy uses this definition of cyber bullying:

Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking

Internet Acceptable Use Policy

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator. Students will sign a district-specific form at the time of enrollment.

Internet—Terms and Conditions of Use

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or

is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.

- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

Academic Integrity Student Agreement

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided by the Northampton Virtual Academy Program and EdOptions Academy.

About Our Partner: EdOptions Academy Accreditation and Approvals

EdOptions Academy is fully accredited through AdvancED which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other Northampton County Schools.

Beginning with the 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other electives are not subject to NCAA review.
2. Only the full course counts, Students who are potential NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.
4. Northampton County Schools must use the Final Grade given by EdOptions Academy and the student's transcript must reflect that the student took the course through EdOptions Academy.

***EdOptions Academy must know in advance any student who may be a NCAA Scholarship Athlete.