



Aiken County Virtual Academy Policy and Procedures

ACVA Academic Integrity Commitment

The vision of Aiken County School District is to be a premier, world-class school system in which every student acquires an excellent education. Our schools will be welcoming-centers organized around high-quality teaching and learning. To honor this vision and our commitment to excellence in education, Aiken County Virtual Academy provides an online collaborative learning environment that promotes academic integrity. ACVA strives to maintain academic integrity in the online environment by ensuring all courses regularly include discussion-based assessments designed to verify the validity and authenticity of student work as well as require mid-session and final exams to be given in a secure and proctored setting. Our belief is that by fostering honesty and responsibility, we are empowering students to be good citizens and custodians of learning. The ACVA expectations below reflect this commitment.

Academic Integrity Policy

Prior to enrollment in any course offered through ACVA, students and parents/guardians are required to sign a Commitment Form indicating their understanding of academic integrity and the consequences of dishonesty.

Students are expected to uphold the qualities of academic integrity by NOT engaging in any of the following unacceptable behaviors: cheating, fraud, or plagiarism. Below, you will find a list, although not all inclusive, of acts of cheating, fraud, or plagiarism.

Students should NOT...

- copy or use someone else's work (to include images, words, and ideas) and pass it off as their own
- use unauthorized study aids (cheat sheets, references, calculators, notes, other people, Internet, etc...)
- falsify information, including research or data
- commit forgery
- copy or apply patterns of language, structure, or ideas of another without internal and external citation or receipt of permission as appropriate

Students SHOULD...

- Complete their own original work using resources and references only as allowed and citing appropriately.

Course Completion and Progress Monitoring Procedures

All course work must be completed by the assigned course completion deadline. Students must be progressing successfully according to the online pacing guide before they are recommended for additional courses. While courses are asynchronous and students can work on their own schedule, units have posted due dates. Grades will reflect missing/late work until it is submitted and graded.

It is the responsibility of the student to contact the online instructor for assistance if needed.

Student/guardians are responsible for online access from home if this is required to successfully complete the course.

Student Responsibilities

Students should spend the first fourteen days of a course making sure that they are comfortable with the technology of online learning and that they are capable of successfully mastering the content. Please note that when taking an online class, students are responsible for maintaining

consistent and reliable computer access. Our courses are accessible from any computer with high-speed internet access; therefore, computer/internet problems will not be accepted as reasons for delays in meeting course deadlines. Students should develop contingency plans to deal with potential situations that would prevent them from accessing their courses (e.g., identifying alternate locations with internet access, using backup computers, etc.).

Only through continuous communication and consistent work can students be successful in an online course. Within each course, the instructor outlines the weekly minimum work requirements in the pacing guide. It is essential that students maintain regular contact with their instructors and submit assignments on time. If circumstances arise that prevent students from maintaining the appropriate pace in their courses, it is critical that they communicate with their instructors.

Extension Policy

In the event that a student is unable to complete the course in the given time, an extension request may be submitted to the teacher.

Extension requests that meet the following conditions may be granted a maximum two-week** initial extension beyond the end of the course. Extension lengths are left to the discretion of the teacher and depends on whether or not the student is logging in and working consistently.

1. The student must have a coursework average of at least 45% at the time of the extension request.
2. The student must be actively engaged in the course (regular activity, completed activities in the last week, regular communication with the instructor, etc)
3. Students must ask their teacher for an extension in a course. Extensions will be given at the teachers' discretion, and with the approval of the ACVA administrator.
 - The request for an extension must be received prior to the first day of exams for the term.
 - The extension request is reasonable and appropriate. Students who have been inactive for a period of longer than 14 days, or who are failing with a grade less than a 45 will not be provided an extension.
4. Extensions may be granted for *up to* two weeks (maximum). Students will work with the teacher to develop a plan. Students and teachers will decide on an extension deadline. Teachers and ACVA Administration will monitor extensions. If progress has not been made or the course completion plan has not been followed, the extension may be terminated with no right to appeal for an additional extension of time.
5. No additional extension requests will be approved without an extenuating circumstance (subject to verification).

**Summer Extensions cannot extend longer than one week from the end date of the summer session.

Online Options and Selection Procedures

Participation Guidelines

NOTE: Prior to enrollment in any online course, students and parents/guardians must meet with the student's counselor and complete the Virtual Course Request form. See the [How To Register](#) page on the ACVA website for more information.

Enrollment in online courses should be considered in the following priority order:

- Traditional classroom with teacher
- South Carolina Virtual School Program OR Aiken County Virtual Academy (i.e. complete course with an online teacher certified in the subject area of the course based on course lists provided by ACVA)

Counselors should utilize the [course offering lists](#) issued by ACVA for determining appropriate online program enrollment. Any deviations must be approved by ACVA personnel. Please visit the Aiken County Virtual Academy website for a list of available online courses and services or contact ACVA.

Course Selection

The school counselor will identify the course(s) for which a student may receive credit based on an analysis of the student's high school transcript.

Students are strongly recommended to take just one virtual course initially. Upon successful completion of the initial virtual course, students are eligible to be enrolled in additional virtual courses per session. **No student should be enrolled in more than two ACVA/VSC courses without the approval from the principal.**

Student athletes may recover only two units per year to be eligible to play high school sports. Student athletes must recover according to the timeline set by the high school league. Principals and Athletic Directors are advised to communicate with the South Carolina High School League (SCHSL) on matters pertaining to student athletic eligibility and credit recovery.

Students, parents/guardians, school administration, coaches, athletic director, and counselors are advised to consult NCAA guidelines and course approvals concerning eligibility.

For information regarding Content Recovery and Credit Recovery through ACVA/VSC, please refer to ACPSD Board Policy [IKA Grading/Assessment Systems](#).

Students Receiving Accommodations

When Special Education accommodations apply, the IEP team must determine if virtual courses are appropriate for the student. Once it has been determined that accommodations can be met in the virtual setting, the student can follow the process for registering for course(s). It is important that students with accommodations are monitored by the SPED teacher or SPED program specialists.

Students receiving ELL accommodations should have the approval of the ELL teacher at the home school, as well as any other member of the accommodation team. Students receiving ELL accommodations should be monitored throughout the semester by the ELL teacher or program specialists.

Course Fees

Unless specified otherwise, online courses made available through ACVA Fall, Spring, and Summer sessions are provided at no cost to students. Maymester courses do have a fee associated with enrollment in order to pay teachers to facilitate the courses.

Attendance Policy

VirtualSC/ACVA Attendance Policy

1. **Regularly submitting work constitutes attendance in an ACVA course.**
2. **Students who, at any time, fail to *login and submit* work in an initial credit or credit recovery course for a consecutive fourteen calendar day period will be administratively withdrawn from the course.**

Attendance Violations within the First Fourteen Days of a Course

These students will be designated as “Withdrawn No Show.” Being removed from a course in this way does not negatively affect a student’s transcript or Grade Point Average (GPA).

Attendance Violations after the First Fourteen Days of a Course

After the fifteenth day of session, students who are dropped for inactivity or upon request will receive a WF for the course. If a student moves to another district, the student must reach out to their school to be sure their counselor and the ACVA Administrator is aware. In these cases, no penalty will be given for withdrawal.

Reinstatement into an Initial Credit or Credit Recovery Course

Reinstatement into an Initial Credit Course

1. Only one reinstatement will be allowed per course per virtual session.
2. Students who have been withdrawn for any reason can be reinstated within 7 calendar days of the withdrawal date with a request for reinstatement from their sponsoring School Counselor. After 7 calendar days from the date of the withdrawal the student will no longer be reinstated into a course for any reason and will need to re-enroll in the course in a future enrollment period. Students who have been withdrawn by their sponsoring school counselors may request reinstatement into a course by contacting their school counselors directly. School counselors will request reinstatement on behalf of their students. School Counselors must request to have a student reinstated into a course within seven calendar days of the student's withdrawal.
3. The student requesting reinstatement must fill out the ACVA Course Reinstatement Plan, sign it, and have it sent to the virtual administrator. Upon receipt of the plan, the student will be reinstated into the course (only once).
4. Reinstatements will not be permitted after the final drop date of the virtual session (3 weeks prior to the exam).