



# Decatur City Schools

## ACCESS Virtual Learning Procedures

### High School

The purpose of the Decatur City Schools Virtual Option is to provide motivated, independent learners with engaging, student-centered courses to meet each student's educational needs in an online environment that will allow flexible, individualized learning. Virtual schooling offers students with numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

#### **Benefits**

- Instruction from Alabama-certified teachers
- No tuition and minimal fees for students residing within the Decatur City Schools district
- Course advancement during summer term will require fees to be paid
- Accredited diploma upon satisfying all Decatur City Schools requirements for graduation
- Flexible and personalized learning experiences
- Individualized academic and career preparation plan
- Self-pacing and opportunity for accelerated advancement
- Early graduation option upon meeting eligibility criteria
- Flexibility to pursue personal interests intensively

#### **Curriculum**

The Decatur City Schools Virtual Option for high school students uses the curriculum of ACCESS Virtual Learning, a program administered by the Alabama State Department of Education. All course curricula are aligned to Alabama Courses of Study. Students intending to complete all graduation requirements through the Virtual Option must meet the Decatur City Schools Graduation Requirements.

The start and end dates of ACCESS Virtual Learning classes are determined by the Alabama State Department of Education and are closely aligned with the Decatur City Schools academic calendar. For questions, please contact Tommy Davis at (256) 552-3000 or Susan Haddock at [Susan.Haddock@dcs.edu](mailto:Susan.Haddock@dcs.edu).

#### **Attendance**

Decatur City Schools Virtual Option students are required to abide by Decatur City attendance policies and procedures. Students fulfill attendance requirements in two ways: by reporting to the DCS virtual school facilitator each week and by actively participating in the online course(s). Students who do not report to the DCS virtual school facilitator will be placed on academic probation. Students who are not up to date with course work within five academic days will be placed on academic probation. Students will have two academic days to become current. A student who is placed on probationary status for a third time during a term may be withdrawn from the class. It is the student's responsibility to make arrangements with the DCS virtual school facilitator regarding reporting options and providing evidence that they are on pace.

## **Course Testing Schedule**

Decatur City Schools will follow the ACCESS Virtual Learning testing procedures for virtual classes. All unit tests and semester examinations must be taken in the physical presence of an ACCESS Virtual Learning facilitator or teacher. Students are responsible for scheduling testing appointments during school hours and must report to the school location designated by the Decatur City Schools facilitator to take assessments. Scores earned on exams that are not taken at an approved testing site with an ACCESS Virtual Learning facilitator or teacher are not valid. Students must provide their own transportation to and from the testing site.

## **State Testing Schedule**

Decatur City Virtual School students are required to take all state-mandated assessments on site at their zoned school. All 10<sup>th</sup> grade students take the state mandated assessment and have the option to take the PSAT during the fall semester. All 11<sup>th</sup> grade students take the ACT Plus Writing in the spring semester and have the option to take the PSAT during the fall semester. All seniors take the ACT Work Keys in the spring semester. Students must provide their own transportation to the testing site.

## **Grades**

The Decatur City Schools Virtual Option will follow grading policies set forth by ACCESS.

## **Course Progression**

Students are required to progress through virtual option courses at a rate comparable to that of a traditional class. Student athletes are required to maintain a traditional pace to follow NCAA/Alabama High School Athletic Association rules. Students are permitted to work ahead of the standard course progression and finish courses early if they are not an athlete.

## **Minimum Requirements**

The minimum requirements to remain enrolled in a Decatur City School virtual option course are as follows:

- Must be a rising 9<sup>th</sup>-12<sup>th</sup> grade student enrolled in Decatur City Schools (Students living outside the district may enroll but will be required to pay out of district fees.)
- Must be on track for graduation.
- Have a personal device or use a Decatur City Schools device (DCS devices may be checked out at the student's zoned school.)
- Maintain consistent, daily access to the Internet
- Maintain minimum overall GPA of 2.5 in virtual courses and a 2.5 GPA in all other courses taken during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests
- Adhere to the Academic Integrity Contract
- Remain in good standing as a student of Decatur City Virtual School
- Students with discipline infractions resulting in suspension or expulsion may be removed from DCS Virtual School

## **Failed Classes**

If a student fails a Virtual Option course, the student can retake the course through summer school or credit recovery. The Decatur City Schools Credit Recovery Plan will be followed when retaking coursework.

**Required Courses**

Students are required to attempt a minimum of eight credits per school year. For student athletes, four of the eight credits must be core classes (math, science, English, and social studies) unless the student athlete has accumulated more core credits than is required for the student to remain on track for graduation. With parent permission, students may be allowed to earn additional credits per year. Students should register for Virtual School Option courses during the spring registration and submit the Virtual Option Registration Form to the Decatur City Schools Central Office by the deadline. Students are required to complete 24 credits to graduate. Please see the attached “Alabama High School Graduation Requirements” document for required courses.

**Extracurricular Activities**

Students enrolled in the Decatur City Schools Virtual Option are eligible to participate in school-sponsored extracurricular activities, including athletics. Students participating in athletic activities sanctioned by the Alabama High School Athletic Association will be required to follow all association rules as well as NCAA Eligibility Center guidelines.

**Virtual Learning Opportunities for Students with Special Needs**

Decatur City Schools has developed and adopted procedures that provide students with disabilities equal opportunities to participate in or benefit from virtual learning programs. Decisions regarding enrolling students with an Individualized Education Plan (IEP), Section 504 Plan, or Gifted Education Plan (GEP) will be made on a case-by-case basis, as determined by each student’s particular team. Having an IEP, 504 Plan, or GEP is not an obstacle to enrollment in DCS Virtual School.



# Decatur City Schools

## ACCESS Virtual Option 2019-2020

### Resources

ACCESS Virtual Learning: <http://www.accessdl.state.al.us/>

ACCESS Student Manual: <https://accessdl.state.al.us/sites/default/files/documents/POLICY-STUDENTS-2016.pdf>

ACCESS Course List:

[https://accessdl.state.al.us/sites/default/files/documents/ACCESS%20Course%20Catalog%20Updated%2004\\_03\\_2019.pdf](https://accessdl.state.al.us/sites/default/files/documents/ACCESS%20Course%20Catalog%20Updated%2004_03_2019.pdf)

ACCESS Course List Summary:

<https://accessdl.state.al.us/sites/default/files/documents/ACCESS%20WBI%20Courses%202019-2020%20Revised%204.17.19.pdf>

DCS Virtual School Contact:

Location: Decatur City Schools  
Attn: Susan Haddock  
3004 Moadus Rd., SW  
Decatur, AL 35603

Phone: (256) 552-3060 ext. 6420  
Email: Susan.Haddock@dcs.edu

To Complete the Registration Process:

- Students residing out-of-district should contact the DCS Central Office to request non-resident enrollment information.
- Read the ACCESS Virtual Learning Procedures.
- Read the ACCESS Student Manual (link above), sign the **ACCESS Distance Learning Student Acknowledgment Form** on page 8.
- Complete the **Academic Integrity Agreement Form**.
- Complete the **Registration Form**.
- Return the three completed forms to the high school counselor. (Counselors will forward registration forms to Virtual School Facilitator.)
- Decatur City Schools must receive the completed registration form for 2019/2020 school year by **August 1, 2019**.  
Registration forms for Spring 2020 courses must be received by December 9, 2019.
- Out-of-district fees should be paid prior to enrollment in any virtual course.



# Decatur City Schools ACCESS Virtual Option Agreement High School

## Academic Integrity

The Academic Integrity Agreement of the Decatur City Schools Virtual Option combines the existing Academic Integrity Policy of ACCESS Virtual Learning with the additional requirements of the Decatur City School District.

### **ACCESS Virtual Learning**

ACCESS Virtual Learning students must sign the commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course and will be subject to other consequences as determined by ACCESS Virtual Learning and local school system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Cheating will not be allowed in any form.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.
- Translators are prohibited in all Foreign Language ACCESS classes.

All ACCESS Virtual Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has cheated in any manner, the student will be subject to consequences determined by ACCESS Virtual Learning administrative staff, the distance learning teacher, and the local school system. The student will be subject to removal from the course with a failing grade.

Registration forms due by  
**August 1, 2019**

Forms for Spring 2020 due by  
December 9, 2019

## Academic Integrity Commitment

### Student Agreement

I have read and understand the Decatur City Schools Virtual Option Procedures and the Academic Integrity Commitment. Failure to comply with those procedures or the following may result in dismissal from the Virtual Option:

1. All work submitted will be my own work.
2. I will abide by all Decatur City Schools Virtual Option and ACCESS Virtual Learning policies and procedures.
3. I will maintain consistent, daily access to a device and the Internet to complete my online course(s).
4. I agree to take all course tests and examinations at the facility designated by the ACCESS facilitator with an ACCESS Virtual Learning facilitator or teacher.
5. I agree to take all Alabama mandated assessments as proctored examinations at my zoned school.
6. I will provide my own transportation to and from my zoned school to take virtual option tests and state assessments.
7. I will complete all assignments and meet all deadlines
8. I will work cooperatively with my teacher and other students showing respect for all.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Agreement

I have read and understand the Decatur City Schools Virtual Option Procedures and the Academic Integrity Commitment. As a parent/guardian of the above named student, I will support the policies, procedures and expectations of Decatur City Schools Virtual Option as well as the following:

1. All work submitted will be my student's work.
2. ACCESS Virtual Learning policies and procedures.
3. Maintaining consistent, daily access to a device and the Internet is necessary to complete the online course(s).
4. All course tests and examinations will be the facility designated by the ACCESS facilitator with an ACCESS Virtual Learning facilitator or teacher.
5. All Alabama mandated assessments will be taken as proctored examinations at my student's zoned school.
6. Any necessary transportation must be provided by parents/guardians or by the licensed virtual option student.
7. All assignments and deadlines.
8. Working cooperatively with the teacher and other students is essential.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*ACCESS Distance Learning Student Acknowledgment Form** is available at

[http://www.accessdl.state.al.us/content/Policy\\_Manual\\_for\\_Students](http://www.accessdl.state.al.us/content/Policy_Manual_for_Students)



# Decatur City Schools ACCESS Virtual Option 2019-2020 High School Registration Form

Registration forms due by  
**August 1, 2019**

Forms for Spring 2020 due by  
December 9, 2019

Student Name:	School & Grade 19/20:
Street Address:	City & Zip Code:
Student Age/Date of Birth:	Student Phone:
Name of Parent/Guardian:	Parent Phone:
Student Email Address:	Parent Email Address:

There is no tuition for Decatur City Schools district students. Students living outside of the district will be required to pay out-of-district fees. Decatur City Schools must receive the completed registration form by **August 1, 2019**. Registration forms for Spring 2020 courses must be received by December 9, 2019. Out-of-district fees should be paid prior to enrollment in any virtual course.

**All unit tests and semester examinations must be taken in the physical presence of an ACCESS Virtual Learning facilitator or teacher.**

On-line Courses		
Course Number*	Full Name of Course	Credits
<b>Total Number of Credits</b>		

On-Campus Courses		
Course Number*	Full Name of Course	Credits
<b>Total Number of Credits</b>		

Student receives IEP, 504, or EL services:  
 No       Yes (Specify: \_\_\_\_\_)

Total number of combined credits for the academic year must be equal to or greater than 8.

Student Signature	Parent/Guardian Signature
Counselor Signature	Administrator Signature

Office Use-    \_\_\_ Computer            \_\_\_ ACCESS Lab            \_\_\_ **Transcript Audit**  
                   \_\_\_ Internet Access        \_\_\_ Virtual                \_\_\_ Block \_\_\_ A/B

At this time, DCS Virtual Option offers the standard Alabama diploma only. We do offer Advanced Placement courses, which meets the standards of the College Board's Advanced Placement (AP) curriculum.

## ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified April 2018

<i>(Alabama Administrative Code 290-3-1-02(8) and (8)(a))</i>			
Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.			
COURSE REQUIREMENTS			
<b>English Language Arts</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	English 9	1	
	English 10	1	
	English 11	1	
	English 12	1	
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
<b>English Language Arts Total Credits</b>		<b>4</b>	
<b>Mathematics</b>	<b>Three credits to include:</b>	<b>Credits</b>	
	Algebra I or its equivalent/substitute	1	
	Geometry or its equivalent/substitute	1	
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1	
	Mathematics-credit eligible options may include: <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>		
	<b>One credit from:</b>		
<i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>		1	
<b>Mathematics Total Credits</b>		<b>4</b>	
<b>Science</b>	<b>Two credits to include:</b>	<b>Credits</b>	
	Biology	1	
	A physical science (Chemistry, Physics, Physical Science)	1	
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
	<b>Two credits from:</b>		
	<i>Alabama Course of Study: Science</i> or science-credit eligible courses from <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>		2
<b>Science Total Credits</b>		<b>4</b>	
<b>Social Studies*</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	World History	1	
	United States History I	1	
	United States History II	1	
	United States Government	0.5	
	Economics	0.5	
Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			
<b>Civics Test Requirement</b>	Students are required to pass the <i>Civics Test</i> in the United States Government class effective the 2018-2019 school year.		
<b>Social Studies Total Credits</b>		<b>4</b>	
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1	
<b>Health Education</b>		0.5	
<b>Career Preparedness</b>		1	
<b>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</b>		3	
<b>Electives</b>		2.5	
Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.			
<b>Total Credits</b>		<b>24</b>	

The Decatur City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Stefanie Underwood, 302 4th Avenue, NE, Decatur AL 35601, 256.552.3000, stefanie.underwood@dcs.edu.