Calhoun Falls Charter School

eLearning Expectations & Guidelines



*Educate. Empower. Inspire.*

**eLearning Expectations for High School Students**

**\*The CFCS Handbook, Policies and Procedures apply on campus and during eLearning\***

**Attendance: How to Be Counted Present on eLearning Days**

To be counted present for a class on eLearning days (Tuesday, Thursday & Friday) a student must:

1. Join the teacher’s Google Meets/Zoom Classroom and remain online and present as long as the teacher is online. Leaving a virtual classroom early without prior notice/permission is like walking out of a teacher’s class without permission. You can be counted absent and may face disciplinary actions.
2. Complete and submit the teacher’s daily assignment by the designated deadline.
3. Share your camera. Instructors need to see your face throughout the virtual session:)
4. Joining a Google Meets/Zoom session late will result in a tardy.

**Bell Schedule for eLearning**

Virtual classes will always begin at the designated time just as if you are on campus. However, due to teacher discretion, some classes may end early to allow for students to work on assignments, hold question and answer sessions, meet with students individually, etc…

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| **High School Bell Schedule** | |
| **1st Block** | 8:00 – 9:30 |
| **2nd Block** | 9:35 – 11:05 |
| **3rd Block** | 11:10 – 12:40 |
| **Lunch** | 12:40 – 1:10 |
| **4th Block** | 1:15 – 2:45 |

**Truancy**

**Allowed Absences**: Five (5) excused absences in a semester course.

**Credit Denial**: Credit will be denied for students who accumulate more than 5 unexcused absences in a semester course. The student will receive a grade of 51 (F) on their transcript.

**Truancy Definition**: When a student misses three (3) consecutive unexcused or unverified days or five (5) nonconsecutive days, for the school year, the state deems them truant.

**Truancy Intervention Plan**: Upon three (3) consecutive or five (5) total unlawful/unexcused absences for the school year, contact with the parent will be made immediately to arrange for a **mandatory** Truancy Intervention Plan (TIP).

**Consequences of Continued Truancy**: A student under the age of 17: Failure to attend a TIP meeting and/or follow the Truancy Intervention Plan could result in a referral to the South Carolina Department of Social Services for possible educational neglect or the South Carolina Department of Juvenile Justice for possible legal action.

**Excuses**: Excuses such as medical, parent notes, court, bereavement, etc…need to be submitted to Mrs. Brown in the front office whether you miss an on-campus or eLearning day. The sooner you can communicate the reason for your absence the better. A parent phone call/email explaining your absence is much appreciated and excuses can be emailed to Mrs. Brown ([tbrown@cfpcs.org](mailto:tbrown@cfpcs.org)) to speed up the attendance process.

**Unacceptable eLearning Behaviors**

The following behaviors are unacceptable and will have consequences based on the CFCS Handbook. Any other behaviors not on this list but deemed inappropriate will be addressed in accordance with the CFCS Handbook.

* Using rude or demanding language when communicating with your teacher or staff.
* Insults or attacks of any kind against another person.
* Use of obscene, degrading or profane language.
* Harassment (continually posting unwelcome messages to another person) or threats. The CFCS policy on bullying applies on campus and during eLearning classes.
* Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.
* Failure to follow the CFCS dress code (Example: Not wearing a shirt, wearing a shirt with spaghetti straps, etc…)

**How to Have a Successful eLearning Experience**

* Complete and turn in all assignments on time. This is part of your attendance!!
* Have a designated area in your room or home for eLearning. Preferably away from distractions such as TV, cell phone, other people in your home, etc…
* Be on time! Get up and ready like you would on a normal school day. Eat breakfast and dress for the day.
* Set an alarm/reminder on your phone so you will have a *bell* that reminds you to report to *class.*
* Come prepared: Have quick access to your textbook, notebook, pencil, calculator (if needed) and a charged Chromebook.
* Treat your Google Meets/Zoom just like you would if you were in class; take notes, ask questions, PAY ATTENTION and put your cell phone away!
* COMMUNICATE & ASK QUESTIONS!! It is very important to communicate with your teachers if you have questions, concerns or need clarification. We can’t help you if we don’t know you are struggling. Do not wait until you are on campus to ask questions or seek help. Communicate what you are struggling with during virtual sessions.

**Academic Integrity & Plagiarism**

Students who submit work as their own, when it is not wholly and completely theirs, are guilty of cheating and/or plagiarism and will receive a grade of zero on the entire assignment. Assisting other students in cheating or plagiarism is also considered academic dishonesty and students who do this will receive a grade of zero on their assignment submission as well. The CFCS policy on cheating and dishonesty will be followed.

**eLearning Expectations for Middle School Students**

**\*The CFCS Handbook, Policies and Procedures apply on campus and during eLearning\***

**Attendance: How to Be Counted Present on eLearning Days**

To be counted present for a class on eLearning days (Monday, Wednesday & Friday) a student must:

1. Join the teacher’s Google Meets/Zoom Classroom and remain online and present as long as the teacher is online. Leaving a virtual classroom early without prior notice/permission is like walking out of a teacher’s class without permission. You can be counted absent and may face disciplinary actions.
2. Complete and submit the teacher’s daily assignment by the designated deadline.
3. Share your camera. Instructors need to see your face throughout the virtual session:)
4. Joining a Google Meets/Zoom session late will result in a tardy.

**Bell Schedule for eLearning**

Virtual classes will always begin at the designated time just as if you are on campus. However, due to teacher discretion, some classes may end early to allow for students to work on assignments, hold question and answer sessions, meet with students individually, etc…

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| **Middle School Bell Schedule** | |
| **1st Period** | 8:00 – 8:51 |
| **2nd Period** | 8:55 – 9:46 |
| **3rd Period** | 9:50 – 10:41 |
| **Lunch** | 10:41 – 12:04 |
| **4th Period** | 12:04 – 12:55 |
| **5th Period** | 12:59 – 1:50 |
| **6th Period** | 1:54 – 2:45 |

**Truancy**

**Allowed Absences**: Ten (10) excused absences in a yearlong course.

**Credit Denial**: Credit will be denied for students who accumulate more than 10 unexcused absences in a year-long course. Middle school students will need to attend summer school for any failed core course in order to be promoted to the next grade level.

**Truancy Definition**: When a student misses three (3) consecutive unexcused or unverified days or five (5) nonconsecutive days, for the school year, the state deems them truant.

**Truancy Intervention Plan**: Upon three (3) consecutive or five (5) total unlawful/unexcused absences for the school year, contact with the parent will be made immediately to arrange for a **mandatory** Truancy Intervention Plan (TIP).

**Consequences of Continued Truancy**: A student under the age of 17: Failure to attend a TIP meeting and/or follow the Truancy Intervention Plan could result in a referral to the South Carolina Department of Social Services for possible educational neglect or the South Carolina Department of Juvenile Justice for possible legal action.

**Excuses**: Excuses such as medical, parent notes, court, bereavement, etc…need to be submitted to Mrs. Brown in the front office whether you miss an on-campus or eLearning day. The sooner you can communicate the reason for your absence the better. A parent phone call/email explaining your absence is much appreciated and excuses can be emailed to Mrs. Brown ([tbrown@cfpcs.org](mailto:tbrown@cfpcs.org)) to speed up the attendance process.

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The following behaviors are unacceptable and will have consequences based on the CFCS Handbook. Any other behaviors not on this list but deemed inappropriate will be addressed in accordance with the CFCS Handbook.

* Using rude or demanding language when communicating with your teacher or staff.
* Insults or attacks of any kind against another person.
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* Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.
* Failure to follow the CFCS dress code (Example: Not wearing a shirt, wearing a shirt with spaghetti straps, etc…)

**How to Have a Successful eLearning Experience**

* Complete and turn in all assignments on time. This is part of your attendance!!
* Have a designated area in your room or home for eLearning. Preferably away from distractions such as TV, cell phone, other people in your home, etc…
* Be on time! Get up and ready like you would on a normal school day. Eat breakfast and dress for the day.
* Set an alarm/reminder on your phone so you will have a *bell* that reminds you to report to *class.*
* Come prepared: Have quick access to your textbook, notebook, pencil, calculator (if needed) and a charged Chromebook.
* Treat your Google Meets/Zoom just like you would if you were in class; take notes, ask questions, PAY ATTENTION and put your cell phone away!
* COMMUNICATE & ASK QUESTIONS!! It is very important to communicate with your teachers if you have questions, concerns or need clarification. We can’t help you if we don’t know you are struggling. Do not wait until you are on campus to ask questions or seek help. Communicate what you are struggling with during virtual sessions.

**Academic Integrity & Plagiarism**

Students who submit work as their own, when it is not wholly and completely theirs, are guilty of cheating and/or plagiarism and will receive a grade of zero on the entire assignment. Assisting other students in cheating or plagiarism is also considered academic dishonesty and students who do this will receive a grade of zero on their assignment submission as well. The CFCS policy on cheating and dishonesty will be followed.

**South Carolina Virtual Attendance, SC-VTP & PEBT**

*(Taken from the SC Virtual Attendance Document – Version 1.0)*

**Virtual Attendance Definition**

Virtual attendance refers to the delivery of instructional content that does not occur in a physical classroom on school grounds or school property. This includes instruction provided via an online or electronic platform, as well as instruction provided in a physical offsite location separate from school property. Virtual attendance is determined by whether or not a student submits work or participates in assigned activities in accordance with the classroom teacher’s written requirements.

Students receiving virtual instruction who submit assignments or participate in assigned learning experiences by the deadline established by the classroom teacher should be considered present. Students who fail to submit assignments or participate in the assigned learning experience(s) by the deadline established by the classroom teacher should be considered absent. Whether the absence is “excused” or “unexcused” should be established by district procedures and policies and be consistent with state law and regulations.

**Hybrid Schedule**

For a hybrid schedule (onsite instructional days combined with virtual instructional days), if assignments are to be completed over a number of scheduled virtual days and students submit the assignments by the deadline established by the classroom teacher, they should be considered present for each of the associated virtual instructional days. To reduce the possibility of students being unaccounted for, educators must reconcile virtual attendance at least weekly.

**Recording Virtual Attendance**

The “SC-VTP” code is available to record attendance for virtual instruction. This a present code, which should be entered on the days or class periods for which a student is expected to receive virtual instruction. As detailed below, “SC-VTP” should be changed to an absent code if a student fails to participate or complete an assignment in accordance with the classroom teacher’s written requirements.

**Who is eligible for P-EBT?**

Children must meet all of the following criteria to be eligible for P-EBT benefits:

* Enrolled in a free and reduced-price school meals program or attending a Community Eligibility Provision (CEP) school.
* Attending a school experiencing pandemic-triggered closures or reduced attendance/hours.
* Attending school virtually, either full-time or on a hybrid schedule AND meet the requirements to be marked “virtually present – SC-VTP.”