



Timberlake Public Schools
Virtual Academy Student and Parent Handbook

Our Mission

Timberlake strives to meet the individual needs for each student by using creative solutions that provide the most successful academic outcomes while maintaining the safety and well-being of our students and our community.

Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Timberlake Public School System
- Read the student and parent handbook and fill out completely the Timberlake Virtual Academy Application signing the contract at the end of the application.
- Participate in all required state-level academic assessments (OSTP and ACT) in the same manner as other regularly enrolled students within the district. Assessments will be taken at the school site at which the student is enrolled.
- Accomplish steps of research and activities on their individualized career academic plan, as is designated by the school (grades 7-12 only).
- Parents and students must successfully complete a virtual education orientation.
- Have access to consistent, daily internet service
- Care and maintenance of any property of Timberlake Schools given to students.
- Respond to school system communication in a timely manner.
- Have reliable transportation to and from scheduled monthly resource times, tutoring times and field trips.
- Parents must be available for teacher to contact throughout the day to stay up to date on student's progress.
- Parents must play an active role in holding student and teacher accountable to keep designated pace.
- The following criteria is considered when enrolling students into TVA. By filling out the application completely and the best of your ability allows us to assess the need of your student in the program.
 - Teacher and administrator observation
 - Poor academic performance in traditional school setting
 - Attendance problems due to family emergencies or extenuating circumstances that require student to be available.
 - Attendance problems due to mental and physical health concerns, as indicated by a health professional.
 - Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance
 - Religious beliefs/convictions that the traditional school setting compromises.
 - The Need for Credit Recovery
 - Inability to attend class during the school day
 - Medical concerns for attending traditional school setting
 - *Timberlake Administration* will review each student and their concerns based upon the previous criteria to determine if this would be the most successful placement for student.

Attendance Policy

Students participating in the virtual education program will be considered as being in attendance if the students are meeting one of the two following criteria.

- Students are on pace to finish the allotted courses by the prescribed finish date.
- Students are completing a MINIMUM of 25 hours of ACTIVE time in their coursework from Sunday to Saturday.

Accepted Pace Descriptions and Falling Behind Policy

- Accepted pace will be communicated by the teacher for each individual student.
- Pace will be based on what % of each course they should complete each week.
 - Students **not enrolled** in an extra-curricular have the following option to choose how to move through their coursework.
 - Option 2 - Every six weeks a student will have two classes enabled onto their account. If the classes are not finished by the end of the six weeks, the course(s) will remain visible on the student's page until the end of the semester.
 - Students **enrolled** in an extra-curricular must be enrolled in 6 courses simultaneously and will have to complete predetermined portions of those courses each week.
- In both programs students who fall behind their progress will be REQUIRED by their instructor to fulfill several time and attendance constraints to ensure they have every opportunity to catch up in their curriculum.
- If a student's grade falls below a 60 percent they will be expected to meet with the teacher at least 1 hour per week, during the designated times.
- If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.

Failure to Communicate Policy

- Students must reply promptly (within the hour) of a teacher's instant message, or within 24 hours of a teacher's email. If students do not communicate within a timely manner parents will then be contacted.
- Parents will be contacted via email or phone if a student fails to communicate with the teacher within 24 hours. If parents are unable to be contacted within 48 hours then teacher and admin will visit the home.
- We will then develop a plan with the student and parent to get the student back on track.
- If the student is not following the plan to get back on track they will then be transitioned back to the traditional classroom.
- If failure to communicate continues, or the school is unable to contact parent to formulate a recovery plan, then student will have to be considered truant, and a letter will be sent to the district attorney for truancy.

Extracurricular Eligibility Policy

- Students must be in attendance at their respective extracurricular each day on campus.
- Students must complete the drug testing agreement form and agree to report to the designated location when called for drug testing.
- Students in athletics or extracurricular activities have to meet predetermined weekly progress goals each week. If not, the first week, student is on probation, any consecutive week after, student is considered ineligible.
- In order to be considered present at school to participate in extracurricular competitions students must be in attendance of their activity on campus and logged into the online platform for a total of 6 hours.

Students on Campus Procedure

- Students are expected to follow school rules and expectations when on campus, at the library or on field trips.
- When students get on campus they are to immediately report to the front office to sign in.
- Students are expected to go directly to their designated location when on campus.
- Students must sign out when they leave campus.

Resources Available to Students

- Content specific face-to-face mentorship is available daily and when requested by student for those in the virtual academy.
- Send consistent communication with parent and student about student's progress.
- Be available during school hours for parent and student to communicate with.
- Be consistent in on-site resource time, teacher office hours, and library events.
- For our secondary students enrolled in the Timberlake Virtual Program, we will develop an individualized career academic plan. Whose main purpose is to direct the students in the avenue of their choice after they graduate: college, career, or technical school. The individualized career academic plan is set up to give your student placement in the area of their choice after they graduate.
- Computer and WiFi
- Lunch/Breakfast Access

Daily Schedule/Office Hours:

Monday - Cleveland Primary Building 8:30 AM - 12:30

Tuesday -Cleveland High School 8:15 AM - 12:30

Wednesday - 8:30 AM - 12:30

Thursday - High School 8:15 AM - 12:30

Friday - 8:30 AM - 12:30

CPAC Students availability in the CPAC building daily from 7:00am - 3:30pm.

TIMBERLAKE VIRTUAL ACADEMY CONTRACT

This contract is between _____ and Timberlake Public Schools. By signing this contract I agree to abide by all of the rules, policies and procedures set forth by Timberlake Schools. I understand that failure to do so may result in loss of privileges or dismissal from the Virtual Academy. Initial all of the following as you read them:

- I understand that if my progress falls behind, I will be placed on probation requiring attendance on campus as described by your instructor until my progress comes up. _____
- After the first semester of the program, if I am unable maintain regular daily progress and weekly attendance, I will be required to return to the face to face classroom at school. _____
- I understand that I am responsible for abiding by rules in the student handbook regarding discipline, academic honesty and plagiarism. _____
- I understand that an email address is required for communication and that I need to check it daily. _____
- I understand that the program requires active participation with each course on a daily basis. _____
- I understand that I will be expected to stay on target and maintain progress in my online coursework as determined by the due date for each lesson. Approximately 30 hours of active work is required each week. _____
- I understand that if my grades fall below passing, I will be required to attend tutoring services with a teacher in addition to my normal attendance date. _____
- I understand that there will be frequent one on one communication with the program coordinator and teachers and my parent/guardian may be contacted if my progress requires attention. _____
- I agree to keep up with readings, assignments, labs, quizzes, and tests. _____
- I understand the coursework is as rigorous as a face to face class and I will pay attention to my progress and submit work in a timely manner. _____
- I agree to do my own work and can expect to be dismissed from the program if I violate the cheating/plagiarism policy set forth by the district. _____
- I understand that while on campus and while using school resources I will be expected to abide by the District Internet Use Agreement. _____
- I understand that assessments may be proctored by an instructor and scheduled on site. _____
- I understand that any coursework not completed by the end of the semester will result in an F on my transcript. _____
- As a student, I understand that failure to abide by this contract may result in removal from the Virtual Academy program and I will be required to return to On Campus classes. _____

BY SIGNING THE BELOW PORTIONS YOU ARE EXPRESSING YOUR COMMITMENT TO THE EXPECTATIONS AND PROGRAM DESCRIPTION WRITTEN ABOVE.

STUDENT NAME

DATE

PARENT NAME

DATE