

Georgia Cyber Academy Governing Board

Instructional Class Engagement Policy

Adopted On: 8/16/2017 Last Reviewed On: _____ Last Updated On: _____

The Board of GCA adopts the following policy, effective on the date of adoption by the Board.

Georgia Cyber Academy provides students the opportunity for a more flexible and individualized educational environment. Unlike traditional schools, where all students are a captive audience with prescriptive start and stop times Monday through Friday in alignment with a given school calendar, virtual students may perform their work at a time that better suits their individualized schedules and personal needs. The amount of flexibility that a student has in charting their own educational path is in part dependent upon their individual performance.

Class Engagement Requirements

IMPORTANT: Students may be withdrawn from GCA for failing to abide by the following class engagement requirements.

IMPORTANT: Additional rules may apply to meet NCAA requirements for athletic scholarship eligibility.

Kindergarten and 1st Grade Class Engagement Requirements Summary Table

<p style="text-align: center;">Moderate Flexibility</p> <p style="text-align: center;">Qualifying criteria:</p> <p>≥ Proficient Level (Score of 3 or 4); meets assignment deadlines; on track for meeting course completion rate (hrs/%) by subject; demonstrates on grade level or above performance in subject tested per MAP assessment and/or DIBELS</p>	<p style="text-align: center;">REQUIRED - Attend majority of Live Class Connect Sessions</p> <p style="text-align: center;"><i>However, students may substitute viewing Recorded Class Sessions when scheduling conflicts arise.</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - Create a formalized individualized class participation agreement.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - WIN Sessions; if invited</p> <p style="text-align: center;">REQUIRED - Attend Tutoring Sessions; if invited</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - Attend/View Recording of corresponding class for lessons with a score ≤ 79</p>
<p style="text-align: center;">Traditional Class Structure</p> <p style="text-align: center;">Qualifying criteria:</p> <p>≤ Developing Level (Score of 1 or 2);</p> <p>OR Students that ARE NOT meeting assignment deadlines although they demonstrate Satisfactory/Passing subject level performance</p> <p>OR Students that ARE NOT on track for meeting course completion rate (hours/%) by subject;</p> <p>OR Students that ARE NOT demonstrating on grade level or above performance in subject tested per MAP assessment and/or DIBELS</p>	<p style="text-align: center;">REQUIRED - Attend all of Live Class Connect Sessions</p> <p style="text-align: center;"><i>Parents must contact their teacher and/or FAST Team Member to submit an excuse when not attending Live Class Connect Sessions. A doctor's note may be required.</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - Discuss and create a formalized individualized class participation agreement.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - WIN Sessions; if invited</p> <p style="text-align: center;">REQUIRED - Attend Tutoring Sessions; if invited</p>

Kindergarten and 1st grade Detail*

- **Satisfactory Performance (subject avg. ≥ Proficient Level (Score of 3 or 4)/ Passing) Level of Flexibility = Moderate** - Students are required to attend the majority of live class connect sessions for a given subject or content area, but may substitute reviewing recordings of live class sessions when they cannot attend due to schedule conflicts provided that they are meeting assignment deadlines, maintaining an overall satisfactory or passing grade, are on track for meeting course/subject completion rate (hours/%), are demonstrating on-level or above proficiency on the DIBELS tests, **AND** are demonstrating on-level or above proficiency on the MAP assessment. An individualized class participation schedule shall be discussed and formalized with the teacher to determine the actual guidelines and expectations for student participation. If a student is invited to a WIN or tutoring session, then they are required to attend or make alternate arrangements with the teacher to review a given topic. **Students that fail to meet assignment deadlines, perform below grade level on DIBELS, perform below grade level on MAP, AND/OR are not on track for course completion requirements (hours/%) regardless of overall performance will be moved to the Traditional Class Structure Flexibility level for that subject.**
- **Unsatisfactory Performance (subject avg. ≤ Developing Level (Score of 1 or 2)/ Failing) Level of Flexibility = Traditional Class Structure** - Students that are maintaining an overall unsatisfactory or failing grade in a given subject or content area are required to attend live class connect sessions in that core subject area. If a student is invited to a WIN or tutoring session, then they are required to attend or make alternate arrangements with the teacher to review a given topic.

2nd Grade through 12th grade Class Engagement Requirements Summary Table*

<p style="text-align: center;">Full Flexibility</p> <p style="text-align: center;">Qualifying criteria: Subject/Course Average 90 and above; meets assignment deadlines; on-track for course completion (hours/%); ≥ Proficient Learner on prior year EOG/EOC tests, if applicable; demonstrates ≥ on-grade level performance in subject tested per MAP/DIBELS</p>	<p style="text-align: center;">REQUIRED - Check in with a designated teacher weekly for 10 to 15 minutes</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">OPTIONAL - Live Class Connect Sessions OPTIONAL - Recorded Class Sessions OPTIONAL - WIN sessions</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - Attend Tutoring Sessions if invited REQUIRED - Attend/View Recording of corresponding class for lessons with a score ≤ 79</p>
<p style="text-align: center;">Extended Flexibility</p> <p style="text-align: center;">Qualifying criteria: Subject/Course Average between 80-89; meets assignment deadlines; on-track for course completion (hours/%); ≥ Proficient Level on prior year EOG/EOC tests, if applicable; demonstrates ≥ on-grade level performance in subject tested per MAP/DIBELS</p>	<p style="text-align: center;">OPTIONAL - Live Class Connect Sessions REQUIRED - If not attending Live Class Connect Sessions, students must view at least a majority of Recorded Class Sessions</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">OPTIONAL - WIN Sessions; if invited REQUIRED - Attend Tutoring Sessions; if invited REQUIRED - Attend/View Recording of corresponding class for lessons with a score ≤ 79</p>
<p>OR Students w/ a Subject/Course Avg. ≥ 90 that ARE NOT meeting assignment deadlines.</p>	
<p>OR Students w/ a Subject/Course Avg. ≥ 90 that DID NOT receive ≥ Proficient Learner on prior year EOG/EOC tests, if applicable.</p>	
<p style="text-align: center;">Moderate Flexibility</p> <p style="text-align: center;">Qualifying criteria: Subject/Course Average between 75-79; meets assignment deadlines; on-track for course completion (hours/%); ≥ Developing Learner on prior year EOG/EOC tests, if applicable; demonstrates ≥ on-grade level performance in subject tested per MAP/DIBELS</p>	<p style="text-align: center;">REQUIRED - Attend majority of Live Class Connect Sessions <i>Students may substitute viewing Recorded Class Sessions when scheduling conflicts arise.</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED – Discuss and create a formalized individualized class participation agreement.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - WIN Sessions; if invited REQUIRED - Attend Tutoring Sessions; if invited</p>
<p>OR Students w/ Subject/Course Avg. from 80-89 that ARE NOT meeting assignment deadlines.</p>	
<p>OR Students with a Subject/Course Avg. from 80 to 89 that DID NOT receive ≥ Proficient Learner on prior year EOG/EOC tests, if applicable.</p>	
<p style="text-align: center;">Limited Flexibility</p> <p style="text-align: center;">Qualifying criteria: Subject/Course Average between 70-74; Meets assignment deadlines; on-track for course completion (hours/%); ≥ Developing Learner on prior year EOG/EOC tests, if applicable; demonstrates ≥ on-grade level performance in subject tested per MAP/DIBELS</p>	<p style="text-align: center;">REQUIRED - Attend all of Live Class Connect Sessions <i>Occasionally, viewing a Recorded Class Session may be substituted when scheduling conflicts arise provided the teacher is aware and previous arrangements have been made (excused absence from live session).</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - Discuss and create a formalized individualized class participation agreement.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - WIN Sessions; if invited REQUIRED - Attend Tutoring Sessions; if invited</p>
<p>OR Students w/ Subject/Course Avg. from 75-79 that ARE NOT meeting assignment deadlines.</p>	
<p style="text-align: center;">Traditional Class Structure</p> <p style="text-align: center;">Qualifying criteria: Subject/Course Average 69 or Below;</p>	<p style="text-align: center;">REQUIRED - Attend all of Live Class Connect Sessions <i>Parents must contact their student's teacher and/or FAST Team Member to submit an excuse when not attending Live Class Connect Sessions**. Supporting documentation may be required**. Students must view the recordings of missed live classes, whether the absence was considered excused or unexcused.</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - Discuss and create a formalized individualized class participation agreement.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">REQUIRED - WIN Sessions; if invited REQUIRED - Attend Tutoring Sessions; if invited</p>
<p>OR Students w/ Subject/Course Avg. from 70-74 that ARE NOT meeting assignment deadlines.</p>	
<p>OR Students that demonstrate below grade level performance on DIBELS test.</p>	
<p>OR Students that demonstrate below grade level performance in subject tested per MAP assessment regardless of Subject/Course Average.</p>	
<p>OR Students that received Beginning Learner on prior year EOG/EOC tests, if applicable, regardless of Subject/Course Average.</p>	

2nd through 12th grades Detail*

- **A Performance (Course/Subject Avg. 90 to 100+) Level of Flexibility = Full** Students that are maintaining a 90 or above average in a given course/subject area, are meeting assignment deadlines, are on-track for meeting course/subject completion rate (hours/%), are demonstrating on-grade level or above proficiency on the MAP/DIBELS assessment, **AND** received a proficient or distinguished level rating on the prior year's Milestones EOG/EOC Assessment in that core content area are encouraged to attend live whole class connect sessions and/or view the recorded class sessions, but they are not required to do so. However, if they perform poorly in a given lesson area (79 or below), then they are required to attend the corresponding live class connect review session or view the recording of that class connect. If a student is invited to a WIN session then they are encouraged to attend, but it is optional. If a student is invited to a tutoring session, then they are required to attend or make alternate arrangements with the teacher to review the given topic. **Students with a Subject/Course Average of 90 or above that fail to meet any area of the qualifying criteria for Full Flexibility will be afforded only Extended Flexibility. Students that demonstrate below-grade level performance in a tested subject per MAP/DIBELS assessment AND/OR received Beginning Learner on the prior year's EOG/EOC test regardless of course/subject average will be moved to the Traditional Class Structure flexibility level for that subject.**
- **B Performance (Course/Subject Avg. 80 to 89) Level of Flexibility = Extended** - Students that are maintaining an 80 to 89 average in a given course/subject area, are meeting assignment deadlines, are on-track for meeting course/subject completion rate (hours/%), are demonstrating on-grade level or above proficiency on the MAP/DIBELS assessment, **AND** received a proficient or distinguished level rating on the previous year's Milestones EOG/EOC Assessment in that core content area are encouraged to attend live whole class connect sections in that core subject area, but they are not required to do so. However, they are required to view at least a majority of the recorded class sessions at a time that better suits their schedule. If they perform poorly in a given lesson area (79 or below), then they are required to attend the corresponding live class connect review session or view the recording of that class connect. If a student is invited to a WIN session then they are encouraged to attend, but it is optional. If a student is invited to a tutoring session, then they are required to attend or make alternate arrangements with the teacher to review the given topic. **Students with a Subject/Course Average of 80 to 89 that fail to meet any area of the qualifying criteria for Extended Flexibility will be afforded only Moderate Flexibility. Students that demonstrate below-grade level performance in a tested subject per MAP/DIBELS assessment AND/OR received Beginning Learner on the prior year's EOG/EOC tests regardless of course/subject average will be moved to the Traditional Class Structure flexibility level for that subject.**
- **C+ Performance (Course/Subject Avg. 75 to 79) Level of Flexibility = Moderate** - Students that are maintaining a 75 to 79 average in a given course/subject area, are meeting assignment deadlines, are on-track for meeting course/subject completion rate (hours/%), are demonstrating on-grade level or above proficiency on the MAP/DIBELS assessment, **AND** received a developing learner or above rating on the previous year's Milestones EOG/EOC Assessment in that core content area are required to attend the majority of live whole class connect sessions in that core subject area, but may substitute viewing recordings of those live class sessions when they cannot attend the live sessions due to schedule conflicts. An individualized class participation schedule shall be discussed and formalized with the teacher and/or counselor to determine the actual attendance guidelines and expectations for student participation. If a student is invited to a WIN or tutoring session, then they are required to attend or make alternate arrangements with the teacher to review the given topic. **Students with a Subject/Course Average of 75 to 79 that fail to meet any area of the qualifying criteria for Moderate Flexibility will be afforded only Limited Flexibility. Students that demonstrate below-grade level performance in a tested subject per MAP/DIBELS assessment AND/OR received Beginning Learner on the prior year's EOG/EOC tests regardless of course/subject average will be moved to the Traditional Class Structure flexibility level for that subject.**
- **C- Performance (Course/Subject Avg. 70 to 74) Level of Flexibility = Limited** - Students that are maintaining a 70 to 74 average in a given course/subject area, are meeting assignment deadlines, are on-track for meeting course/subject completion rate (hours/%), are demonstrating at least on-grade level proficiency on the MAP/DIBELS assessment, **AND** received a developing learner or above rating on the previous year's Milestones EOG/EOC Assessment in that core content area are required to attend all live whole class connect sessions in that core subject area. However, they may occasionally arrange to review a recording of those live class sessions when they cannot attend the live sessions due to a scheduling conflict provided that the teacher is aware and previous arrangements have been made. An individualized class participation schedule shall be discussed and formalized with the teacher and/or counselor to determine the actual attendance guidelines and expectations for student participation. If a student is invited to a WIN or tutoring session, then they are required to attend or make alternate arrangements with the teacher to review a given topic. **Students with a Subject/Course Average of 70 to 74 that fail to meet any area of the qualifying criteria for Limited Flexibility will be afforded only Traditional Class Structure Flexibility. Students that demonstrate below-grade level performance in a tested subject per MAP/DIBELS assessment AND/OR received Beginning Learner on the prior year's EOG/EOC tests regardless of course/subject average will be moved to the Traditional Class Structure flexibility level for that subject.**
- **D/F/I Performance (Course/Subject Avg. 69 and Below) Level of Flexibility = Traditional Class Structure**- Students that are maintaining a 69 or below average in a given course/subject area, demonstrating below-grade level proficiency on the MAP/DIBELS assessment, **AND/OR** received a beginning learner rating on the previous year's Milestones EOG/EOC Assessments in that core content area are required to attend all live whole class connect sessions in that core subject area. A traditional excuse must be submitted to the teacher for all live class absences and the absence will be considered either excused or unexcused**. If a student is invited to a WIN or tutoring session, then they are required to attend or make alternate arrangements with the teacher to review a given topic.

**NOTES: 2nd and 3rd grade subjects do not have the prior year's Milestones EOG/EOC performance level rating as part of their qualifying criteria to determine class engagement flexibility level. If a student has an IEP and class attendance is addressed, then the IEP would be the leading document governing that student's class attendance requirements. LIFE Students are not governed by this policy.*

**** Traditional Class Structure Level of Flexibility Excused/Unexcused Absences from Live Class Connect Sessions Defined**

Students are REQUIRED to view the recordings of missed live class connect sessions, whether the lack of participation was considered excused or unexcused.

Excused Absences:

A student's failure to engage in live class connect sessions will be considered excused when it is due to any of the following circumstances: (the parent must submit written documentation (email/letter) to the teacher within 3 days, supporting documentation of the excuse may be required.)

- 1) Personal illness of the student.
- 2) A serious illness or death in the student's immediate family necessitating absence from school.
- 3) Compliance with a court order or an order issued by a governmental agency, including an order for pre-induction physical examination for service in the armed forces, mandating missing a live class connect session from school.
- 4) Observance of religious holidays, necessitating missing a live class connect session.
- 5) Conditions rendering participation in lived class connect sessions impossible or hazardous to the student's health or safety.
- 6) No more than a total of six (6) live class connect sessions may be missed per school year per subject for the following reasons, but only if the absence has been preapproved by the principal or designee:
 - a. scholarship interviews/college visitations
 - b. travel opportunity with educational benefits
 - c. graduation or wedding of an immediate family member
 - d. specialized educational experience
 - e. other circumstances that are mutually agreeable to the parent and principal
- 7) Up to ten (10) instructional live class connect sessions per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee.
- 8) For registering to vote or to vote in a national, state, county, and/or city election.
- 9) Serving as a Page in the Georgia General Assembly. Students serving as pages in the Georgia General Assembly shall be recorded as present for a live class session.

Unexcused Absences:

A student's failure to participate in a live class connect session for any reason other than those listed above will be considered unexcused.

If three (3) or more consecutive live class connect sessions in a given subject/course are missed due to an illness and/or injury, then parents must submit medical excuse notes from their doctors to the teacher or the failure to participate will be recorded as unexcused.

If the failure to participate in a live class connect session is not due to illness, then another legal excuse must be submitted to the teacher or the missed live class connect session will be recorded as unexcused e.g., an excuse from a funeral director for absence related to death of an immediate family member.

Parents/guardians of students with five (5) or more unexcused missed live class connect sessions can expect to be contacted by their child's teacher, a FAST team member, a counselor, the school's administration, and /or a social worker.

Excessive unexcused live class connect session absences may result in a student in the Traditional Class Structure Flexibility Level being withdrawn from Georgia Cyber Academy.