

# 2024-25 Caney Valley Public Schools

## VIRTUAL LEARNING STUDENT/PARENT CONTRACT

*\*Return this completed form to your School Counselor or school office.*

My parent/guardian and I, as a student, understand that by requesting to participate in virtual learning, I am making a commitment to the following:

### **INTRODUCTION:**

Caney Valley Virtual Learning is a part of Caney Valley Public School program and was created to serve two purposes: 1) to provide a virtual learning choice for any students enrolled in the Caney Valley Public School system, 2) to provide an alternative learning environment for at risk students which may include academic deficiency, behavioral difficulties, excessive absences, pregnancy or parenting, adjustment problems, or juvenile justice involvement.

This virtual learning will give students the ability to complete their education through a choice of total virtual classes or blended virtual classes. The final goal is to provide students a rigorous education and move on to higher educational or career opportunities. Students will abide by the procedures and policies of the Caney Valley Public Schools handbooks. District Board Policies and site handbooks are available on the website at [www.caneyvalleyschool.org](http://www.caneyvalleyschool.org)

### **1. Student Expectations:**

As a Caney Valley Virtual Student, I understand that some of the factors used to determine if I am eligible for online learning include, but are not limited to the following- good attendance, good academic standing, good discipline record, adequate computer skills, and ability/willingness to work independently. Online learning is a privilege and if deemed educationally inappropriate the school can refuse or revoke online privileges to students.

***Caney Valley Public School students must apply to be part of the Virtual Learning Program.***

- The following criteria is considered during CVPS applicant selection:
  - Teacher and administrator observation
  - Attendance problems due to family emergencies or extenuating circumstances that require students to be available.
  - Attendance problems due to mental and physical health concerns, as indicated by a health professional
  - Outside influences that the traditional school setting compromises
  - The need for credit recovery
  - The need for an alternative to a traditional classroom setting
  - Inability to attend class during the school day
  - Academic performance in a traditional school setting.

### **2. Attendance:**

As a student, I will actively work in my course(s) and fully participate in the enrolled course(s) as required by the online course AND Caney Valley Public School. **To have**

the proper amount of activity in the class, a student must log into each course several times per week on different days. Although each course is different, a student is expected to spend the appropriate amount of time in the course to stay on pace with the course per district program expectation according to each student's individual study contract. **Students must be active in their virtual classes for a minimum of 20 hours per week, which is 4 hours per day in a 5 day week (See Part time student hours below). A student may work ahead of target dates at any time. Students may login any day of the week, including weekends and holidays.** Attendance is measured by submission of assignments, tracking mechanism on Edgenuity program, and communication with the teacher. A virtual learning absence is defined as lack of progression/engagement within the learning management system putting the student at risk for learning loss and/or academic gaps.

**a. 3 Absences: No progression for a total of 3 days.**

The Virtual Director will notify parents/guardians and offer support. Assist with connectivity issues, technology needs, and/or navigating platforms. Offer assistance with any barriers causing a lack of engagement.

**b. After 6 Absences: No progression for a total of 6 days.**

The Virtual Director will schedule a school team meeting with parent/guardian and discuss the student's progression. The Virtual Director will transfer the student back to in person learning.

**c. After 10 Absences;**

The Virtual Director will drop the student from enrollment at CVHS or CVMS when the student has 10 consecutive absences. This aligns with district policy relative to all student absences, whether in-person or virtual. The Parent/Guardian will be notified and reported to the District Attorney.

**3. I understand the minimum time requirements for a virtual course:**

- a. Full time virtual student:** Average of 20 hours per week or 40 minutes per course.
- b. Part time student:** 1-4 courses: Minimum of 1 hour a week per course.
- c. Absences** will be entered into **Wengage** on Monday for the previous week.

**4. I understand that if my progress falls behind and I am failing the class, I will be placed on probation requiring daily attendance to the after school tutoring program. After school tutoring will be from 3:00-5:00. Locations of tutoring will be determined at the time of assignment. The student will attend daily until progress is back on target. If a student has been directed to attend after school tutoring and does not show, he/she will be counted as truant.**

5. After the first two weeks of the program, if I am unable to maintain regular daily progress and weekly attendance, I will be required to return to the **in-person classroom** at Caney Valley Public School.
6. I understand that once enrolled in an online course, I must stay in that course for the duration of the course **or until Semester**.
  - a. I understand that I can drop the course on days 1-7 without penalty. After the 7th day, should I not complete the course; my transcript will include a failing grade.
  - b. **Transfers to or from the Virtual Learning mid-semester are based on extreme circumstances only and are to be determined by school principals and counselors.**
7. **Calendars:**
  - a. **Caney Valley Virtual Learning Calendar mirrors the in-person CV calendar. Anytime school is out (holidays, inclement weather) then the Virtual Learning student will be out of school.**
8. **Eligibility OSSAA:**
  - a. I understand that virtual courses will count towards my eligibility for extracurricular activities. A student must be passing in all subjects he/she is enrolled in during a semester and be in good standing regarding attendance (90% rule). If a student is not passing all subjects enrolled, on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
  - b. According to OSSAA rules, students must attend at least one period on campus in order to be eligible for participation in OSSAA sponsored activities. Students may need to be enrolled in a traditional class such as football, softball, basketball, band, AG, etc. in order to participate in competitions or contests. Students also need to maintain eligibility according to OSSAA in order to participate in games or contests.
  - c. In order to be considered present at school to participate in extracurricular competitions, students must attend at least one hour per day at school, must be in attendance of their activity on campus, and must be logged into the online platform for the time required to meet OSSAA eligibility requirements.
  - d. Students may not be eligible to meet NCAA requirements due to the virtual format.

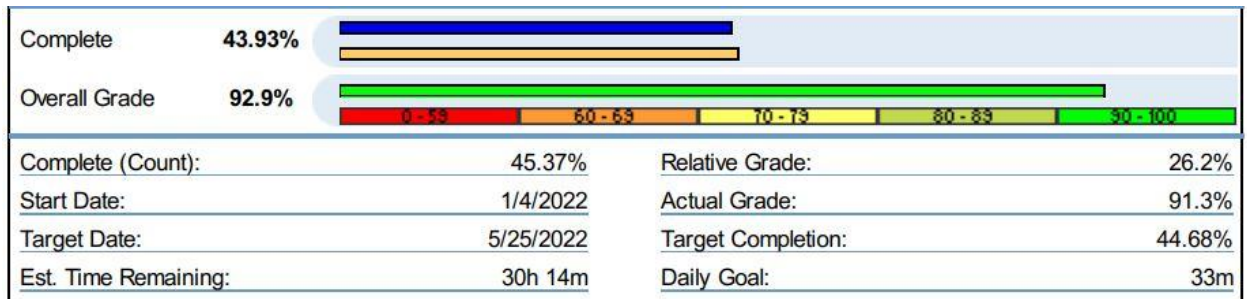
**Student Eligibility and Requirements:**

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

- Students must be a resident in the Caney Valley Public Schools District.
  - Students must 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.
  - Students will accomplish individualized career academic plan activities, ICAP, as designated by the school (grades 9th-12th only).
  - Students must have access to consistent, daily internet service.
  - Students and parents/guardians will respond to school system communication in a timely manner.
  - If there is failure of communication, or the school is unable to contact parent/guardian to formulate an improvement plan, then the student will be considered truant, and a letter will be sent to Washington County Truancy Board.
  - Students must have reliable transportation to and from school to attend scheduled meeting times for discussion of student progress, resources or tutoring, extra-curricular activities or for assessments, as needed.
  - Parents/Guardians must be available for teachers to contact throughout the day to stay up to date on student's progress.
  - Parents/Guardians must play an active role in holding the student accountable to keep designated pace.
  - I will exhibit appropriate netiquette while communicating with my peer mentor, teacher, and virtual director.
9. I will use the school network and equipment in compliance with the Caney Valley Public Schools Acceptable Use Policy. Student email and school devices may be monitored for policy violations or safety concerns.
- 10. I understand that an email address (both parent and student) is required for communication and that I need to check it daily.***

## 11. Grading:

Understanding Online Grades:



**Actual Grade=** The grade the student will receive each week for grade check. **The actual grade is used for all quarter grade calculations and for the final grade if the student fully completes the course.**

**Overall Grade=** The grade the student has earned on the work(assignments) he or she has completed thus far.

**Relative Grade=** The grade the student would receive in the course if he or she stopped working today. **The relative grade is used if the student does not complete 100% of the course.**

**Complete=** How much of the course the student has completed to date.

**Start Date=** The date that the course is available to students to begin working.

**Target Date=** The date at which the course is expected to end.

**Completion=** How much of the course has been completed.

**Target Completion=** How close to the end date the student currently is.

**Est. Time Remaining=** How many hours are left in the course.

**Daily Goal=** How much time the student needs to spend working everyday to meet their end date.

**Plagiarism is not acceptable**, if your student plagiarizes an assignment, their assignment will be reset and they will be asked to do it one more time. If they fail to fix the plagiarism, they will be assigned a grade of zero for the assignment.

12. I understand online courses will be included in my GPA at the conclusion/completion of the course.

- a. I understand that CVHS will only allow me to repeat a failed online course **ONE TIME**. After that, I will be placed into a regular teacher-led course at CVHS.

### **Additional School Requirements**

Students will be **REQUIRED** to attend school, (counselor's office), to complete required state assessments, ICAP paperwork, virtual academic meetings, and Unit Tests and Cumulative tests for each subject. This is required by the district. The virtual director will coordinate the meetings with the student and parent(s)/guardian(s) at the time of enrollment. The student's progress could determine an adjustment to the frequency of the meetings. Parents and students will be given adequate notice and will have access to transportation as needed.

### **Unit tests and Cumulative Tests**

Unit Tests and Cumulative Tests must be completed at school. The tests will be administered either by the counselor, or teacher of the subject. Student's tests will remain locked until they arrive at school and are ready to begin testing. Students are encouraged to take notes during their assignments while working at home. Notes must be shown to the proctor of the test before beginning the testing session. Student's notes may be used as a resource while testing.

Under certain circumstances, one exam can be bypassed per class, so that the student can continue working without falling behind in progress. The bypassed exam will be taken during the next testing session for the student.

### **State Testing Requirements**

**All students in grades 3-8 and 11** are required to take state assessments. Students will take a test in English Language Arts and Math every year in grades 3-8. They will take a Science Assessment in grades 5, 8, and 11. Students will also take the ACT and US History tests in grade 11. **These are all required assessments by the Oklahoma State Department of Education. Students will be required to be at school on the testing days.**

Caney Valley Public Schools  
VIRTUAL LEARNING STUDENT/PARENT CONTRACT

*\*Return this completed form to your assigned School Counselor or school office.*

**STUDENT NAME** \_\_\_\_\_

- I affirm that I, the student, will complete assignments, projects, and tests without the assistance of another person or resource, unless permitted by the online instructor. I further affirm that all work will be of my own origin; I will cite sources when required. I have read, understand, and agree to abide by this contract.

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Phone number : \_\_\_\_\_

Course(s) student plans to take \_\_\_\_\_ ☐ Credit Recovery

\_\_\_\_\_ ☐ Credit Recovery

\_\_\_\_\_ ☐ Credit Recovery

- As parent/guardian I have read, understand, discussed with my child, and agree to abide by this contract.

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

☐ I agree to attend Parent/Teacher Conferences once each Semester to communicate my student's progress with the virtual director.

***Please return this form completed to your School Counselor***

*\*This form will be kept on file for one academic year with the Caney Valley School Virtual Director*

***A new contract will need to be completed each academic year!***

**For Virtual Director/School Counselor use ONLY**

School Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Does student have IEP or 504? \_\_\_\_\_

Peer Mentor: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Academic Term: ☐ Fall ☐ Spring ☐ Year-Long ☐ Summer

**Caney Valley Virtual School  
Application Instructions**

**Student Name**\_\_\_\_\_

1. The referring counselor or principal must complete the referral form. Current dropouts will need to enroll through the HS Office.
2. A parent/guardian must complete the student information form and the parent/guardian survey.
3. The student will complete the student contract and student self-evaluation during the interview process. As soon as the application is received, the placement committee will meet to determine student placement. The placement committee may consist of the referring principal and/or counselor, teacher of record for IEP students and/or Special Services Director.
4. Please call the Virtual Director for more information.  
Carmen Hill 918-536-2705

**Caney Valley Virtual School Referral Form**

**Referring Principal/Counselor's Name**\_\_\_\_\_

I am referring \_\_\_\_\_ to Caney Valley Virtual School for the following reasons:

- ☐ Credit Deficiencies
- ☐ Excessive Disciplinary Issues
- ☐ In Crisis (pregnancy, drug/alcohol use, family trauma, etc.)
- ☐ Lack of Motivation
- ☐ Low GPA
- ☐ Mental Health Issues (depression, anxiety, etc.)
- ☐ Physical Health Issues
- ☐ Poor Attendance
- ☐ Social Withdrawal

**\*\*Is this student currently on an IEP or 504? Yes or (No)**

If yes, please describe \_\_\_\_\_



Caney Valley Virtual School  
Student Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age \_\_\_\_\_ Gender: M F

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Student Address (if different from parent/guardian address)

Parent/Guardian Phone #s: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Student Phone number:

Cell: \_\_\_\_\_

Caney Valley Virtual School  
Parent/Guardian Survey

1. What do you believe are the main reasons for your student's lack of success within the traditional school environment?

2. Why do you want your student to attend Caney Valley Virtual School?

3. Please describe your student's interactions with both peers and with authority figures:

4. What else should we know about him/her?

5. Has your student ever been on an IEP for a learning disability or emotional disturbance?

Yes or No

If yes, please

describe: \_\_\_\_\_

6. Is your student currently under the care of a psychiatrist, psychologist, or a counselor?

7. Yes or No

If yes, please describe:

Caney Valley Virtual School  
Parent Contract

I agree to support all Caney Valley Virtual School policies and procedures. I agreed to abide by all Caney Valley Public School District policies and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please call the Virtual Director for more information.

Carmen Hill 918-536-2705

[chill@caneyvalleyschool.org](mailto:chill@caneyvalleyschool.org)