

Cardinal

Online Education Program



2023-2024

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.

Cardinal Online Coordinator: Mrs. Olinger dolinger@clarindacs.org

7-12 Principal: Mr. Cox lcox@clarindacs.org

7-12 Assistant Principal/Activities Director: Mr. Lord jlord@clarindacs.org

Director of Student Services: Mr. Ridgely lridgely@clarindacs.org

School Counselor: Mr. Blank cblank@clarindacs.org

Behavior Learning Advisor/Academic Planning: Mrs. Wilson-Woods mwilson@clarindacs.org

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.

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.

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.

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.

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.

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.

Classroom Conduct Expected by All Clarinda Students

In addition to following classroom rules, you are expected:

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

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](#)