

COBB VIRTUAL ACADEMY

STUDENT HANDBOOK

2026 – 2027 School Year

Class. Virtually. Anywhere.

Table of Contents

Table of Contents	2
Time Expectations	3
Lesson Engagement.....	3
Work Policy and Due Dates	3
Student Accommodations.....	3
504/IEP.....	3
School Suspension.....	4
Summer Enrollment.....	4
FTE (Full-Time Equivalent)	4
Tuition Payment.....	4
Credit Card and Electronic Funds Transfer	5
Money Order Payments	5
Withdrawal / Refund Policy.....	5
Schedule Change Policy.....	5
School Break / Holidays	5
Late Work / Makeup Work Policy	6
Resubmission	6
Final Grades.....	6
Grade Appeal Policy	6
Full-Time Enrollment Requirements.....	6
Early Final Exam Policy	7
Communication Policy	7
Grading Policy.....	7
Academic Integrity Commitment.....	7
Code of Conduct.....	8
Dress Code.....	8
Parent / Guardian Support.....	8
Final Exams.....	8
EOC Milestone Exams.....	9
Advanced Placement.....	9
Technical Requirements.....	9
Technology Skills.....	9
File Organization.....	9
Technical Difficulties.....	10
Wrong File Format / Unreadable File	10
Geographic Restriction	10

Course Engagement

Student Onboarding

Students must complete the Student Onboarding at the beginning of every course. Students may not move forward in the course until they have earned a 100% on the Student Onboarding Quiz. While students may access the coursework after completing the quiz, students must correctly submit the signed Student Handbook Acknowledgement form before any submissions will be graded.

Time Expectations

CVA classes are designed for maximum flexibility. All content, assignments, and assessments are available 24/7, and teachers may schedule live sessions as needed. Students are responsible for managing their own time, staying on pace with the Class Schedule, and engaging with all course content consistently and authentically throughout the term.

Students should expect to engage 10–12 hours per week on a full-year (Y) course, or 5–6 hours per week on a half-unit (A or B) course, during the Fall and Spring terms. During the shortened Summer term, students should expect to engage 40 hours per week for a full-year (Y) course and 20 hours per week for a half-unit course (A or B).

Lesson Engagement

Completing a CVA course means more than submitting assignments. CVA lessons are built around interactive content, including instructional videos, activities, and self-checks, designed to develop genuine understanding. Students are expected to work through each lesson fully and engage with all lesson components as intended.

Clicking through lesson content to reach the next assignment, without reading or engaging with the material, does not meet this expectation and is not consistent with the learning experience CVA courses are designed to provide. Teachers may review student engagement data as part of the assessment process.

Work Policy and Due Dates

All classwork must be submitted through CTLS by the due date on the Class Schedule, and in the order the Class Schedule lists it. Work submitted on time will be graded within 48 hours. Assignments not submitted by the due date will be marked missing and calculated as a zero. When missing work is later submitted, it will be graded and counted in the average.

Student Accommodations

504/IEP

CVA reviews existing IEP/504 plans for students enrolled in the Cobb County School District. Teachers are able to access accommodations through the student information system. CVA classes are fully online and primarily asynchronous, so accommodations may be approached differently than in a face-to-face classroom.

These academic accommodations are embedded features in CVA classes, so they are automatically available to students:

- Agenda - Class schedule with due dates available in each CVA class
- Flexible Scheduling – All instructional material is available to students 24/7. Class Schedule lists all due dates and allows advance planning for assignment completion.
- Monitoring of student progress –Parent/Guardians can view the student's live gradebook by logging into CTLS Parent and utilizing Classroom Access Mode. Please visit the CTLS Parent Support page for additional resources. Grades are also available in Parent Vue and Student Vue.
- Frequent breaks/ Flexible scheduling – students work at the time of day that's best for them
- Use of word processor/computer – Required to complete a CVA course.
- Read aloud – There is a read aloud function button on the top right of the CTLS screen.
- Preferential seating – All students work individually on a computer.
- Student support – Contact your teacher or go to the Virtual or Face-to-Face CVA Learning Center.
- Hard copies of notes – students may print materials as needed.

School Suspension

If a student is suspended from the local school, CVA course access remains open. Unless the local school directs otherwise, the student should continue working in their CVA class. Suspension is not grounds for an extension to the final date to submit work each term.

Summer Enrollment

Due to the condensed timeframe of the summer term, CVA limits student enrollment to four half-credits per student. Each half-credit requires an average of four hours of work per day, so taking four half-credits will average 16 hours of coursework per day. Students may take two full-credit (Y) courses, four half-credit (A or B) courses, or any combination, but no student may exceed four half-credit courses during the summer term.

FTE (Full-Time Equivalent)

Students taking CVA classes as part of their state-funded school day (FTE) cannot withdraw from a CVA course after the first 10 days of a semester, per CCSD Board Rule IHA-R. Tuition students may withdraw per the withdrawal process posted on the CVA website. Students who transfer between CCSD schools will remain enrolled in their CVA course(s).

Students enrolled full-time with CVA may be required to attend live learning sessions, either virtually or in-person at the request of the teacher or CVA administration.

Tuition Payment

A payment email is sent to both the parent and the student once the course request is approved by the local school counselor. The email includes a personalized payment link for the approved course request.

Payment must be received within 7 calendar days of receiving the “CVA Class Approved - Tuition Payment Due” email, or by the end of online registration, whichever comes first. If payment is not received by the deadline, the course registration may be canceled to accommodate other students.

CVA accepts payment by money order, credit card, or electronic funds transfer (electronic check). CVA does not accept cash or personal checks.

Credit Card and Electronic Funds Transfer

Payment information is included in the “CVA Class Approved - Tuition Payment Due” email, sent after the local school counselor reviews and approves the course request. This option includes a 3% nonrefundable fee for all major credit cards and a flat \$2.50 fee for electronic check, in addition to the tuition fee.

Money Order Payments

Money orders should be made payable to Cobb County School District and mailed to: Cobb Virtual Academy, 1765 The Exchange, Atlanta, GA 30339.

Withdrawal / Refund Policy

Students taking CVA classes as part of their state-funded school day (FTE) cannot withdraw from a CVA course after the first 10 days of a semester, per CCSD Board Rule IHA-R.

Tuition students may withdraw with a partial refund, less a \$75 registration fee, through a pre-determined date published on the CVA website prior to registration. No refunds are given for withdrawals after that date, regardless of student performance or class completion status.

Tuition students may withdraw without a refund, and without the course grade posting to their transcript, until a pre-determined date published on the CVA website.

Withdrawals are not official until the CVA Withdrawal Form is completed and submitted.

Schedule Change Policy

Cobb County School District policy does not allow schedule changes after the first ten school days of the Fall and Spring terms. Students registering for a CVA course after this 10-day period may have the course request denied by their local school.

School Break / Holidays

CVA observes all school holidays and breaks of the Cobb County School District. Coursework will not be due on holidays or during breaks, but students may be encouraged to use that time to catch up if they have fallen behind, or to work ahead on upcoming assignments.

Late Work / Makeup Work Policy

Students will follow all due dates and submit work on or before each deadline. The Class Schedule is the source for all assignment due dates, including the Mid-Term Cutoff Date and the final submission deadline.

Students will establish and maintain a consistent weekly work routine, and will plan ahead when school, extracurricular, work, or personal activities may interfere with coursework completion.

CVA sets a Mid-Term Cutoff Date for each term, approximately halfway through the term. After the Mid-Term Cutoff Date, students may not submit work that was due prior to that date. This date is published on the CVA website and on the Class Schedule and helps ensure students remain engaged throughout the entire term.

Final Submission Date: CVA will not accept coursework submitted after the final deadline on the Class Schedule. The CVA term ends before the end of the traditional school semester, and no extensions are granted beyond the final date to submit work.

Resubmission

Students may request to resubmit coursework on which they earned a grade below 80%. Teachers may require students to attend a live session, complete remediation, or submit lesson notes to qualify for resubmission. Students may not resubmit coursework if they have not submitted all work due or have 0s in the gradebook.

Final Grades

For students enrolled in the Cobb County School District, CVA course grades appear on the student transcript and are averaged into the GPA.

For students not enrolled in the Cobb County School District, CVA provides a Final Grade Report reflecting the course name and grade earned. It is up to the private school, home school, or other

enrolling entity to post the grade to the student's transcript. CVA grades are posted as transfer grades for non-traditional students who later enroll in the Cobb County School District.

Grade Appeal Policy

To appeal a final grade, the enrolling adult must email cobbvirtualacademy@cobbk12.org no later than ten school days into the next semester, based on the Cobb County School District calendar. The email should describe, in as much detail as possible, the specific reason(s) the posted grade is inaccurate.

Full-Time Enrollment Requirements

Full-time CVA students must attend the CVA Learning Center for a minimum of 12 hours per week during the first three weeks of the term, and must return if one or more course grades fall below 75%. Full-time students who do not engage productively for 10 or more consecutive days may be withdrawn from CCSD per CCSD Board Rule JBC-R. Full-time CVA students are responsible for maintaining communication with their local school regarding all events, deadlines, and announcements.

Early Final Exam Policy

Early final exams are offered to qualifying students during Summer Term only. In order to qualify to participate, students must begin their Summer CVA course during the early access window in May, submit all work by the established deadline, and complete the application to participate. Eligibility to participate is at the discretion of CVA administration.

Communication Policy

CTLS Parent is the primary form of communication with both students and families. Students will check their CCSD student email and CTLS Parent messages daily and respond promptly. All communication should be clear and respectful, and should include the student's name and course. Students with questions or concerns are expected to contact their teacher proactively.

Grading Policy

All work submitted by the due date on the Class Schedule will be graded within 48 hours. Students and parents may view grades and feedback on assignments in CTLS, however StudentVue and ParentVue reflect the gradebook of record. Grades require 24 hours to sync from CTLS to Student/ParentVue, but students and parents should notify the teacher of any discrepancies extending beyond that time.

Academic Integrity Commitment

As a CVA student, I understand that academic integrity means:

- *I will submit my own work.*
- *I will be honest about my learning.*
- *I will give credit when I use outside sources.*
- *I will ask for help instead of copying or taking shortcuts.*
- *I will follow my teacher's directions for assignments, quizzes, and tests.*

Doing your own work is part of being a successful online student.

Unrealistic submission patterns or other engagement concerns may trigger a teacher review. This does not automatically mean an Academic Integrity violation has occurred. Teachers may request a meeting with students to talk through engagement patterns, work processes, and evidence of learning.

If a teacher suspects a student may have used AI in a manner that is not academically responsible, such as using AI-generated content without giving credit, relying excessively on AI to complete work, or using AI to avoid reading or critical analysis, the instructor may assign a grade of zero. The instructor may also request a synchronous meeting (Zoom or phone) to orally assess the student's understanding of the content and mastery of the standards. If the student is unable to support or expand upon their work during this conversation or in response to follow-up questions, it indicates a need to revisit the material. The student may be asked to provide new evidence of learning, complete an alternative assignment, or redo the original assignment.

Academic Integrity Consequences

Occurrence	Consequence
1st occurrence	Teacher contacts the parent/guardian; student resubmits the work for full credit.
2nd occurrence	Student resubmits the work for half (½) credit.
3rd occurrence and beyond	Automatic zero with no opportunity to resubmit; CVA administration contacts the parent/guardian and the local school.

Additional academic options or placement decisions, including proctored coursework, may be considered at any time.

Code of Conduct

Students are expected to abide by the Cobb County School District Student Code of Conduct.

Dress Code

Students are expected to adhere to the dress code established by the Cobb County School District during all live sessions, including video submissions.

Parent / Guardian Support

Parents and guardians will encourage students to actively participate, ask for help when needed, and complete work on time. Parents will monitor student progress and grades through ParentVUE and CTLS Parent (Classroom Access Mode), which provide access to course announcements, teacher contact information, the grade center, missing assignments, and submission history.

Final Exams

Students will take an online final exam during the testing window listed on the Class Schedule. Students are provided a 54-hour window to complete the final exam. The exam must be submitted within this time frame; there are no make-up exam dates available.

EOC Milestone Exams

Georgia Milestones End of Course (EOC) assessments are required by the State of Georgia in, Algebra I, Biology, Literature and Composition II, and US History. CCSD students enrolled in, or receiving credit for, one of these courses, regardless of grade level, are required to take the Georgia Milestones assessment. EOC results serve as the final exam in each course, contributing 10% to the student's final course grade. Students repeating a course with a required EOC must retake the exam regardless of the previous score.

During Fall and Spring terms, CVA students take the EOC/Milestones assessment at their zoned school. During the Summer term, EOC/Milestones assessments are administered at Cobb Horizon High School on a date published on the CVA website and the Class Schedule. Students unable to test on the scheduled Summer date may take a makeup exam at their local school the following Fall semester.

Students not enrolled in the Cobb County School District will NOT take the EOC/Milestone and will take a Final Exam worth 10% of the final course grade.

Advanced Placement

The College Board administers AP Exams each year in May. Students take AP exams at their local school and are responsible for monitoring communication from their local school regarding test registration dates and processes.

Please note: as an online provider, CVA cannot administer College Board AP Exams.

Technical Requirements

Students need daily access to a reliable, internet-connected computer (laptop or desktop). Lightweight or mobile-only devices such as Chromebooks, tablets, smartphones may not be fully compatible with CVA courses and should not be a student's primary device. FTE students must also be able to work from home if coursework is not completed during the school day.

Technology Skills

Students should be able to send and receive emails with attachments, and use Microsoft 365 applications (Word, PowerPoint, Excel) to create and save documents. All students are provided access to Microsoft 365 at no cost.

File Organization

Students are expected to use a system for organizing and storing coursework on their computer or in cloud storage. All students are provided Microsoft OneDrive through the Cobb County School District.

Technical Difficulties

Technical difficulties are not an excuse for late assignments. Students must have computer access to complete CVA courses; it is the student's responsibility to secure backup computer options when technical difficulties arise.

Wrong File Format / Unreadable File

Sometimes a student submits a file the teacher is unable to open or that is in an unacceptable format. When that happens, the teacher will leave feedback notifying the student, and the assignment will be marked Missing in CTLS. Students are provided an opportunity to resubmit the assignment in the correct format and are expected to submit all subsequent assignments in a properly formatted file type.

Geographic Restriction

CTLS is geo-restricted and accessible only within the physical boundaries of the United States. Students traveling internationally may not have access to coursework during their travel. While VPNs often allow students to access coursework abroad, CVA cannot guarantee access or troubleshoot issues outside the U.S. Students should plan accordingly before any international travel.