Clear Creek ISD
Clear Access
Student Handbook

Welcome to the CCISD Clear Access! The Clear Access offers students the opportunity to be a virtual learner through acceleration of CCISD's curriculum with the added benefit of a CCISD teacher's expertise.

Access to the technology utilized by CCISD Clear Access's courses imposes certain responsibilities and obligations. Appropriate use is always ethical, honest and demonstrates respect for:

- copyright laws, physical and intellectual property
- system security protocols
- individuals' rights to privacy
- freedom from intimidation harassment, and unwarranted annoyance.

Use Clear Access course resources for authorized purposes only.
Students will respect the work and creativity of the authors of materials that are viewed on the Internet. Therefore, students will not copy files from the Internet for any use other than personal use, unless the Webmaster explicitly states that the page may be freely copied.

Use legal versions of copyrighted software in full compliance with licensing agreements only.
Students will respect the work and creativity of software developers and not download or duplicate licensed software. Students may download public domain programs and will pay for shareware programs. Students assume all risks with regard to programs, which are public domain, shareware, or licensed.

Use responsible, ethical behavior.
The Internet is a global network of information. The information available ranges from very useful and scholarly to incorrect, possibly plagiarized, and offensive. The Internet does not have gatekeepers or systems of censorship in place.

Use technology and the CCISD Clear Access format in a respectful manner.
Students will not use the CCISD Clear Access network for financial gain or for any commercial or illegal activity. Students will follow rules written and unwritten, pertaining to Internet etiquette and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations. Students will not copy information from posts in the course onto another site such as a social networking site.

Students are expected to use the Internet and associated technology appropriately.
Actions that constitute inappropriate use include, but are not limited to:

- using the login or password of another individual without permission
- using files or data of another individual without permission
- attempting to break into system operations of the network or servers
- engaging in an activity that exposes the systems and residing information to any level of harm or danger
- making illegal copies of software
- using the CCISD Clear Access network, e-mail, newsgroups for partisan political purposes, harassment, or commercial venture
- engaging in any activity that does not comply with the CCISD non-discriminatory policy

Attempting to break into or tamper with the system operations, including any student records or grades will result in cancellation of privileges.

Academic Integrity
Academic integrity is a fundamental value of teaching, learning and scholarship. CCISD has the primary responsibility for protecting and promoting the highest standards of academic integrity. Both students and faculty thrive in an atmosphere where academic work is challenging, relevant and fair.

Academic Dishonesty
Academic dishonesty as defined in the Clear Creek ISD Policy (EIA):
Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the online teacher or another supervising professional employee, taking into consideration written materials, observation, and/or information from students.

Behaviors defined as cheating:

- giving or receiving information, looking at someone else's work, or allowing someone else to see one's work during an exam, test or quiz
- unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key
- use of unauthorized resources such as notes during an exam
- taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual
- copying work assigned to be done independently or letting others copy one's work

Behaviors defined as plagiarism:

- misrepresentation of another's work as one's own
- copying of sentences, phrases, images, entire essays, passages from an undocumented source

Academic dishonesty will result in one or more of the following actions:

- loss of grade points
- removal from course
- failure in the course
- loss of eligibility to earn credits through CCISD Clear Access

If an offense occurs, the teacher will notify the student by e-mail that their parents and local school district officials will be notified of the infraction. If further offenses occur, the student will be removed from the course. If the incident is deemed severe, the student will be removed from the course. No refunds will be given for tuition if a student is removed for academic dishonesty.

Respect Individuals' Freedom
Students will protect the privacy of their classmates. Therefore, students will not publish any names, passwords, e-mail addresses, or other information pertaining to other students. Students understand that CCISD Clear Access courses require use of e-mail and newsgroups as a means of communication and learning. Therefore, students will respect technology as a means of instruction. Students will not use their e-mail account as a means to harass people who use the Internet, including other CCISD Clear Access students. All communication in the course will be respectful and productive not slanderous or hurtful. CCISD discipline procedures for bullying or slander will be implemented in the event that slander or bullying has taken place.

Student Success in Online Coursework

As in any course of study, student success in online courses is dependent upon the amount of attention the student gives to each assignment, assessment, study skills, experiences brought to the course and the help received while taking the course. CCISD Clear Access encourages students to give each assessment their best effort, seek assistance from their teacher regarding course content, seek tech support regarding technical problems, and/or contact the CCISD Clear Access office for other needs or questions. Due dates must be adhered to or the student will receive a reduction in points and possibly a zero on assignments.

Communication between the student and the teacher will be through e-mail. Upon enrolling in the course, the student will receive an introduction from his/her teacher. It is important that the student follow the instructions.

Teachers will respond to e-mail within 72 hours (48 hours during summer semester). Grades will usually be posted within 72 hours of completion. There will be exceptions to the standard response time. Teachers will communicate with their students to give them prior notice of any time that they will be unavailable.

Students are expected to maintain communication by logging in to e4 no less than once every 48-hour period.

Parental support and supervision will ensure student success**.** Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The students can obtain their status at any point by accessing the online grade center in the course.

Parents will be contacted by the teacher or Clear Access office if the student is having discipline issues or is more than two weeks behind on course requirements.

Course Calendar

There will be an optional face-to face kick off meeting to start the class.

A student must complete the course work according to the teacher's due dates set in the course. This is NOT a self-paced course.

The final exam will be given on a set date**. The student must be present to take the proctored final exam at the location specified and at the specified date and time.**

The student must communicate with the teacher on a regular basis. If a student has not responded with his/her Clear Access teacher within 48 hours of an email, or if he/she fails to maintain the schedule for completing and turning in assignments, or if he/she does not log into the Clear Access course at least once every 48 hours, then he/she will fail the course and tuition will not be reimbursed.

CCISD Credit

Credit will be granted through each CCISD High School in accordance with district policies. Students must follow course selection and approval procedures through the campus counselor. Failure to secure approval may result in no credit being awarded for the course.

If both semesters of a full-year course are needed, students may only register for one semester course at a time. (English IV is an exception. A student can enroll in both sections of English IV during the summer session.)

Grades earned in Clear Access courses taken outside of the school day shall not be used in computing grade point averages or class rankings. Clear Access grades taken outside of the school day will show on the transcript. Seniors who are eligible for honor graduate status must complete all outside coursework, including online courses, prior to the end of the 3rd nine weeks of the school year.

All district policies related to academic integrity and participation will apply to online courses.

Student Services
Special education services are provided to students enrolled in Clear Access courses. However, due to the delivery and nature of online coursework, only certain allowable accommodations can be met. If this is a concern, please call the Clear Access Office for further clarification.

Discipline issues will be handled by the home campus administrator. Online infractions will be treated the same as an incident would be treated in a traditional classroom.

Counseling services will be provided by the home campus counseling staff. If the course is during the summer, please contact the Clear Access Office.

Any concerns or complaints regarding online courses should be directed to the Clear Access Office.

Technical support will be provided by CCISD Clear Access.
If the student has technical difficulties with his/her online course, he/she should contact Technical Support. It is the student's responsibility to contact the teacher, the help desk, and/or the Clear Access office if he/she experiences any technical difficulties. Hours of operation and contact information for Technical Support are:

- Summer: Monday-Thursday 7:00 a.m.- 5:30 p.m. - 281-284-4357
- Fall and Spring: Monday-Friday 7:30 a.m.- 5:00 p.m. - 281-284-4357
- Clear Access support - 281-284-0517
- Clear Access email - clearaccess@ccisd.net
- After hours network support - To report an after-hours emergency please dial 281-284-GEEK (4335).

By enrolling in this course, students accept the terms of this handbook and acknowledge and hold CCISD Clear Access harmless for any injury or offense that may be suffered by accessing information on the Internet.

Students who violate any part of the expectations set forth in this handbook or engage in any other activity which school authorities consider inappropriate will be subject to disciplinary action consistent with CCISD Grading and Reporting Procedures, CCISD Student Code of Conduct and the Student/Parent Handbook.

Clear Creek ISD Clear Access Procedures
The following procedures have been developed with student success in mind. Adherence to these procedures will be expected and consequences enforced.

Enrollment Process
Payment of tuition must be received by the registration deadline for each session. Each ½ credit course will cost a total of $150. Only cashier's checks or money orders will be accepted. Personal checks, credit cards and cash are not accepted.

1. The student will visit the Clear Access website http://www.ccisd.net/clearaccess to read about the courses and determine if they are interested.
2. The student will contact their counselor about the course they wish to take.
3. Counselor will administer the online assessment to determine readiness.
4. If the student proves that they could do well in an online course, the counselor registers the student.
5. The student will receive a confirmation email of registration. This email should be taken to the school bookkeeper along with the $150 cashier's check or money order.
6. The bookkeeper(s) will then send the information to the Clear Access office for processing.
7. Once payment is received, the student will be enrolled in the online class.
8. The student will report to the Technology Learning Center for an optional first meeting on the specified date and time to log onto the course and meet the teacher and fellow classmates, and pick up textbook if needed.
9. The student must read and agree to the Clear Access Handbook and any other rules and procedures before being allowed to complete the course.
10. The student will report to the Technology Learning Center for the final exam on the specified date and time.

Within 10 days of the start of each session, students may cancel enrollment and receive a partial reimbursement, as per enrollment agreement. A fee of $50 will be retained for administrative fees. Notification of cancellation must be received in writing at the Clear Access office within the 10-day period. Classes dropped after 10 days and prior to the final drop deadline will not receive a tuition refund. Classes dropped prior to the final drop date will not show on the transcript.

If a student does not complete a course within the given time period, he/she will fail the course and tuition will not be reimbursed. If a student has not communicated with his/her Clear Access teacher within 48 hours of an email, and continue to log into the course at least once every 48 hours, he/she will fail the course and tuition will not be reimbursed. The failing grade will be reflected on the transcript.

Transcript
The CCISD Clear Access office will send the course grade to the campus counselor and registrar's office for notification of credit(s) earned.

Grade Reporting
Students have constant access to their grades through the online course grade center. The online course grade center indicates all of the grades the student has earned for all assignments and tests submitted to the teacher. Students are encouraged to monitor progress.
The teacher is the final authority for assigning grades. There is no appeal of a grade beyond the course teacher.

Guidelines
Teachers have the final judgment on grade reporting.
The building principal has the final decision on credit approval.
The CCISD Clear Access Coordinator will make the final decision in all other student/parent concerns.