

# **Queen Creek Virtual Academy**



## **2024-2025 Handbook**

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# **Queen Creek Virtual Academy**

## **GENERAL INFORMATION**

Queen Creek Virtual Academy offers students online learning opportunities to provide flexibility for personalized student success. Students work with their facilitators in a virtual online environment to study and complete all coursework at their own weekly pace in an asynchronous learning environment. In this online program, students receive one-on-one instructional support and tutoring from highly qualified, certified teachers (facilitators). State testing and final exams for all courses must be taken in person and will be proctored by district-assigned staff. All courses are aligned with the Arizona Standards and the district's curriculum standards.

### **Our Mission**

Preparing students for success through a virtual environment.

### **Our Vision**

In partnering with families, Queen Creek Virtual Academy provides an engaging online learning community that develops independent and global leaders.

### **Student Necessities**

To view content, students must have access to a computer and a high-speed Internet connection. The computer should also have a working camera and microphone. Students should also have a quiet, uninterrupted work environment to be successful. Younger grades will need access to a printer. QCVA students in grades 9-12 can request a district-issued Chromebook if necessary.

### **Queen Creek Virtual Academy Facilitators**

Queen Creek Virtual Academy employs highly experienced and highly qualified QCUSD school teachers who are Arizona certified in the core areas in which they are teaching. All QCVA facilitators are highly qualified to instruct online students throughout their coursework. Online facilitators are available via email, video conference, phone, and in-person during office hours.

### **About Online Courses**

Online courses are explicitly written for internet-based learning and frequently use multimedia components such as original audio and video files, animated tutorials, and interactive activities. Certified and highly qualified teachers support and assist learners to ensure progress and provide specialized tutoring and feedback on coursework and assessments. The result is an engaging, motivating method for learning.

### **Credit Recovery Courses**

Students who have taken a course for initial credit (either online or face-to-face) and failed the course

may take the credit recovery version of the course, if available. Credit recovery classes provide students the opportunity to test out of content they have already mastered and complete courses at a quicker pace. Credit recovery classes are only offered for those core classes required for graduation. Students taking these classes can recover credit and earn a “Pass” or “Fail” on their transcript. These courses do not affect GPA and are designed to earn/recover credits to meet graduation requirements.

**Outside of QCUSD Concurrent Enrollment/Computer-based / Distance Learning** Four credits from correspondence/distance learning courses may be accepted toward the graduation requirements from providers outside QCUSD. Students may only take one of these courses per school year. Students are required to consult with administration and receive prior approval before enrolling in courses outside QCUSD to ensure that the credit will transfer properly. Core courses (Math, English, Science, Social Studies, and World Language) will only be accepted for concurrent enrollment from institutions that provide a proctored final exam. If there is not a proctored exam, students will be required to participate in the QCUSD test for the credit process to be awarded in the form of a “P” (pass). It is the student’s responsibility to make sure the course taken complies with the NCAA if applicable to that student.

### **Late Work Policy**

QCVA students work independently at their own pace in online courses. However, students are expected to make regular progress in completing course assignments within the allotted week to stay on pace. Students who fall behind in their class(es) will be given a warning and placed on academic probation. Students who fall more than two weeks behind may be dropped from Queen Creek Virtual Academy.

### **10-Day Drop**

QCVA students must log in and complete coursework by its due date or shortly after that. Students who fail to log into Edgenuity for ten consecutive academic days may be dropped and withdrawn from QCVA. Students and their families will receive communication/notice before being dropped/withdrawn. Families are expected to have current contact information (email, phone number, address) in ParentVue/Synergy at all times.

### **Considerations for Students Taking Online Classes**

When considering taking online classes, students should realize that:

- Online courses require strong reading skills, self-discipline, and exceptional time management skills.
- They may spend more time on an online course than they typically would in a traditional classroom.
- They will need regular access to both a computer, with a working camera/microphone) and the internet.
- They should meet with QCVA staff to assess whether they possess the traits of a successful online learner.
- [Young grade levels] The parent serves as a coach for their student. Parents support their child(ren) in self-paced learning, and for younger students, it will be the primary source of

communication.

- Students are required to be in person for final exams and state testing.

When taking online courses, students should expect to:

1. Read regularly:

Online courses require more reading than traditional face-to-face courses.

2. Use written communication skills regularly:

Students will be required to communicate regularly with their facilitators using a variety of tools that require written communication. Students are expected to check their district email daily.

3. Be Self-disciplined:

The student needs to keep pace with the course and stay on track; otherwise, they may be removed from the program.

4. Be Self-motivated:

The student must be able to work without the need for someone to monitor their daily progress. Due dates are assigned for each coursework in each class to ensure that students are on track. Procrastinating and missing deadlines will cause students to fall behind on coursework and may lead to failing grades.

5. Self-Advocate:

Students need to be able to seek out the help they need using the communication tools available.

### **Coursework Expectations**

1. Students are expected to work online for at least 25 hours per week.

2. Students must also anticipate working offline doing things such as researching, preparing for assignments, doing assigned readings and writing assignments, studying for tests, quizzes, etc. The student must document all work time. The time log will be the student's attendance and must be submitted weekly. Failure to do so may result in being removed from QCVA.

3. Students must complete all coursework (i.e., lessons, quizzes, and tests) by the course completion date.

4. Students must pass the course with a relative grade of 60% or better to earn credit. The relative grade reflects a zero for all incomplete assignments.

5. Students may have two attempts on quizzes (one retake). The default passing threshold is 70% (this will allow the student to move on to the next activity). A third attempt on quizzes may only be permitted based on facilitator discretion. If the student cannot pass a quiz with a 70% or higher on the

second attempt, they are expected to provide notes on the lesson or attend tutoring to receive support to ensure they understand the content before moving forward. At the facilitator's discretion, a third attempt can then be provided.

6. Students are only permitted two attempts (one retake) for the unit tests.

7. All final exams and state testing are administered in person on the Newell Barney College Prep campus. A QCVA staff will administer and proctor these tests.

8. Students should check their district email, Google Classroom, and Edgenuity inbox daily for course information and facilitator/ QCVA communication.

9. Students have up to 18 weeks to complete each course in order to receive credit for the course. The course completion date is designated at the time of enrollment. No extensions will be granted.

### **Student Responsibilities**

1. Complete online orientation of the Edgenuity platform.

2. Participate in quarterly live conferences with each content area facilitator. If a student's Actual Grade is above a 70% they may be exempt at the facilitator's discretion. Participation for the live conferences will be recorded as a grade in each core subject (English, Math, Science, Social Studies).

3. Participate in weekly tutorial sessions as needed. Students with a 65% or below grade in core subjects (English, Math, Science, Social Studies) must attend required tutoring sessions. Students should take advantage of these sessions. Failure to attend required tutoring sessions may result in the student being removed from QCVA.

4. Actively take notes for each lesson via paper notebook, eNotes, or Guided Notes. Notes are required, and students are expected to share them with facilitators upon request. Notes can be used on quizzes, unit tests, and final tests/cumulative exams.

5. Students should give their best effort when completing assessments such as quizzes, unit tests, and final exams/cumulative exams since coursework is weighted, and assessments may comprise the majority of their grade.

6. Monitor weekly progress goals and stay on track by completing coursework on its due date. Students should ask for help/assistance when needed or falling behind.

7. Take the final test/cumulative exam in an in-person proctored setting at Newell Barney College Prep.

8. Grade-level state tests/assessments will be administered in person at Newell Barney College Prep and will take several days to complete. Students should make themselves available and will complete these state-mandated assessments in person.

9. Academic dishonesty is not tolerated. Students are expected to submit their own work, not the work of others. Using third-party sites that provide answers is NOT permitted. Any acts of plagiarism, cheating, etc., will result in consequences. A score of zero for the coursework will be recorded. Students may be removed from QCVA for repeated violations of academic integrity.

### **Parent/Guardian Responsibilities**

#### **1. Set High Expectations**

Encourage your student to actively use the “Course Report” to track the coursework that should be completed each day. Setting and achieving daily goals helps keep students motivated and determined to succeed.

#### **2. Ensure Adequate Time to Complete Coursework**

Students may work on their online program courses at home or anywhere they can access a computer and the Internet. Ensure your student has a school schedule of 25 hours a week. To be successful, students must plan enough time to complete daily assignments at a reasonable pace. Encourage your student to schedule time to review his or her printed eNotes before taking assessments. Creating a routine will assist your student in meeting their academic time requirement.

#### **3. Provide a Conducive Learning/Working Environment**

Provide a quiet, uninterrupted, and dedicated space free from distractions for students to work each day. By doing so, students can shift their mindset to working mode and detach from their at-home/personal activities. A computer/laptop with a camera and microphone is likewise needed for students to complete their coursework and communicate with their facilitators.

#### **4. Ask for Feedback and Provide Encouragement Every Day** Check in with your student by asking:

1. What did you learn today?
2. What did you accomplish today?
3. What did you find challenging today?
4. How did you overcome those challenges?
5. How can I help you achieve success?

Providing your student with regular checks and encouragement will support them in their studying and help them to be more successful.

#### 5. Monitor Student Progress

At least once a week, make sure your student is making adequate progress. QCVA will send a weekly progress report for grades 9-12 to the parent/family email address(es) on file. Please read and discuss the progress report with your child. In addition, parents have access to the Family Portal in Edgenuity. Log in anytime to review your student's progress and access reports that track their Edgenuity activity. Parents/Families may request or can be asked to attend Parent-Teacher Conferences to assist/resolve academic concerns.

#### 6. Confirmation of Student Time Log

Parents are required to log and submit their time on a weekly basis through ParentVUE. If this process is not followed, it may lead to the student being locked out of their courses

#### 7. QCVA Communication

QCVA primarily sends information and contacts students and their families via email. Please check your emails regularly and ensure the correct email is on ParentVue/Synergy.

### **QCVA Athletic Participation**

Queen Creek Virtual Academy students can participate in sports activities before or after school hours at their home school. Due to District and School Board approval, students who attend QCVA are eligible for all AIA-sanctioned activities without transfer penalty at their "home school" or the school they originally attended. Students who have not attended a QCUSD high school and choose to attend QCVA would only be eligible at the school whose attendance boundaries they reside in. Out-of-boundary students who choose to attend QCVA and have not established themselves at a QCUSD high school would be ineligible for AIA-sanctioned athletics and activities.

### **Participating In School Events**

Aside from participating in athletics, QCVA students may attend school-sponsored events in the district as guests. All guest rules and restrictions apply to QCVA students who attend. This includes school dances and sporting events. QCVA students may attend prom as guests at CHS, EHS, or QCHS. Please check with the high schools and junior highs for the requirements for guest attendance for their school-sponsored activity.

### **Graduation Ceremony**

2025 Queen Creek Virtual Academy graduates will NOT participate in graduation ceremonies at their home school. There will be an in-person QCVA graduation ceremony for seniors graduating. Site to be determined.

### **District-Issued Devices**

District-issued Chromebooks will be provided if requested by QCVA students in grades 9-12. Students in grades K-8 must provide their own devices. Please refer to the district devices handbook and policies if you have questions. Families can participate in the device protection plan at a minimal fee.