K-12 VIRTUAL
CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

Virtual Overview & FAQ

This CMCSS K-12 Virtual School Overview & FAQ document serves the following purposes:

- *It presents an overview of the online program to potential school families*

- *It details parent and student responsibilities and school requirements*

- *It helps answer some frequently asked questions*

The Clarksville-Montgomery County School System is pleased to offer the new CMCSS K-12 Virtual as a school of choice for full-time virtual learning. In order to ensure both the parent and student understand this new learning option as well as the rules, regulations, and responsibilities of being a CMCSS K-12 Virtual student, it is highly recommended that students and parents review this information together. Enrollment requires a minimum fall semester commitment to the full-time learning option.

Open enrollment for students already enrolled in tradtional CMCSS schools for the 2020-2021 school year will be accepted July 15 - 19, 2020. The enrollment window will close at 4 p.m. on Sunday, July 19. All enrollment forms submitted by this deadline will begin receiving their enrollment status on or after July 24, 2020. Students who are new to the district and wish to enroll in the CMCSS K-12 Virtual School, must first register through the traditional Enrollment Center before choosing the CMCSS K-12 Virtual School option. Students who are approved to CMCSS K-12 Virtual will be required to attend either an in-person or online training session with their parent or legal guardian. Failure to attend the training will forfeit the approval.

According to the State of Tennessee, students who wish to enroll must show proof of Montgomery County residence. Currently enrolled CMCSS students must supply proof of residence upon pre-approval to CMCSS K-12 Virtual. Parents of students who are new to the district will be required to submit two proofs of residency as part of the registration/enrollment process. The most commonly accepted documents are utility bills or lease agreements. The parent or legal guardian's name must be on these documents, and the addresses must match. The parent/legal guardian who enrolls the student must be on the birth certificate.

Who are we? CMCSS K-12 Virtual

CMCSS K-12 Virtual is a full-time school of choice, offering parents and students a comprehensive kindergarten through twelfth grade virtual instruction program that can be accessed at any time and from anywhere during the regular school year. K-12 Virtual follows the same calendar as the traditional CMCSS school calendar. As a school of choice, it provides students with an opportunity to learn through an interactive platform as well as live instruction facilitated by CMCSS teachers. Students enrolled in CMCSS K-12 Virtual will be subject to all State of Tennessee and School Board policies governing promotion, retention, and graduation.

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What exists in K-12 Virtual?

CERTIFIED VIRTUAL SCHOOL TEACHERS:
CMCSS Virtual students are assigned to Tennessee certified CMCSS teachers who are responsible for teaching and assessing Tennessee state content standards through weekly virtual classes, scheduling assessments, grading assignments, and monitoring each student's progress. The student and teacher will be able to enhance their academic relationship using today's technology, which may include a combination of email, video chats, phone communication, and teacher feedback videos. Teachers will review each student's progress, document their interactions with each student, and develop the strategies to improve a student's online education. Teachers will also provide students with academic challenges to raise the academic bar and create education plans to meet the needs of all students.

DESIGNATED LEARNING MENTORS:
In order to enroll in CMCSS K-12 Virtual, each student will be required to identify a Learning Mentor who will help to ensure his or her success with virtual learning. The Learning Mentor (LM) is a parent, legal guardian, or approved adult trained by CMCSS K-12 Virtual staff in a face-to-face or virtual session. The LM is responsible for monitoring the student's learning environment and daily academic progress. Learning Mentors are trained to monitor the students, communicate with the teachers, and manage school at home. The LM is trained to create an hourly daily schedule for his/her student. The LM guides the student on how to follow the schedule and ensures that the student works on their courses four-six hours a day, five times a week. The student works with his/her LM every day to follow the course work assignments. Depending on the student's maturity level, the LM gradually teaches the student how to pace himself/herself to work independently, but always continues to monitor the student's daily progress. Without the physical presence of the trained LM, this program will not be successful.

EXCELLENCE IN ACADEMICS:
Kindergarten - 5th Grade: Students will be enrolled in four online courses with one certified elementary teacher. The teacher will assign daily assignments in each of the four subjects (English/Language Arts (ELA), Math, Science, and Social Studies). The LM will be responsible for creating the daily schedule ensuring approximately an hour for each subject every day. The Learning Mentor will organize the assignments and be ready for the next school day guiding the student through the lessons in each subject. The LM will review the student's work and supervise attendance/participation. The teacher will schedule weekly live classes in each subject and grade level per participation, and will schedule individual sessions to review each student's progress. The teacher will evaluate the assignments for an official grade. Grades will be entered in PowerSchool. Students and parents will be able to access PowerSchool for updates on student progress. Students are required to log 20 hours per week on the SchoolsPLP platform.

6th - 8th Grade: Students will be enrolled in four online courses with a teacher for each of the content areas (ELA, Math, Science, and Social Studies). The teacher will schedule weekly live classes in each subject and grade level per participation, and will schedule individual sessions to review each student's progress. Students and parents will be able to access PowerSchool for updates on student progress. Students are required to log 20 hours per week on the SchoolsPLP platform.

9th - 12th Grade: Students will have a minimum of five online courses with six teachers certified in their respective subject areas. The LM will be responsible for creating the daily schedule, assisting in organizing the student each day, and ultimately teaching the student time management and responsibility.

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The CMCSS K-12 Virtual Student

The LM for students in 9th - 12th grade is responsible for monitoring participation in the system every day, reviewing assignments by each of the teachers, and ensuring the student has completed them successfully. The teacher will schedule weekly live classes in each subject with all the students in the course and regularly scheduled individual sessions to review the student's progress.

Students enrolled in CMCSS K-12 Virtual are given quite an opportunity. Learning and applying the grade-level specific standards in the comfort of their home is a privilege and an honor. Parents and students develop a greater respect for each other as they work together at managing a full-time public school in their home. The student is made aware of the responsibilities, and the parent or designated Learning Mentor, monitors the student every day. The student is responsible for completing the daily assignments and following a daily schedule while learning the standards and applying the concepts. Every day, students will build on the knowledge of the prior day and strengthen their understanding. If applicable, the student should conduct research and utilize appropriate source citation, quoting and paraphrasing to avoid plagiarism. It is the responsibility of all students to demonstrate their knowledge by submitting their work, studying, focusing on future endeavors, and earning the grades for promotion and graduation. An academic integrity incident will not be tolerated.

General Characteristics of Successful Virtual Students:
- *Self-motivated*
- *History of adequate attendance*
- *History of successfully meeting grade level/course expectations*

CMCSS K-12 Virtual - A School of Choice

Did you know that you are enrolling in a school of choice? As a school of choice, CMCSS K-12 Virtual does not offer every educational service a traditional school setting may offer. Case reviews will be conducted to determine if the virtual option will need to be supported by additional methods to meet individual student needs. Student records should indicate a history of mastery of grade-level content standards. We do not have athletic teams like football, volleyball, or basketball, etc., however, students in our program may try out for an athletic team at their enrolled CMCSS school. CMCSS K-12 Virtual is approved by the NCAA, allowing K-12 Virtual students to be eligible for athletic scholarships. As a school of choice, we can offer a non-traditional approach to delivering education anywhere, at any time via technology.

K-12 Virtual specializes in a technology-driven education that requires self-motivated, organized students and parents to manage a public school from home or another venue.

If at any time, a student is not successfully performing in the virtual setting, a meeting will be scheduled to determine next steps for the student or if a return to the traditional classroom setting is warranted.

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FAQs

Q: **When is the open enrollment period?**

A: For students currently enrolled in a CMCSS school, the open enrollment window is July 15-19, 2020. Students who are new to the district will receive an electronic form to select the traditional or virtual option once your pre-enrollment form is complete. Please allow 24-48 hours to receive the link once you have completed your pre-enrollment.

Q: **If I select either the traditional or virtual option, but then want my student(s) to enroll in the opposite option later, would I be able to switch during the school year?**

A: We want all students to be able to work in the environment that best suits their needs and needs of the family, especially during the COVID-19 pandemic. If a student wishes to move from a traditional to virtual or from a virtual to traditional setting during the school year, we will allow the change given the following:
- There is capacity to enroll the student in the desired courses, and
- It is the end of the nine-weeks or semester

Q: **What kind of technology do I need for my student to participate in CMCSS K-12 Virtual?**

A: CMCSS will provide all K-12 Virtual students with the technology needed for success.

Q: **If I want to purchase my own technology for my student(s), what would I need to have?**

A: There is no need for parents/guardians to have to purchase technology. CMCSS will provide all the necessary devices students will need.

Q: **How can my student(s) participate in CMCSS K-12 Virtual if my internet is unreliable?**

A: Students who do not have reliable internet service will be provided with hotspots upon request.

Q: **What will the typical day look like for a student in CMCSS K-12 Virtual?**

A: Depending on the courses or grade level of your student, this could look very different. However, your student should be prepared to spend about the same amount of time each day engaged with the classroom teacher and/or peers, working independently, or meeting with the teacher in a small group setting as their traditional school counterparts.

Q: **When will CMCSS K-12 Virtual teachers be available to work with students in real-time should students have questions or need help with an assignment?**

A: Each CMCSS K-12 Virtual teacher will have designated times available each day to answer questions and/or conference with students and/or Learning Mentors.

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Q: What learning platform will be used for CMCSS K-12 Virtual?

A: The learning platform utilized may vary depending on the course being offered. The majority of courses will be accessed through SchoolsPLP, an online learning management system that is available for teachers and students in CMCSS. CMCSS teachers have vetted and designed the content to align TN State Standards to rigorous and interactive student experiences that mirror the content taught to their peers in a traditional school setting. Many English Language Arts (ELA) courses will be using platforms created by and directly aligned to the newly adopted textbooks. In addition, some high school courses may use Google Classroom or an alternate platform depending on the demands of the course.

Q: How will parents and guardians be kept informed of their child's progress in CMCSS K-12 Virtual coursework?

A: As in the traditional setting, student grades will be entered into PowerSchool. Parents and students will have the ability to access student progress at any time through this platform. District policy is for teachers to enter grades for the previous week each Monday by midnight.

Q: How will CMCSS K-12 Virtual provide accommodations for students who have an IEP, 504 Plan, or receive another similar kind of service?

A: If a student with an IEP or 504 plan is enrolled in CMCSS K-12 Virtual, it is the responsibility of CMCSS to ensure the school system meets all requirements of the Individuals with Disabilities Education (IEP) Act and Section 504. CMCSS K-12 Virtual will follow all modifications and accommodations documented on the IEP or 504 plan as appropriate. There are some instances in which accommodations listed in the IEP or 504 plan are not conducive to the virtual environment and may not be provided. In this case, the enrolled school will be responsible for providing such accommodations in order to help the student to be successful in the virtual setting.

Q: Which traditional course offerings will be offered through CMCSS K-12 Virtual?

A: Although we will do our best to offer a wide variety of options for students wishing to enroll in CMCSS K-12 Virtual, there may be some classes that are not possible to replicate in the virtual setting. School counselors will work with each student to maintain a schedule that will:

- Ensure that each student remains on-track to graduate, and
- Allows the greatest variety of course options as is possible

If a student enrolls in CMCSS K-12 Virtual, and it is determined that a course he or she wishes to take cannot be offered, he or she will have an opportunity to enroll in traditional school at that time.

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Q: My child was accepted into one of the Academies for the 2020-2021 school year before the COVID-19 closures began. Will he/she still be able to participate in the Academy if we opt for CMCSS K-12 Virtual?

A: No. Because Academy students are clustered in a cohort model and required to complete interdisciplinary challenges based on CTE standards, it is not possible to offer Academy classes in the virtual setting.

Q: Will students have an opportunity to take other types of Career and Technical Education classes in CMCSS K-12 Virtual?

A: There will be very few CTE course offerings through CMCSS K-12 Virtual due to the TN Department of Education's three-course focused elective group graduation requirement and the hands-on nature of the majority of CTE courses. Those interested in the CMCSS K-12 Virtual option will need to work with a counselor to determine the most appropriate focus elective group option.

Q: Will my student still be able to complete Honors, Advanced Placement (AP), and/or Dual Enrollment courses if enrolled in CMCSS K-12 Virtual?

A: To the greatest extent possible, Honors, AP, and Dual Enrollment courses will be offered to students wishing to enroll in CMCSS K-12 Virtual. Just like in a traditional high school, specific Honors, AP, and Dual Enrollment course offerings will be based on student demand and qualified instructor availability for each course.

Q: If a course is offered at the traditional school that is not offered through CMCSS K-12 Virtual, can a student be enrolled in both?

A: At this time students will need to choose either the virtual setting or the traditional setting. During the final scheduling process, individual students can request a case review to determine if their situation warrants enrollment in both.

Q: If my student is a senior, what school will be listed on his or her diploma if he or she enrolls in CMCSS K-12 Virtual?

A: CMCSS K-12 Virtual is an extension program of the Clarksville-Montgomery County School System. The diploma will list the student's enrolled school.

Q: If my student is a senior and enrolls in CMCSS K-12 Virtual, will he or she participate in a traditional graduation ceremony?

A: Yes, graduating seniors will be able to participate in the enrolled school's graduation ceremony.

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Q: If my child is enrolled in CMCSS K-12 Virtual, can my child participate in on-campus clubs outside of the school day?

A: Yes, students may participate in on-campus clubs when they occur outside the regular school day. Information about clubs can be obtained from the student's enrolled school.

Q: If my child is enrolled in CMCSS K-12 Virtual, can he or she participate in school dances such as Homecoming or Prom?

A: Yes, students may participate in school events like Homecoming or Prom. Information about these events will be communicated by the student's enrolled school.

Q: If my child is enrolled in CMCSS K-12 Virtual, can he or she try out for a sports team?

A: Students may participate in athletic programs at their CMCSS school in which they are enrolled. Students must declare their intention to participate/try out to the school's athletic director before the beginning of the season.

Q: If my child enrolls in CMCSS K-12 Virtual, would he or she still be eligible to play collegiate sports and receive scholarships from NCAA schools?

A: Yes. The virtual platform (SchoolsPLP) used at CMCSS K-12 Virtual is approved by the National Collegiate Athletic Association (NCAA), by meeting the following criteria:

- The courses must meet NCAA core-course requirements.
- The courses must have ongoing and regular teacher-initiated interaction for the purposes of teaching, evaluating, and providing assistance throughout the duration of the course. This may include synchronous or asynchronous instructive interaction, including emails, videoconferencing, online chats, phone calls, and feedback on assessments.
- The courses must have a defined time period for completion. This means the nontraditional program must identify the fastest and slowest paths to successfully complete a course (i.e., maximum and minimum time frame for completion).

Q: Will high school students be able to participate in co-curricular courses such as Show Choir or Marching Band?

A: Co-curricular activities such as Marching Band and Show Choir will require students to participate in the associated on-site course. Case reviews will be conducted to determine feasibility.

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Open Enrollment Submission & Next Steps

Thank you for considering open enrollment in the CMCSS K-12 Virtual program. By submitting the open enrollment form, you are agreeing to the terms and conditions outlined throughout this document. You are certifying that you understand each enrollment form is subject to a case review to determine successful placement in the CMCSS K-12 Virtual program. You are also certifying that you understand that each student must have a designated Learning Mentor to assist him/her in being successful.

Upon submission of the enrollment form for currently enrolled CMCSS students, there are no further actions needed at this time. You will be notified of enrollment via email on or around Friday, July 24. Upon pre-approved status, the parent/guardian will be required to submit proofs of residence prior to official enrollment.

This open enrollment form does not serve as the registration paperwork required for enrollment in the Clarksville-Montgomery County School System.

If your student is NOT a current CMCSS student, the parent/legal guardian must complete CMCSS pre-enrollment form (which can be found at enroll.cmcss.net) and complete the enrollment process at the student's home-zoned school or the CMCSS Enrollment Center. An electronic form to select the traditional or virtual option will be sent following the completion of your pre-enrollment form. Please allow 24-48 hours to receive the link once you have completed your pre-enrollment.

You may visit CMCSS.net/registration/ for more information about registration and the required documents.

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