CSL Online Program Option Guide

2022-2023

Program Criteria & Overview

CSL ONLINE

Criteria to participate online remote instruction is as follows:

- Students were in good attendance standing during the prior school year or had administrative approval.

- Students maintained a "C" average, in all classes, during prior school years or had administrative approval.

- Remote learning will be offered through Google Meet live sessions.

- Synchronous courses will be taught live by CSL teachers. In the event of a teacher's absence, students and parents will be informed via email and the student's coursework for that day will be asynchronous.

- Each student's Health & Physical Education and Art classes will be completed via an asynchronous self-paced course. Students will have access to the teachers from these courses however, required to complete the work independently.

- Families/ Students requests to switch from online programming to in person programming will be subject to review by school administration and grade level slot availability. Any change to return to in-person instruction will occur at the change of a marking period with administration's permission.

CSL Online Student Information

Learning Devices:

- All CSL Online students will need to use a CSL Chromebook to attend their online classes. **Parents can pick up a CSL Chromebook prior to the first day of school or any day during school hours.**

- The [CSL Chromebook Agreement](#) needs to be filled out prior to picking up your child's Chromebook. Once filled out a school representative will reach out to you to make arrangements to pick up the chromebook.

- Students/Parents are responsible for immediately contacting the CSL administrators should students experience an issue with the CSL Chromebook (i.e., defective charger, computer, non-operating device).

Student Schedule:

- Online students are expected to check in each morning and check out each afternoon by filling out the [CSL Online Daily Attendance Sign In / Sign Out 22-23](#) form. **Students are expected to be in all live sessions each day.** This form must be completed by each online student using their school email account. The school attendance office will mark the student present after reviewing these responses each day. Failure to submit this form will result in an unexcused absence. **This form must be filled out by 8:45 am.**

- In general, each student will have **5 live courses and 1 asynchronous course.** This varies for some students depending on credits and courses needed.

- A student's original schedule may read one of the periods as an Online Option Course. This will be the session where you will be assigned an asynchronous course of your choice.

- Students' schedules can be found in the student and family portal. Students and parents are responsible for familiarizing themselves with accessing and using the portal.

- Due to the current course online offerings, there will be no course changes. All students have been scheduled according to credits needed for graduation.

Students Access to Class:

- CSL online students will go to our school's website homepage, cslcharter.org, and click on the **Spartan Academy Schedule Sessions link under the students tab**. Students then should select the corresponding course for their scheduled class.

- Students are responsible for communicating with school staff should they experience trouble with locating online live sessions.

- Frequent failure to sign in class may result in email home.

Attendance and Class Participation:

- Daily attendance is taken via the [CSL Online Daily Sign In](#) noted above. Attendance will also be taken by the teacher live during each live class session.

- Absences must be excused by the parent, or they will become an unexcused absence.

- **Please refer to [CSL's Attendance Policy](#). A pattern of absences will result in removal from the online program. Parents need to fill out the [Parent Written Excuse from Attendance form](#) under the parents' tab at cslcharter.org. Documentation for the excusal may be requested from the school attendance office in person or via email.**

- Students must be in class within the first 5 minutes of class, failure to do so will result in denial of access to the live session. At this point it is at the teacher's discretion to grant the student permission to enter the class for the day.

- Students are **expected** to communicate with the teacher if they miss class at any time or need assistance.

- Students who exhibit a pattern of failure of attendance will be subject to removal from the CSL online program by school administration. Students/family will be contacted via email prompting 1 warning regarding concerns with attendance or grades prior to meeting with school administration to determine the decision of students' online status.

- Students are expected to partake in CSL school events that are educational and relevant to enhancing their academic, social/emotional, and/or career growth. Students will be responsible for communication with school staff to arrange methods of attendance.

- Students are required to follow the CSL 2022-2023 calendar
  2022-2023 CSL School Calendar.pdf

How Do Students Know What Work to Do?

- Assignments are given in class by the teacher. Regular class attendance will ensure students are aware of all assignments. Students are responsible for communication with teachers regarding all assignments.

- Each teacher will have a Google Classroom for each course. Students must accept teachers' invitations to google classrooms permitting access to the course. Many assignments will be posted in the Google Classroom or simply emailed to the student. Assignments that are due are also listed in the student portal.

Student Rules and Expectations for Live Sessions:

- Students must be on a CSL Chromebook device.

- **All students must have cameras on AT ALL TIMES when in class.**

- **Student workspace:** A student's learning workspace must be school appropriate as they are on camera and the student needs to be in an upright learning position. Backgrounds provided on the Google Meet can be used during live sessions if needed. **Same rules apply for online students as in person students regarding dress code, attention, and respect.**

- A non-response from a student to a teacher during the live sessions can be marked as an absence and the student removed from the class session.

- Students are expected to follow the individual teacher syllabus for each class. Just as when in school each teacher may do some things the same and others a little different.

- **Behavior: Inappropriate behavior or any violation of the CSL School Code of Conduct will result in removal from the live session and potential removal from CSL online upon further review.**

Grades:

- Grades will be updated weekly in the portal. The school will send out a bi-weekly progress reports through email.

- Students and parents are responsible for checking the Vision portal for grades and attendance.

- Students and parents are urged to communicate with the teacher via email if they have any questions about grading.

- Students who exhibit a pattern of failure or attendance are subject to be removed from the online program by school administration.

- Students are responsible to connect with a school counselor regarding their transcript and track required to meet graduation credits.

How to Get Help:

- Students are expected to communicate with the teacher if assistance is needed. This can be done in class via the tool in Google Meet or by simply emailing the teacher and requesting to meet during the teacher's availability.

- There are prompts each day when students sign in for attendance where they can also request assistance.

- Furthermore, there is also the **GENERAL ISSUE /I NEED HELP ASAP PLEASE** form available at cslcharter.org under the students' tab on our homepage. This form is routed to several available school staff who can assist you with your issue for a more immediate issue.

- Should a student require additional assistance such as counseling, transcript inquiry, portal/email password reset or obtaining information regarding post- secondary planning; a **school counselor** can be reached via completing and submitting the [Counseling Request Form](#) . The counseling request form can be found on our school homepage at **cslcharter.org** under the school counseling information tab.

**** Together We Can Make A Difference!!!! ****

I have read and understand the terms stated above to remain in compliance with the CSL online learning program.

_____   _____

Parent/Caregiver Signature   **Date**

_____   _____
 Student Signature   **Date**