

# JOCO Online Handbook

Johnson County Online (JOCO Online) offers educational experiences for students in grades 4-12 that reside within Johnson County, Tennessee. All courses are taught by Tennessee certified teachers and use an approved Tennessee state curriculum through Pearson Learning Company. The platform that is used by teachers, parents, and students is Pearson Connexus. Virtual learners will earn grades and credits as they would in a brick and mortar school in Johnson County. This type of learning experience gives students the flexibility to work on coursework from home. Students are required to participate in all state-mandated testing throughout the school year.

Virtual learners are required to possess a great deal of self-discipline, motivation, and the ability to learn independently. Students must have access to a reliable computer and reliable internet access. Students are expected to participate in Live Lessons and devote time to their studies as they would in a traditional school setting. Pearson teachers will maintain office hours during which students can communicate with them to obtain any assistance that is needed. Students also have access to webmail in the Connexus platform to also communicate with their Pearson teachers.

**Enrollment in JOCO Online is a privilege for those students who can successfully achieve academically in this type of learning environment. Should Johnson County Schools determine that the student is not being successful in this learning environment, the student will be removed from the program at the end of the semester and be required to return to in-person learning. JOCO Online requires a one-semester commitment. After the semester ends, the parent may choose to return their student to in-person learning. The parent/guardian will be required to sign a commitment form in-person stating they understand that JOCO Online is a one semester commitment, if the student is failing a course at the end of the semester they must return to in-person learning, and if the student does not complete work and is in truancy, the student must return the following semester to in-person learning.**

## **REGISTRATION PROCESS**

Enrollment dates: The dates of enrollment for JOCO Online are posted on the Johnson County Schools webpage at [www.jocoed.net](http://www.jocoed.net). Once the date has passed for the enrollment period, no students will be admitted to JOCO Online.

Parents complete the Google enrollment form online. The form is then submitted to the Virtual Learning Coordinator (VLC).

Before the enrollment will be accepted, student grades, transcripts, and attendance will be reviewed. If a student has failed a course the previous year/semester or been truant, the student will not be allowed to enroll in JOCO Online. If a high school student is in need of credit recovery, the student will not be admitted to JOCO Online. High school students must be on track for graduation.

If it is determined that the student can be a successful online learner, the student will be registered for courses. High school students will have the opportunity to choose electives.

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Parents will be given the first ten days of each semester to decide if JOCO Online is a good fit for their student. Parents may choose return their child to in-person learning only during this time. After the tenth day, the student must remain in JOCO Online for the semester.

## **SATISFACTORY PROGRESS**

Students and parents must be available to conference with the VLC or the Johnson County Schools Attendance Supervisor if necessary. The VLC will often send out reminder emails to students and parents. Please check email daily and promptly return any communication that is needed.

Students must maintain daily attendance and complete work assignments on a daily basis.

Students must be pass courses with a score of 70 or above. Students who do not pass a course, will be asked to return to in-person learning and will not have the opportunity to return to JOCO Online.

Students will uphold the Honor Code, which stipulates that the student will not copy and paste information found online and submit it as their original work.

Failure to comply with the guidelines of JOCO Online will result in the student being returned to in-person learning in his/her school zone.

## **PROGRESS REPORTS**

Parents have 24/7 access to student progress. A formal report card will not be sent home by the school system. \*See **CARETAKER ROLE** below.

## **CO-CURRICULAR ACTIVITIES**

JOCO Online students are permitted to participate in school-level sports activities.

JOCO Online students participating in any on-campus activities are expected to abide by all campus rules.

## **WITHDRAWAL PROCESS**

Parents who wish to withdraw their student from JOCO Online must submit in writing (or email) their request to go back to in-person learning. Students must withdraw to their school of zone if staying in Johnson County. Students may only transfer back to brick and mortar schools during the first 10 days of the Fall or Spring semester.

Parents who wish to transfer to another school system must contact the brick and mortar school their child would have been attending as if in-person. The school that the child is transferring to must send a records request to the brick and mortar school before the student can be withdrawn from Johnson County Schools.

Parents who want to withdraw their child to a TN State Approved Home School or Independent Home School must contact the Attendance Supervisor at Central Office (423-727-2640).

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## **CARETAKER ROLE (PARENT OR GUARDIAN)**

Caretakers are adults with direct responsibility over students. Caretakers are generally a parent or legal guardian assigned to the student household. When caretaker and associated student information is provided, they are created as users in Connexus (Online learning website) and provided with a login and password. A username and password are provided by email to caretakers for security. A wealth of resources for caretakers are available on Pearson Family 411 site. Caretakers can access a link to this resource from their home page in Connexus. Caretaker responsibilities include: recording attendance, guiding the student's learning experience, assisting with lesson work, checking for comprehension, keeping the student on track, and encouraging the student to communicate regularly with his or her teachers.

**The Caretaker always has full and final responsibility for the child's education and educational decision-making with the school, and therefore must be available for discussions related to the student's educational needs. Caretakers are REQUIRED to attend/watch a virtual orientation meeting.**

## **STUDENT ROLE**

Each student in JOCO Online School is to learn to the best of his or her ability. Students should be expected to take age-appropriate individual responsibility for their own learning. To accomplish this, students need to apply themselves to the studies in a serious and focused manner and become engaged in activities and lessons. Students are expected to complete their own work at all times.

## **MANDATORY TESTING**

JOCO Online students are required to participate in TN Ready testing. Students in grades 4-8 are required to go to their brick and mortar school for testing each spring. The testing coordinator from your child's school will contact you to let you know when to bring your child in for testing. This process may take several days. High school students, grades 9-12, will participate in End of Course (EOC) exams and other required testing. EOC's are given at the end of each semester. Senior students are required to take the Civics Exam in order to graduate. Junior students are required to take the ACT. The high school testing coordinator will contact you to let you know when your student will need to test.

During the semester, elementary and middle school students may be required to go to their school of registration to participate in progress monitoring testing throughout the year or complete the progress monitoring in an online testing platform.

## **ATTENDANCE**

Even though JOCO students are not attending school in person, student attendance still falls under the Johnson County School Board Attendance Policy. Caretakers and students are both responsible for ensuring that the student meets attendance requirements. Attendance must be recorded in Connexus daily. The VLC checks attendance daily by looking at each student's completion of work and documents if it is complete or incomplete. All students must complete assigned lessons and submit specified

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assignments to their teachers. Attendance will be equated to work completion. The Attendance Supervisor works closely with the VLC. Students not attending to their coursework will be considered truant. The Johnson County Schools attendance policy is found online at [www.jocoed.net](http://www.jocoed.net).

## **Elementary and Middle School: Grades 4-8**

To meet all attendance requirements and for successful lesson completion, students in grades 4-8 will need assistance from their Caretaker. The assistance will range from fairly substantial to relatively minor assistance. The amount of assistance given will depend on the student's age, ability to be self-directed, and to comprehend the material taught.

## **High School**

Students are expected to complete all work independently. The Caretaker is responsible for checking that student work assigned for the day has been fully completed. If the student does not complete the assigned lessons, then attendance should be marked with a U.

## **Types of Absences**

Excused-If a student has a professional appointment (doctor, dentist, etc) please have the office fax an excuse to Central Office at 727-2667 or you can drop the excuse off with the secretary at Central Office.

Unexcused-Parent notes will be considered unexcused. Please send in any parents notes so that we will have documentation of the cause of your child's absence in case truancy becomes an issue.

## **SCHOOL CALENDAR**

Students in JOCO Online will follow the calendar as those in Johnson County Schools attending in-person. The calendar can be accessed at [www.jocoed.net](http://www.jocoed.net).

JOCO Online students do not receive the half-days or snow days as those attending in-person.

Each semester's coursework will end one week earlier for JOCO Online students due to the online teachers needing a week to submit grades.

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TO BE POSTED ON WEBSITE:

To be added to section that requires the parent to read and “sign”:

As the Parent, I understand that the opportunity for my child to enroll in Johnson County Online is a privilege. I have read the handbook located on the Johnson County Schools webpage at [www.jocoed.net](http://www.jocoed.net) and understand by allowing my child to work independently during the time enrolled in JOCO Online, I will be responsible for monitoring my child’s progress and making sure my child logs in each instructional day as required. I also understand that I am responsible for ensuring my child has access to a reliable computer and a reliable source of internet connection. I understand that Johnson County Schools will not loan out a device for my child to use.

I understand if acceptable academic progress is not made (not completing assignments) or virtual attendance is not satisfactory, I will be notified by email or phone call, and will be taken for truancy for non-compliance. If my child is truant (for not logging in or behind on work), I understand that my child will be required to return to in-person learning the next semester.

I also understand that if my child fails a course, he or she must return the next semester to in-person learning.