

Kanawha County Schools Virtual School Handbook



Welcome

Recognizing that students learn in a myriad of ways, West Virginia Virtual School promotes the education of each student through the innovation of online learning, equipping students with the knowledge to achieve personal and professional success in becoming college and career ready.

The West Virginia Virtual school offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation. The West Virginia Virtual School offers a full online learning option for students in 6-12 and will eventually add elementary school curriculums. Courses added to the catalog will be reviewed by a team to ensure standards are met. In accordance with the statute Senate Bill 630, school districts can develop local policies to regulate and guide the county online program. The West Virginia Virtual School offers rigorous online courses aligned to state standards. These courses are typically taught by certified West Virginia licensed teachers who have often developed the course. The West Virginia Virtual School partners with county schools to provide a free individualized online learning solution for students on the path to high school graduation.

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Important Dates

Check with your local school for important dates.

Virtual School Student Profile

Virtual School students' backgrounds are diverse. Our students may be any of the following:

- Students who are homeschooled and enrolled at the local public school
- Students who are taking courses both at home and school. The student has the option to complete their coursework at home or may also choose to come to school to participate in specifically selected courses
- Students who are enrolled in a traditional educational program at the local school and take some courses through the Virtual School
- Students who are full-time virtual school learners and complete all coursework on line at home.

The student's role in Virtual School is to learn to the best of his/her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as:

applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the Virtual School Academic Integrity Policy.

Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in local school as a **full-time student** to meet graduation requirements. If student only wants to participate in extracurricular activities and not receive a high school diploma, then they must be enrolled in four classes with a minimum of two core subjects, per WVSSAC policy.
- Students must successfully complete a virtual education orientation unit.
- Meet school system enrollment requirements for the course(s) in questions including successful completion of any prerequisite courses
- Maintain a minimum grade as determined by local county policy.
- Have access to consistent, regular internet service
- Maintain a minimum of weekly communication as designated by students local district policy.

Student privacy is important. All laws and FERPA will be followed.

Flexibility

Students can work with local school to create their virtual school policy. For example:

- Enroll in 3 virtual courses and attend 3 courses at the school based on the time of your needs
- Enroll in 2 virtual courses and attend 4 courses at the school based on the time of your needs
- Enroll in a total of 4 courses in order to participate in extracurricular activities per WVSSAC Policy.
- The courses are available 24/7 during each semester.

Parent Responsibilities

Parents play a vital role in their child's education. Parents need to check with local school to see if technology is provided, if not, then the parents need to ensure there is access to the necessary technology through their own means. They need to monitor their child's progress and grades with the virtual courses. Parents need to provide support and encouragement as students are working on their online courses. It is important that parents provide a structure and guidance when helping their child to complete the course work.

Parents have access to their students progress. Visit the web address at <http://wvde.state.wv.us/vschool/parent/> to obtain your account.

Contact Information

Keeping contact information current and up to date is essential for the local school to be able to communicate quickly and reliably with families. The local school sends materials to students, report cards, test scores, and sometimes letters to families' home addresses. Therefore, it is extremely important the local school has the most current address on file at the main office. If your address, telephone number, or email address change, it is imperative you notify the local school of these changes as soon as possible.

Special Education Program

Students who have a 504 or IEP will be supported. The formal documentation indicates precisely the type of support the student will receive. Parents who have questions about accommodations or need more information about 504s and IEPs will need to reach out to the Case Manager at the local school.

English Language Learner Program

All students must complete a Home Language Survey upon enrolling. Information from the survey will indicate if the student qualifies for ELL support.

Teachers

Each virtual teacher is highly qualified in the subject areas and grade levels they teach. All teachers hold valid West Virginia certification and have completed all necessary fingerprinting and background checks. Each teacher is available to students via email, or virtual classroom.

Attendance

Students participating in the virtual education option will be considered as being in attendance if the students are successfully progressing in the virtual education coursework. Successful progression will mean completing courses to graduate with one's four-year cohort, or taking 4 courses to participate in school sports and activities. Students are required to submit assignments and interact on a regular basis.

The local school system reserves the right to set specific attendance requirements for each virtual course. The superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with requirements may result in administrative action including, but not limited to, probation or removal from the class, removal from athletic and extracurricular participation, or a charge of truancy, if appropriate.

All full-time virtual students will be enrolled as a student in the local high school in which they reside. Upon satisfying all graduation requirements, students enrolled in the virtual program will

receive a high school diploma from the high school in which they are enrolled in their attendance area. These students will be counted in the average daily membership.

All full-time virtual students will participate in all state testing and WVDE accountability requirements.

Please visit your local school handbook for information pertaining to attendance procedures if you are attending classes inside the school.

Extracurricular Activities

Students enrolled as a full-time virtual student, blended program, or the minimum requirements as designated by WVSSAC are eligible to participate in extracurricular activities in the school in which they are enrolled according to attendance zone. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program including any applicable WVSSAC requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable County Schools' policies and WVSSAC policies.

Please visit your local school for information pertaining to the variety of clubs, activities, and sports to participate in.

Course Progression and Guidelines

Students are expected to progress through online courses at a rate comparable to the progression of a traditional class.

The following are guidelines for taking a virtual course if student is attending school in the traditional manner:

1. Students taking such course must be enrolled in their local school.
2. The course is not offered at the student's home school.
3. The schools offer the course, but the student is unable to take it due to an unavoidable scheduling conflict.
4. The district has expelled the student from the regular school setting, but education services are to be continued.
5. The school administration, the student's teachers, and the student's parents/guardians determine if the student requires a differentiated or accelerated learning environment.
6. A student has failed a course and wishes to recover credits in the subject area.
7. The course may be used as an alternative to summer school instruction with the approval of the school administration. Summer school fees may apply.
8. The course may be part of summer school instruction provided the tuition is paid by the student's family and staff supervision/monitoring is available.
9. The course can serve as homebound instruction.

10. Any other specific condition which may warrant the use of virtual coursework for the student and is approved by the building principal.
11. All courses will use the state approved grading scale as identified in State Board Policy 2510.

Probationary period

Once enrolled, students are on a probationary period for two weeks. The student will be at risk to be removed from WV Virtual school after 2 weeks if progress is not made.

Removal

Students may be transitioned back to a traditional day program or returned to homeschool for the following reasons:

- Not maintaining a minimum grade as determined by your local county policy.
- Progression through coursework falls below the minimum comparable tradition course standard
- Attendance requirements are not met
- Cheating, falsifying information, plagiarizing
- School system policies, procedures, rules or regulations are violated, including rules governing the use of technology

The student will not be able to participate in any extracurricular activities if they transfer to homeschool or private school once they are removed from virtual school per WVSSAC Policy.

Withdrawing

A student may withdraw from a course before 14 calendar school days into a semester without a grade penalty.

If a student withdraws from a virtual class after 14 school calendar days into a semester and enrolls in the same course at their high school, then the grade they had on-line will be transferred to the traditional teacher he/she is enrolled with. If they withdraw after 28 days and do not enroll in the same course at their local high school, then they will receive a WF.

Method to Withdraw

1. Meet with your local school.
2. Schedule into a full schedule of courses

Students must continue to submit assignments until the above steps have occurred. Not doing so could result in the grade being negatively impacted.

Student Support

- Tutoring may be provided at the local school. Dates and times are determined by the local school administration. If students are facing difficulty, they should visit their local school for additional information.
- IEP/504 committees will meet to determine the most appropriate least restrictive environment and the most reasonable accommodations for virtual students who have an IEP/504.
- ELL committees will meet to determine the most reasonable accommodations.

School Calendar

All courses must be complete by the end of each semester as determined by local County Schools calendar. High School students are expected to earn at least 6 credits each year if they want to graduate on time. Students who do not complete a course by the last day of school will be issued the current grade they have.

Diploma and Graduation

Upon satisfying all County school graduation requirements students enrolled in the virtual program will receive a high school diploma from local school.

Any virtual program course taken for high school credit, regardless of the grade in which the course was taken, will be entered onto the student transcript and calculated in Grade Point Averages.

Student Responsibilities

Students should spend the first days making sure they are comfortable with the technology of online learning and capable of mastering the content. Students are responsible for maintaining reliable, regular access to internet. Computer/internet problems will not be accepted as reasons for delays in meeting deadlines. Only through continuous communication and consistent work can students be successful in an online course. It is essential that students maintain regular contact with their instructor and submit assignments on time.

Academic Integrity Policy

Academic integrity means your work represents your own thoughts and ideas, you do not share your work with other students, and you do not assist others with the course after you have finished. Virtual School will not tolerate misconduct of any type, including but not limited to:

- Cheating: copying work or homework, or lending the same to another student to be copied, knowingly or intentionally helping another student to perform any act of academic misconduct.
- Communicating in any way with other students during a test, midterm or final.

- Plagiarism: taking ideas or writings knowingly from another person or source.
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes.

Counseling and Guidance Services

County schools will utilize personnel to assist with academic, career, and social needs as they arise. In conjunction with school counselors, students will be assisted with developing an educational plan based on transcripts, standardized assessments, career interests, and other pertinent data. The plan will be reviewed periodically to assess its appropriateness and progress toward completion.

The guidance office is a place where you can explore options for the present and future. The counselors will assist you in preparing for your goals and will provide information about jobs, careers, scholarships, and colleges. Counselors are available to help you work through school, social and personal problems. Counselors will assist you in proper course selections to meet graduation requirements. The responsibility for receiving scholarships, grants, or financial aid for college rests with the parents and the students. The local school counselors will provide workshops and assistance in these areas and share with you through electronic means scholarships that are available. Be sure to ask your counselor the best method to stay in touch.

Graduation Requirements

Visit your local county policy for information pertaining to graduation requirements.

To Request A Transcript

Contact your local school counselor.

Promise Scholarship Requirements: For eligibility requirements and other information on the PROMISE Scholarship, visit their website at www.promisescholarship.org

Technology

Check your local school district for availability of technology.

Computer Network, Internet and Devices

Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks or communicate with others. Students are responsible for their behavior and their communications with others. Network storage areas may be treated like

school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately.

Failure to comply with county and school rules may result in loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies.

All students have access to the Microsoft Office products provided by WVDE, including email. This is the email with @stu.k12.wv.us given to students. Sign on to portal.microsoftonline.com, which will allow students to log into Office 365.

Computer time must not be interrupted for online assessments or unrelated, school-based activities.

- Each computer must have a Java-enabled browser, such as a current version of [Microsoft Internet Explorer](#) or [Mozilla Firefox](#).
- Each computer must be audio-enabled. Headphones and a free-standing microphone or a headset with attached microphone must be available for each student.
- Computers require additional plug-ins for optimum display and delivery of digital content, including:
 - [Adobe Acrobat Reader](#)
 - [Adobe Flash Player](#)
 - [Adobe Shockwave Player](#)
 - [Java](#)
 - [Elluminate](#)
- Microsoft Office or equivalent

Student Behavior

All students whether at their local school or virtual school must abide by the Expected Behaviors in Safe and Supportive schools WVDE Board of Education Policy 4373 if participate in school courses or activities. A student verification form will be on file at the students local school.

Student Concerns, Suggestions, and Grievances

WV Virtual School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. When concern or issues arise, the best way to resolve the issue is through communication. Written suggestions may be presented directly to the principal at the local school.

Discrimination Prohibited And Title IX Guidelines

As required by federal laws and regulations, West Virginia does not discriminate on the basis of sex, race, color, religion, disability, marital status, age or national origin in its employment practices or in the administration of any of its education program and activities.

