

Cardinal

Online Education Program



2025-2026

Guidelines & Expectations

Mission Statement

To educate all students to succeed by ensuring quality leadership, curriculum, and instruction.

Vision Statement

Clarinda Community School District is a leader in education by fostering high standards and expectations through rigorous academics, meaningful learning opportunities, and engaging student activities.

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How does it work?

Students complete online courses within the semester school calendar. Online courses are coordinated by CCSD staff using Iowa Teaching Standards and CCSD curriculum. Online courses are offered through Edgenuity (no prior experience with Edgenuity is needed) for students in grades 7-12. These classes combine rigorous content with direct-instruction videos from expert, on-screen teachers with interactive learning tools and resources to engage and motivate students.

Student Tutorial on Edgenuity: https://www.youtube.com/watch?v=G_HPDRbV8oU

Parent/Guardian Tutorial on Edgenuity: <https://www.youtube.com/watch?v=HbwnaGqCBqU>

Frequently asked questions (FAQs) of support for students and teachers:
https://www.edgenuity.com/student-help/#Student_Orientation_Video-Course_Map

Click on Video tutorials below for more information:

- Student Orientation Video- Course Map (1:37)
- Student Orientation Video- Overall Grade (0:51)
- Student Orientation Video- Actual Grade (1:04)
- Student Orientation Video- Relative Grade (2:25)
- Note Taking and Academic Success (2:44)
- Taking Notes from a Textbook or Video Materials (3:19)
- Taking Notes from Audio or Online Materials (2:45)
- Taking Notes for Math and English Courses (2:59)
- Taking Notes for Science and Social Studies Courses (2:32)
- Tools for Taking Notes (3:32)
- Note-Taking in the Digital World (6:53)

Cardinal Online students will receive a district device while enrolled in the program. Students enrolled in courses that meet state and district standards, can graduate with a Clarinda high school diploma upon completion according to CCSD policies.

Clarinda Community School District students must earn a minimum of 52 credit hours in grades 9-12 to qualify for a diploma. One credit hour is earned for each semester course that meets for one class period daily. Two credit hours is the equivalent of a year-long course.

At a minimum, the student is expected to keep up with the built-in pacing guide that will lead them to completion of the course by the end of the semester. They are allowed to work at a faster pace if they find success in doing so.

Parent/Guardians:

- **Communication-** Parents/guardians are welcome to communicate regularly with teachers and the coordinator.
- **Support-** Provide students support as a learning guide, provide a comfortable learning environment at home and monitor student progress through Edgenuity reports.
- **Monitor-** In Edgenuity each student has a Parent/Guardian Contact Information section. This provides anyone in this field, with an email address, a progress report sent to that address on a specific basis (i.e. daily, weekly, monthly). Please email your student's coordinator to set up this option. Please provide the best email and desired frequency in your communication.

Parent/Guardian Contact Information

First Name:*

Last Name:*

Email:

Email Progress Frequency:

Family Portal: Enable Disable Activation Code:

Notes:

- In addition, there is a 'Family Portal' that does require set up and login information in order to obtain more detailed information about the progress of a student. Parents must email the student's coordinator to have this set up.

Online Coordinator Office Hours:

Office hours are available to work with students either individually or in small groups by the online coordinator. Office hours are also available via Google Meet. Students/Caregivers are welcome to either drop in to meet with their coordinator or schedule a time. The coordinator will be available M-F from 1-3 PM for additional help with students who would like extra help.

7-12 Clarinda Online Enrollment information

Families will receive communication for an online enrollment for the school year during registration. The deadline to enroll for online courses will be 3 school days after the beginning of the 1st semester or 3 school days after the beginning of 2nd semester.

Enrollment will be processed as they come in and will be filled on a first come first serve basis and will only be approved, if space is available up through these deadlines.

After submitting your information, you will receive notification from the Clarinda Online Coordinator confirming your enrollment status.

If you would like more information about enrolling in the Cardinal Online program, email or call the High School Office.

If a student has a current IEP or 504, please contact the Online Coordinator or Director of Student Services for additional information and assistance.

Applying to Online School with an Individualized Education Program (IEP)

Students with an IEP may apply to the Cardinal Online program and will be considered for enrollment. Once the application is received the following steps will be taken:

1. Review of Current IEP

- a. **Initial Review:** Upon application, the Director of Student Services will review the student's current Individualized Education Program (IEP) to assess the suitability of the online school environment for meeting the student's educational needs.
- b. When necessary the Director of Student Services may arrange a meeting with the student's previous school personnel to discuss the appropriateness of an online placement.

2. IEP Meeting

- a. An IEP meeting will be scheduled involving the student, parents/guardians, the IEP team, and the Director of Student Services.
- b. **Discussion Points**
 - i. **SDI Offerings:** Discuss and determine the appropriate Specially Designed Instruction (SDI) that can be offered online or if certain SDI needs to be conducted in person.
 - ii. **Goal Evaluation:** Evaluate if all current IEP goals are necessary and appropriate for the online setting.

- iii. **Attendance Expectations:** Establish clear attendance expectations for both online and in-person SDI sessions.

3. Attendance Monitoring and Follow-Up

- a. **Attendance Tracking:** The student's attendance in SDI sessions will be monitored regularly.
- b. **Missed Sessions Protocol**
 - i. If a student misses 5 SDI sessions, an additional IEP meeting will be convened to assess and determine any necessary changes or interventions to support the student's success in the online school setting

4. Additional Considerations

- a. **Accessibility and Technology Needs:** Ensure that the student has access to necessary technology and resources to participate effectively in online SDI sessions.
- b. **Support Services:** Discuss any additional support services that may be required, such as tutoring, counseling, or assistive technology, to facilitate the student's transition to online learning.

5. Ongoing Evaluation and Support

- a. **Regular Check Ins:** Schedule regular check-ins between the student, parents/guardians, and the IEP team to review progress and address any emerging challenges.
- b. **Flexible Adjustments:** Be prepared to make flexible adjustments to the IEP as needed based on the student's performance and feedback from the IEP team.

By following these steps, the online school ensures that students with IEPs receive the support and accommodations necessary for their educational success in a virtual learning environment.

Cardinal Online Program Expectations

1. Students are expected to log in everyday and show progress towards their courses as part of their student attendance. Failure to do this may result in an unexcused absence and disciplinary actions may be taken according to the student handbook.
2. Students will be responsible for working through each unit until the course completion percentage is 100% **AND** the relative grade is 60% or above.
3. The CCSD 4.0 grading scale will be used.

4. Students will be assigned various lectures to listen to, projects, and assessments throughout the course. Rubrics may be provided within the program to guide their work.
5. The Cardinal Online Coordinator's role is to monitor student progress throughout the semester, correspond in regard to progress when necessary with students and parents/caregivers, and approve the final grade.
6. If students can't move forward with an assessment passing threshold of 60% or above, the student will be required to take notes over the lessons before gaining access to assessments. The online coordinator will determine this.
7. Students may have to contact the online coordinator to have each quiz and test opened.
8. At a minimum, the student is expected to keep up with the built-in pacing guide that will lead them to completion of the course by the end of the semester. They are allowed to work at a faster pace if they find success in doing so.
9. Online students will be required to stay and participate in their online courses during their current semester. Students will not be allowed to "transfer" into face to face traditional school until after the conclusion of their online semester.
10. The Online Coordinator may require any Cardinal Online student to meet with the online coordinator face to face or via Google Meet at any point during each semester. This may also require the parent/caregiver to meet with the student and online coordinator as well.

Online Classroom Conduct Expected by All Clarinda Students

In addition to following online classroom expectations, you are expected:

- Be prepared for class.
- Be respectful to all.
- Show Cardinal Pride.

The Cardinal online program may work great for some students and not so well for others. In conjunction with the High School Administration, the online coordinator will monitor student progress to determine if the self-motivation needed for success in this style of learning is compatible with the student's individual skillset.

Click on: [Clarinda Cardinal Online Readiness Rubric](#)

Each online student will be assessed and evaluated based on their academic performance, progress, and daily attendance with the Cardinal Online Program each semester by the High School Administration and the Online Coordinator to determine if the student is eligible to continue online or may need to attend face to face traditional programming at the High School.

If students fail multiple courses at the end of the semester, through the determination of the High School Administration and Online Coordinator, a student may be removed from the online program and placed in face-to-face instruction for the following semester.

Students will be expected to follow all CCSD policies and may be disciplined according to these policies as deemed by the High School Administration for any infractions as an enrolled student at CCSD.

Due Process:

Due Process occurs when these steps have been followed:

1. A violation of rules, regulations, policies or law takes place and the accused is informed or charged with a specific violation.
2. The person accused is given an opportunity to respond with their side of the situation.
3. Action is taken or a decision is made at this point and the due process procedure may end here.
4. The person found to be guilty has a right to appeal the action taken to the next level of authority if they do not agree with the action that is to be imposed.

Cheating Or Plagiarism:

Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process. Cheating/Plagiarism includes using Artificial Intelligence (AI), Chat GPT, copying someone else's work (from any source) and presenting it as your own, using someone else's ideas or concepts and representing them as one's original thoughts or ideas, allowing someone to copy your work, or the use of crib notes. Individuals found to be cheating may be subject to a zero on the assignment and discipline assigned by the teacher with building administration support.

Teachers may use any plagiarism detection software needed for student assignments.

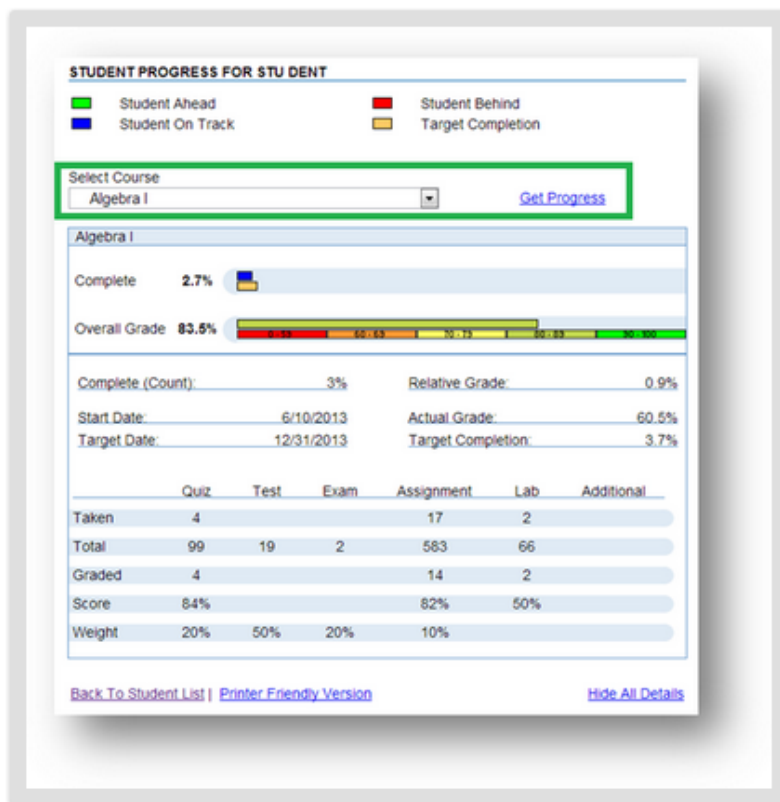
Anti-Bullying / Anti-Harassment

CCSD BOE Policy 401 <https://clarinda.iowaschoolfinance.com/policy/104-anti-bullyinganti-harassment-policy>

[Clarinda 7-12 Student Handbook](#)

[Clarinda CSD Board Policies](#)

How to Read the Edgenuity Student Progress Report



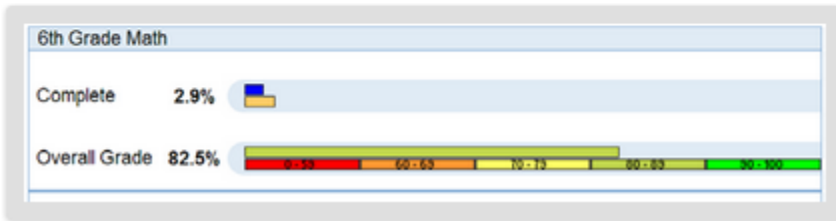
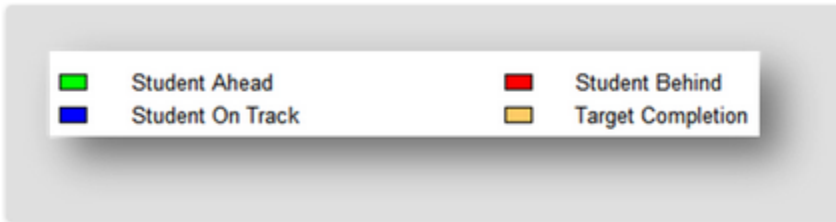
Taken: This shows the number of Quizzes, Tests, Exams, Essays (if relevant), Assignments, Labs (Math and Science only), and Additional Assignments completed by the student.

Total: This shows the number of Quizzes, Tests, Exams, Essays (if relevant), Assignments, Labs (Math and Science only), and Additional Assignments assigned in the course. Please note that this figure may not be accurate if pre-testing is enabled for the course as the pre-test results will determine the number of activities presented to the student.

Graded: This shows the number of activities that factor into the student's grade. By default, activities such as Vocabulary and Lectures do not factor into the grade; this is why the Graded number is lower than the Taken number.

Score: This shows the average grades for each type of activity that the student has completed: Quizzes, Tests, Exams, Essays (if relevant), Assignments, Labs (Math and Science only) and Additional Assignments.

Weight: This shows how the grade values of Quizzes, Tests, Exams, Essays (if relevant), Assignments, Labs (Math and Science only) and Additional Assignments combine to form the overall grade.



At the top of the Progress Report there is a color-coded key which indicates what the colors in the next section of the Progress Report mean:

Green: the student is ahead of schedule in the course

Blue: the student is on track with the course

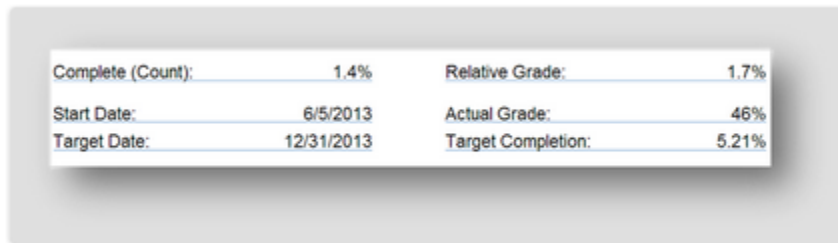
Red: the student is falling behind in the course

Orange/Peach: what the target completion should be at that time

Complete: The percentage complete is noted to the right of the **Complete** prompt. The top bar shows how far along the student is in the course; this will be color-coded as previously noted.

The orange/peach colored bar below it shows how complete the student should be in the course.

Overall Grade: Essentially, the overall grade is the grade the student has acquired thus far in the course based on all activities and assessments they've completed, keeping in mind the grade weighting for each type of activity/assessment.



Complete (Count):	1.4%	Relative Grade:	1.7%
Start Date:	6/5/2013	Actual Grade:	46%
Target Date:	12/31/2013	Target Completion:	5.21%

Complete Count: The percent of the course completed calculated by the number of assignments completed versus the total number of assignments in the course.

Start Date: The date the student began the course.

Target Date: The date by which the student should finish the course.

Relative Grade: Assumes that the student will receive a score of zero for any incomplete activities/assessments. **The percentage earned in Relative Grade will be recorded as the final grade in JMC.**

Actual Grade: Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed.

Target Completion: This is the percentage of the course the student should have completed based on the start and target dates.

Online Learning Tips:

Routine:

- Create a school workspace: Keep paper, pens, and pencils nearby.
- Minimize distractions
 - o Turn off or distance yourself from media (TV, video games, social media, cell phone, etc.)
- Manage your time wisely
 - o Write out a schedule; check out your daily goal!
 - o Stay on top of your assignments
- Utilize breaks
 - o Step away from your screen and take care of your personal needs between classes
- Set an alarm to start your day with enough time to eat breakfast and prepare for online learning.

Goal Setting:

- Set a goal: have a clear direction to be motivated
 - o What can you get done today? How much time should you spend on this?
 - o What can you currently manage?
 - o What is the most important? In what order should you do things?

Engage:

- Be an active participant
 - o Get involved in discussions
 - o The more you interact, the more you learn.
- Continue to form relationships and engage with the teacher.
 - o If extra opportunities to Google Meet are offered, take them up on it!

Technology:

- Embrace technology – make sure you have access to a working internet connection.
- Wellness Check for your device
 - o Restart your device at least once a week.
 - o Remember to charge your device overnight.

Self-Advocate:

- Find and use the resources your teacher provides
- Ask for help when you need it
 - o Seek and use feedback
 - o Be proactive
 - Pause and ask yourself how you can solve the problem
 - Recognize when you need help.
 - o Know the best ways and times to ask for help
 - Your teacher can help with this

Communicate:

- Communicate frequently
 - Be comfortable with communicating with your teacher over email, Google Meet, or the phone
 - o Know the best ways to communicate with your teachers.

- When?
 - How?
- Check your communication tools daily
 - o School Email
 - o Edgenuity