



Student Handbook

DOTHAN CITY VIRTUAL SCHOOL
323 West Selma Street
Dothan, AL 36301
(334) 794-7444 - Office
(334) 794-1401 - Fax
dothan.k12.al.us/dcvs

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Mission

Our mission is to educate and empower all students to be college and career ready graduates - prepared to make positive contributions to our global society.

Dothan City Virtual School's goal is to prepare all students to participate productively and responsibly in a rapidly changing society.

Our belief statements are:

- All decisions will be made in the best interest of students first.
- All students will be successful learners.
- All students will be taught to respect themselves and others.
- All students will be taught to communicate effectively.
- All students will meet and exceed high standards.

Location

- The site of The Dothan City Virtual School is 323 West Selma Street, Dothan, Alabama 36301.

Office Hours

- Monday through Friday from 7:30 a.m. until 3:30. (334) 794-7444

Faculty and Staff

Principal: Christina Johnson, chjohnson@dothan.k12.al.us

Assistant Principal: Emily Jackson, emjackson@dothan.k12.al.us

Guidance Counselor: Michelle Little, milittle@dothan.k12.al.us

Secretary: Toni Jones, tojones@dothan.k12.al.us

English Department: Deborah Odom, deodom@dothan.k12.ak.us; Megan Mathus-Goolsby, memathus-goolsby@dothan.k12.al.us; Peppi Cooper, pccooper@dothan.k12.al.us

Math Department: Teresa Dupstadt, tedupstadt@dothan.k12.al.us; Candace Harper, caharper@dothan.k12.al.us; Jeffrey Bailey, jebailey@dothan.k12.al.us; James Elliott, jeelliott@dothan.k12.al.us

Social Science Department: Paul Blankenship, pablankenship@dothan.k12.al.us; Laura Richey, larichey@dothan.k12.al.us; Anthony Childers, anchilders@dothan.k12.ak.us; TBA

Science Department: Teresa Jones, tejones@dothan.k12.al.us; Beverly Snell, besnell@dothan.k12.al.us; Chris Manasco, chmanasco@dothan.k12.al.us; Susanne Peacock, supeacock@dothan.k12.al.us

Special Education: Heather Kirkland, hekirkland@dothan.k12.al.us; Adriane Creel, adcreel@dothan.k12.al.us, Nicole Dukes, nadukes@dothan.k12.al.us

Driver's Education & Electives: Chad Whitaker, chwhitaker@dothan.k12.al.us

Any contact initiated after business hours will be answered on the following business day.

Contacting Teachers

Students can communicate with teachers in four ways:

- A. Electronically completing assignments
- B. E-mailing
- C. Phone (if applicable)
- D. In-Person (if applicable)

Students must take the responsibility to contact the teacher when something is not understood. Contacting the teacher for additional support, tutoring or instruction is the responsibility of the student/parent/learning coach. The teacher has 24 hours to respond to the student. If a teacher does not respond within the 24 hour allotted time, the initial email sent to the teacher should be forwarded to the DCVC counselor to assist with mediation.

If a student is using ACCESS (Alabama Connecting Classrooms, Educators, & Students Statewide) for his/her coursework, the student will be able to email the teacher within the learning management system. Moreover, the teacher will communicate with individual students through the email system within the learning management system, as well.

Communication is essential in the virtual environment for success. Because students are not on campus daily for announcements, reading all written communication sent is essential to stay abreast of events that pertain to DCVS.

Responsibilities of a Successful Virtual Student

A successful virtual school student will possess and/or exhibit the following characteristics:

- Practices effective study skills and habits.
- Completes assignments in a timely, ethically, and honestly manner.
- Remain current in class activities by attending to announcements and assignments from teachers.
- Remain on-pace and complete all assignments with an expectation of at least 60% to progress in the course to achieve the predetermined goals.
- Must be able to perform basic computer skills such as e-mailing, downloading documents, utilizing the Internet for research and/or data collection and using productivity software (i.e. Microsoft Office)
- Communicates with DCVS teachers and/or ACCESS instructors when support is needed.
- Follows all procedures as set forth by the Dothan City Schools Code of Conduct when attending classes or extracurricular activities.

Responsibilities of the Virtual School Parent/Guardian/Mentor

The parent/guardian/mentor of a DCVS student shall work in partnership with the DCVS to help his/her child to reach maximum academic potential and achieve academic success. The parent/guardian is responsible to:

- Create an academic learning environment for his/her child to attend zoom classes.
- Create and follow a schedule for instructional time and educational opportunities.
- Ensure his/her child's individual academic needs are met.
- Ensure his/her child is engaged in virtual classes.
- Assist his/her child to maintain academic success.
- Maintain communication with teachers.
- Monitor his/her child's academic progress by reviewing grades and responding to communication in a timely manner.

The DCVS Academic Cafe'

The Academic Cafe' will be open to all virtual students for tutoring, study groups, club meetings, workshops and seminars. Appointments to use the Academic Cafe' for tutoring and study groups must be made with the student's teacher. All other appointments must be made with the DCVS school's secretary Mrs. Jones, tojones@dothan.k12.al.us.

Technical Support

DCS cannot provide support for home internet or personally-owned computer issues.

Should a student require technical assistance with the ACCESS program, the student can email the ACCESS IT Department.

- Casey Mack cbmack@troy.edu (334)670-5878

Should a student require technical assistance in the district software program, the student can visit 323 West Selma Street, Dothan, Alabama 36301 or complete Technology Assistance form on the DCVS website.

Should a student require technical assistance with Powerschool, or any other technical concerns, the student can email Angie Love alove@dothan.k12.al.us.

DCVS office hours (Monday - Friday 7:30 a.m. - 3:30 p.m.) If a student contacts anyone for technical support after office hours, the student will be contacted the following business day.

Enrollment Requirements

- Be enrolled in grades 7 - 12 in Dothan City Schools. Out-of-district students will be allowed to enroll in the DCVS.
- Students and parents must attend a required orientation before starting classes to receive student login credentials.
- Students and parents must acknowledge acceptance of the terms and conditions of the Dothan City Virtual School Academic Contract. The Dothan City Virtual School Academic Contract must be signed prior to receiving student login credentials and attending classes.
- Parents and students **must provide their own transportation** to all required and extracurricular school functions, including on campus classes, academic support/tutorial sessions, Dothan Tech classes, dual enrollment classes, athletics, band and clubs events.
- Students must maintain consistent, reliable daily access to the internet either at home or another location. **Lack of internet access is not a valid excuse for unsatisfactory progress.**
- Students will be required to log into classes via web-conferencing at the scheduled times, turn on their cameras, and participate.
- Students must submit assignments by the due date, or students may be required to attend in person.
- Must maintain a passing grade in each course, determined at the traditional grade reporting periods as approved by the Dothan City Schools Board of Education.
- Must maintain a record of progress consistent with the pacing guidelines developed for each course, as developed by the DCVS administration established in the DCS Progression Guide. Failure to do so may result in a recommendation of a change in placement of the student into the Academic Cafe' until satisfactory progress has been made.
- Be on track to graduate with the Alabama High School standard diploma in accordance with the requirements mandated by the Alabama State Department of Education.
- Students currently enrolled in the DCVS for the 2021-2022 school year must demonstrate academic success to be eligible for 2022-2023 enrollment. Academic success is defined as a C average.
- Have no expulsions and no more than one suspension from the previous or current academic year and remain in good standing in the DCVS, adhering to all Dothan City Schools Board of Education policies, including attendance, academic integrity, and student Code of Conduct.
- English Second Language (ESL)
Students who are learning English through the ESL program may apply. The ESL Committee will make a recommendation regarding enrollment and will assist the student and family if the decision is made to enroll. The ESL program will provide translations of informational documents. An I-ELP (Individualized English Language Plan) will be developed for the student and shared with all teachers and stakeholders. It is strongly recommended that only students with proficiency levels of Expanded, Bridging, or Reaching (WIDA Levels 4-6) enroll in the DCVS.
- Special Education
An Individualized Education Plan (IEP) or 504 meeting will be held by the IEP or 504 team prior to enrollment to determine if placement in the virtual setting is the least restrictive environment (LRE) for that student. Additionally, the IEP or 504 team will discuss the student's ability to make progress in the general education curriculum through a virtual platform. If the IEP or 504 team determines the DCVS is the LRE, the student may then apply for enrollment. Upon admittance, the DCVS will be closely monitored by the assigned staff member of the DCS Department of Exceptional Student Services and the guidelines published by the Alabama State Department of Education "Virtual Schools (and Programs) Guidance for Students with Disabilities" will be followed.

Withdrawal

Students can withdraw/transfer from the DCVS at the end of the semester by submitting a request to transfer. The student and parent must meet with the base school guidance office to discuss the transfer and re-enrollment process to the brick and mortar school site. However, the staff of DCVS may withdraw students under the following circumstances:

- Truancy
- Failing two or more courses (one core class or two elective classes) at the end of the semester and/or year. Follow the DCS Progression Guide.
- If a student is in academic noncompliance or not meeting enrollment guidelines following a period of academic probation.

Once a student has been withdrawn from the DCVS, he or she may not enroll until the next school year.

Enrollment Due to Health Concerns

Refer to the Homebound Section of the Dothan City Schools Progression Guide.

Method of Instruction

DCVS students will be required to have daily access to a computer with internet access. Instruction for courses will be synchronous and asynchronous. Synchronous instruction means that students will receive live instruction during designated times through web-conferencing (ex: Zoom, Google Meet). Asynchronous instruction means that students work at their own pace guided by remote teachers. Synchronous and asynchronous coursework must be submitted by the assigned due dates. Students may also be enrolled in specialized courses via ACCESS which are asynchronous. Monday - Friday will be synchronous days; Wednesdays will be asynchronous. WINDnesdays (What do I Need?) will allow for students to connect with their teachers during their office hours and/or possibly attend the Academic Cafe. Students must have teacher-approval before coming to the DCVS campus. These days are subject to change and will be announced.

Attendance

- Most courses will be taught synchronously, which means students will attend classes via web-conferencing (Zoom, Google Meet) and receive live instruction from teachers similar to the traditional setting. Other courses will be asynchronous which is student-paced and monitored by a teacher.
- Students must login Monday - Friday to each subject area.
- Attendance is also measured by completing and submitting assignments successfully; participating in course activities such as discussions and projects; and communicating with online teacher(s). Additionally, there will be opportunities for students to attend one-on-one, small group, and/or intervention/tutoring as needed throughout the week.
- Students failing to login Monday - Friday will be marked absent at the end of the week. Should a student be absent, he/she may log-in and view a make-up session later that day.
- Parents/guardians will be contacted by phone, email and US mail by student engagement personnel to advise them of the excessive absences.
- Students must provide written excuses for absences as outlined in the DCS Code of Conduct.
- Students attending a partner school must adhere to that school's attendance policy.
- Attendance for elective courses completed via ACCESS will be monitored by time logged in and complete work.
- Students who do not maintain satisfactory academic progress may be required to attend additional live, or in-person tutorial sessions to ensure academic success.
- Students failing to participate in required live sessions or failing to log in to the Learning Management System (LMS) for an entire week will be marked absent at the end of the week. Parents/guardians will be contacted to advise them of the excessive absences. All DCVS students must maintain consistent, reliable daily access to the Internet, either at their home or other location available to them. **Lack of internet access or technical issues are not a valid excuse for absences or tardiness. There must be documentation of the student or parent having contacted the teacher or media specialist for technical assistance.** A DCS Chromebook with wifi connectivity will be provided if needed.
- Students will be considered tardy if they login five (5) minutes after a required Zoom has started. Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class (high school). In Jr. high/high schools, unexcused tardies result in the loss of perfect attendance.
- For semester classes, students may be excused for up to a total of five (5) days per semester based upon legal cause. Absences beyond five (5) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee. For year long classes, students may be excused up to a total of ten (10) days based upon legal cause. Absences beyond ten (10) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee. All documentation for absences must be received within two school days or the absence will be unexcused. All unexcused absences must be reported to the Safety, Security, and Attendance Department on a weekly basis. All schools must record absences as excused or unexcused. Parental Involvement Specialists and/or School Resource Officers will follow up on subsequent and chronic absences. See Code of Conduct for further information.

Grades

Assignments are graded as they are in a face-to-face course. Virtual teachers will utilize online resources for assessments such as Google Classroom and Edgenuity. Students in an ACCESS course will receive their scores through the iLive platform.

Grade Scale

The following grading scale is used in all public schools in Dothan City Schools:

A 90-100	C 70-79	F 59 or below
B 80-89	D 60-69	

Progress Reports

Progress reports will be administered at the midpoint (4.5 weeks) of each nine-week grading. Reports will be mailed to the student/parent/guardian. Parents/students have access to the gradebook continuously through the Learning Management System and the PowerSchool Parent Portal.

Parent Portal

Parents can access their child's grades and attendance records through the parent portal connection of PowerSchool.

Report Cards

Report cards will be distributed each nine weeks.

Midterms/Finals

DCVS students are required to take midterm exams and final exams on campus in order to receive credit. The DCVS does not provide transportation.

Seniors who are passing any course(s) AND have five (5) or fewer absences in that course(s), may choose to exempt the final exam.

Students in grades 9-11 may be exempt from the final exams as outlined below:

- Students may exempt final exams if they have earned an "A" during the course(s) AND have five (5) or fewer absences in that course(s) for the year.
- A student may exempt one (1) exam if he/she has perfect attendance for the course with an average of 70 or higher for the year.
- Transfer students who enroll with all "As" and continue to make all "As" at Dothan City Virtual School will be eligible for consideration for exemption. The student and/or classroom teacher should refer the transfer student to his/her counselor for review. The counselor will submit the student information to the principal. Exemptions are granted on a case-by-case basis, depending on the courses the students transferred and the courses in which the student is currently enrolled.

Note: Exams given for half credit courses and block courses that are completed in December would be considered final exams

Intervention

Students who are failing to maintain adequate progress in the DCVS will be required to attend on-site remediation until the student has made satisfactory progress. Parents will be responsible for transportation. The DCVS teacher(s) will be responsible for assisting the student with academic progress and recommend Response to Intervention (RTI) strategies. This will begin with the Problem Solving Team (PST), a process also conducted in the traditional setting. Interventions may include meetings with small groups within the classroom or a departmental tutorial. Failure to maintain passing grades in any course will result in the following:

1st week: Conference with student and parent notification by phone and email.

2nd week: If any grade is below a 60 average, for a second consecutive week, the student will be required to report to the DCVS site for supplemental instruction in the course(s). A conference with the parent and the student may be required.

3rd week: If any grade is below a 60 average for a third consecutive week, the student will continue to report to the DCVS site for supplemental instruction in the course(s) and mandatory monitoring. A second conference with the parent and the student will be required.

4th week: If any grade is below a 60 average for a fourth consecutive week, the student will be required to report to the DCVS site for supplemental instruction in all courses and mandatory monitoring. In addition, the student will be placed on academic probation for the remainder of the nine-week grading period.

Academic Probation

Students on academic probation will be required to attend face-to-face at the DCVS for continued supplemental instruction in all classes. Academic probation will continue until the administration has determined he/she is able to maintain adequate progress.

Graduation Requirements

The DCVS standards and curriculum are designed to prepare students for college and the workforce while providing flexibility in terms of pacing, time, and location. Full-time students are required to take, at a minimum, six (6) credits to eight (8) credits per year. Students must complete the minimum state requirements of twenty-four (24) credits to graduate. Students may receive "graduate" status upon meeting all requirements of the Dothan City Schools Board of Education and the Alabama State Department of Education requirements for graduation.

Academics and Eligibility for Athletics

Students must have passed during the last two semesters in attendance and summer school, if applicable, at least six (6) new Carnegie units with a minimum composite numerical average of 70 in those six (6) units.

- Four core curriculum courses must be included in those units passed and averaged (English, mathematics, science, and social studies are core curriculum courses. Any combination of these courses is acceptable.)
- Only one unit of physical education per year may be counted.

Extracurricular

Students who desire to participate in extracurricular activities will have the option of participating in these activities through their zoned school. If the extracurricular activity requires the student to take a course, the student will be required to take the course at the zoned school and attend on a daily basis. For example, if a student would like to participate in the JROTC, band, or choir, then the student will take JROTC, band or choir at the zoned school, Dothan Preparatory, Carver 9th Grade Academy, or Dothan High School. Transportation to these classes must be provided by the student's parents/guardians.

Mandatory State Assessments

DCVS students are required to participate in the following state-mandated assessments in person:

- Measurement of Academic Progress (MAP). Grades 7 and 8. (Fall, Winter, Spring)
- Alabama Comprehensive Assessment Program (ACAP) Summative and Alternate. Grades 7, 8 ELA and Math; Grade 8 Science. (March/April); Alternate, Grades 7, 8, 10, 11
- Alabama Physical Fitness Assessment.
- PreACT. 10th Grade (Fall)
- ACT+Writing. 11th Grade (Spring)
- ACT WorkKeys. 12th grade (December/January)
- Civics Test. 12th grade (Fall and Spring)
- AP (Advanced Placement) Examination. Administered to students who are enrolled in an AP course (Spring)
- ACCESS for ELLs. Administered to students who qualified for the ESL (English Second Language) program. (Spring)

Optional, however, must report in-person:

- ASVAB (Armed Services Career/Technical Aptitude Battery). Administered to juniors and seniors who are interested in enlisting in the Armed Forces. This test is free for students and **optional**.
- PSAT/NMSQT (Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test). Administered to sophomores and juniors in October in mathematics and English for college-bound students who would like to compete for National Merit Scholarship Semi-finalist standing. This test is **optional** and students interested must inform the DCVS staff prior to September 1 of the school year.

Summer School Grades 7 and 8

Students who fail one (1) required academic course will have the option to attend summer school to retake and pass the failed course. If the student does not attend summer school to retake the required course, then the student will be retained. Students who fail both science and social studies will be required to retake and pass one course during summer school to be promoted. Students who fail two or more required academic courses will be retained and

summer school is not an option for promotion.

Retention Stipulations

Students who do not meet the established criteria for promotion may be retained one (1) time in grades 7-8, if the student has been previously retained in grades K-6. Students who do not meet the established criteria for promotion may be retained two (2) times in grades 7-8, if the student has not been previously retained in grades K-6. A student should not be retained at the DCVS, if the student will reach his/her seventeenth birthday during the following academic year.

Summer School Grades 9-12

Students who fail one (1) academic class may elect to attend summer school if available. Any student failing math will be required to attend summer school. If performance in two (2) academic courses is unsatisfactory (below 60%) then the student will be required to take and pass one (1) of the failed courses in summer school. The second failed academic course must be taken through credit or course recovery in the next academic school year. Students will be responsible for transportation to and from summer school and for paying all summer school fees upon enrollment. Upon the successful completion of summer school, students' GPA for the academic year just completed will be recalculated.

Students who fail more than one class per academic year (includes Fall, Spring, and if held, Summer term) may be removed from the DCVS.

Field Trips

Field trips that grow out of the instructional program or are otherwise related to the instructional program will be permitted on school time. All students must have permission slips signed by the parent/guardian to participate in any off-campus activities. In addition to permission slips, students should meet following guidelines:

- Students in grades 7-12 must have a C average to be eligible to attend field trips.
- Students can not have more than nine unexcused absences to participate in field trips.

Upon satisfaction of full-time requirements at the DCVS, the DCS Board of Education allows students to participate in the courses and programs of the DCVS as a fulltime student, notwithstanding such students' enrollment in non-public schools or participation in home-based private educational programs. Transportation to and from the DCVS classes, programs, or activities shall be the responsibility of the student's parent(s)/guardian(s), except as otherwise specifically provided.

Code of Conduct

- Students must adhere to all Dothan City Schools Board of Education policies in addition to the policies set for by the Dothan City Virtual School.
- It should be noted that a 5 day suspension at the DCVS will be equivalent to a student participating in asynchronous learning.
- Students enrolled in an elective course at a DCVS partner school (Dothan Preparatory Academy, Carver 9th Grade Academy, Dothan Tech, or Dothan High School) must adhere to the Dothan City Schools Code of Conduct attendance and behavioral policies pertaining to that particular school.

The following behaviors apply to the virtual environment and will result in disciplinary action:

1. Academic Dishonesty (Plagiarism, Cheating, and or Copyright)

- a. Plagiarism is the act of representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.
 1. Copying word for word from a printed or electronic source without proper attribution.
 2. Submitting a purchased or downloaded paper.
- b. Cheating includes but is not limited to:
 1. Copying another student's work and then submitting it as his or her own work
 2. Submitting work while using another person's password/login is considered plagiarism.
 3. Performing work or taking an examination for another student OR having another person perform work or take an examination.
- c. Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise).

2. Cyber Bullying and/or Harassment

- a. Sending or posting discriminatory, harassing, or threatening messages or images.
- b. Sending or posting messages that defame or slander other individuals.

3. Disruptive and/or Disrespectful Virtual Classroom Behavior

- a. Conduct or behavior which interferes with or disrupts the teaching and learning process.
- b. Refusing to follow the rules of the specific virtual classroom or classroom teacher.
- c. Unmuting yourself when your teacher has placed you on mute.
- d. Inappropriate use of discussion forums or synchronous chat rooms.
- e. Posting or discussing any criminal or other illegal activity.

4. Dress Code

- a. Students must be appropriately dressed for online classes.
- b. Suggestive clothing, provocative or excessively tight clothing is not allowed.
- c. Pajamas and head coverings may not be worn.

5. Electronic Device Misuse

- a. Recording any class session and transmitting it without the teacher's written permission.
- b. Recording your teacher and/or classmates without the teacher's written permission.

Dothan City Virtual School Academic Contract

Student Last Name _____

Student First Name _____

Date of School Year for the Contract Term _____

This academic contract details the responsibilities of the parent/guardian and student. The Contract will remain on file for the remainder of the school year as a reference that parents and students have read and understood the items mentioned below.

1. I will abide by all of the rules and procedures set forth by the DCS Student Handbook.

Student Initial _____ **Parent Initial** _____

2. I understand that attendance at DCVS is based on the DCVS Student Handbook.

Student Initial _____ **Parent Initial** _____

3. I will ensure that my child has the required materials (computer/laptop, internet access, and teacher request supplies) on a daily basis. I also understand that a tablet/notebook will not take the place of a computer/laptop.

Parent Initial _____

4. I understand that the primary method of communication will be electronic mail; therefore, I will be responsible for accessing, reading and responding to all communications in a timely manner.

Student Initial _____ **Parent Initial** _____

Please Print Parent Email Address _____

5. I understand that If I (my student(s)) do(es) not earn enough credits by the end of the school year to be promoted to the next grade level, I (my student) cannot return to the DCVS for the following school year.

Student Initial _____ **Parent Initial** _____

6. I understand that I must attend scheduled academic conferences to discuss my child's progress in the DCVS.

Parent Initial _____

7. I understand that my child must take the Midterm Exam and Final Exam on campus under the supervision of the DCVS staff.

Parent Initial _____

8. I understand that I will be contacted by the school counselor and/or virtual school teacher (in addition to the calendar provided at enrollment) concerning system and state mandated testing dates, times, location.

Student Initial _____ **Parent Initial** _____

9. I understand that my child must report to the DC Virtual School on designated days for system and/or state-mandated assessments. **Student Initial** _____ **Parent Initial** _____

10. I also understand that I will have to provide transportation to and from campus and to classes taken at partnering schools Dothan Preparatory Academy, Carver 9th Grade Academy, Dothan Technology Center, and Dothan High School.

Parent Initial _____

My signature denotes my acknowledgement and acceptance of the terms of this contract.

Parent Signature _____

Student Signature _____