



# Cordell Personalized Academic Center/Virtual Learning Application

## Our Mission

**Whole Student. Whole Community: Creatively reaching each students' unique needs to create a successful life plan after school.**

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## ***2020-2021 Program Application***

### **Program Summary**

The Cordell Personalized Academic Center (CPAC) and Virtual Learning Option is in place as an option to traditional learning. All assignments are presented and completed through Edmentum software program. Students will be issued a chromebook, internet access is the responsibility of the parents.

With the COVID 19 virus some families may choose the CPAC or Virtual Learning option. Please complete the following application and return it to Brad Overton @ [brad.overton@cordell.k12.ok.us](mailto:brad.overton@cordell.k12.ok.us) by Tuesday, August 4, 2020.

Please contact Brad Overton if you have any questions about either of these options @ 580-832-1000 or the email address above.

_____		_____
STUDENT NAME		PARENT NAME
_____	_____	_____
AGE/BIRTHDATE	20-21 SCHOOL GRADE	STUDENT EMAIL ADDRESS
_____	_____	
PARENT EMAIL ADDRESS	HOME ADDRESS (must be in Cordell District)	
_____	_____	_____
PARENT PHONE NUMBER (1) (HS)	PARENT PHONE NUMBER (2)	CURRENT # CREDITS

# GUIDELINES AND EXPECTATIONS

## Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in the Cordell Public School System
- Read the guidelines and expectations and filled out completely the CPAC Application signing the contract at the end of the application.
- Participate in all required state-level academic assessments (OSTP and ACT) in the same manner as other regularly enrolled students within the district. Assessments will be taken at the school site at which the student is enrolled.
- Accomplish steps of research and activities on their individualized career academic plan, as is designated by the school (grades 7th - 12th only).
- **Parents and students must successfully attend the Introductory Meeting.**
- Have access to consistent, daily internet service
- Care and maintenance of any property of Cordell Schools given to students.
- Respond to school system communication in a timely manner.
- Have reliable transportation to and from scheduled resource times and tutoring times.
- Parents must be available for teacher to contact throughout the day to stay up to date on student's progress.
- **Parents must play an active role in holding student and teacher accountable to keep designated pace.**
- The following criteria is considered by the board when enrolling students into CPAC. By filling out the application completely and the best of your ability allows us to assess the need of your student in the program.
  - Teacher and administrator observation
  - Poor academic performance in traditional school setting
  - Attendance problems due to family emergencies or extenuating circumstances that require student to be available.
  - Attendance problems due to mental and physical health concerns, as indicated by a health professional.
  - Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance
  - Religious beliefs/convictions that the traditional school setting compromises.
  - The Need for Credit Recovery
  - Inability to attend class during the school day
  - *Cordell Personalized Academic Center Oversight Board* will review each student and their concerns based upon the previous criteria to determine if this would be the most successful placement for student.
    - Mr. Buddy Holman, CPAC Program Instructor
    - Mr. Paul Pankhurst, CHS/CJHS Principal

- Mrs. Tiffani Gallagher, CHS/CJHS Counselor
- Mrs. Shara Garmon, CHS/CJHS Special Services
- Dr. Sherri Pankhurst, Director of CPAC

### **Attendance Policy**

Students participating in the virtual education program will be considered as being in attendance if the students are successfully progressing in the enriched virtual coursework.

- Students are expected to login on the online platform on a daily basis to keep up with their duties.
- Students are expected to spend approximately 30 hours or more per week completing coursework. Attendance is monitored daily.
- Students must log into each course several times per week on different days. Although each course is different, a student is expected to spend the appropriate amount of time in the course to stay on pace with the course. Attendance is measured by blended class times, submission of assignments and communication with the teacher.
- If a student has 2 consecutive days of inactivity, student and parent will be contacted by the CPAC Program Instructor.

### **Accepted Pace Descriptions and Falling Behind Policy**

- Accepted pace will be communicated by teacher for each individual student.
- Pace will be based on what % of each course they should complete each week.
  - Students not enrolled in an extra-curricular have the following option to choose how to move through their coursework.
  - Option 2 - Every six weeks a student will have two classes enabled onto their account. If the classes are not finished by the end of the six weeks, the course(s) will remain visible on the student's page until the end of the semester.
  - Students enrolled in an extra-curricular must be enrolled in 6 courses simultaneously and will have to complete predetermined portions of those courses each week.
- In both programs students who fall behind their progress will be REQUIRED by their instructor to fulfill several time and attendance constraints to ensure they have every opportunity to catch up in their curriculum.
- If a student's grade falls below a 60 percent they will be expected to meet with the teacher at least 1 hour per week, during the designated times.
- If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.

### **Failure to Communicate Policy**

- Students must reply promptly within 24 hours of a teacher's email. If students do not communicate within a timely manner, parents will then be contacted.

- Parents will be contacted via email or phone if a student fails to communicate with the teacher within 24 hours. If parents are unable to be contacted within 48 hours then teacher and admin will visit the home.
- We will then develop a plan with the student and parent to get the student back on track.
- If the student is not following the plan to get back on track they will then be transitioned back to the traditional classroom.
- If failure to communicate continues, or the school is unable to contact parent to formulate a recovery plan, then student will have to be considered truant, and a letter will be sent to the district attorney for truancy.

### **Extracurricular Eligibility Policy**

- Students must be in attendance at their respective extracurricular each day on campus.
- Students must complete the drug testing agreement form and agree to report to the designated location when called for drug testing.
- Students in athletics or extracurricular activities have to meet predetermined weekly progress goals each week. If not, the first week, student is on probation, any consecutive week after, student is considered ineligible. Refer to Academic Progression & Extra-Curricular Eligibility on page 9.
- In order to be considered present at school to participate in extracurricular competitions students must be in attendance of their activity on campus and logged into the online platform for a total of 6 hours.

### **Students on Campus Procedure**

- Students are expected to follow school rules and expectations, according to the Cordell High School Student Handbook when on campus, at the library or on field trips.
- When students get on campus they are to immediately report to the Cordell Personalized Academic Center and check-in with the CPAC Program Instructor.
- Students will be required to turn off and turn in cell phones and turn into the HS Building. Failure to adhere will result in disciplinary actions being taken.
- Students are expected to go directly to their designated location when on campus.
- Students will be required to complete their hours on campus consecutively.
- Students must sign out with the CPAC Program Instructor.

### **Resources Available to Students**

- Content specific face-to-face mentorship is available daily in CPAC.
- Send consistent communication with parent and student about student's progress.
- Be available during school hours for parent and student to communicate with.
- Be consistent in on-site resource time, teacher office hours, and library events.
- For our secondary students enrolled in the Cordell Personalized Academic Center program, we will develop an individualized career academic plan. Whose main purpose is to direct the students in the avenue of their choice after they graduate, college, career, or technical school. The individualized career academic plan is set up to give your student placement in the area of their choice after they graduate.

- Computer and WiFi
- Lunch/Breakfast