



Randolph County West Virginia Virtual School Handbook

Welcome

The mission of the Randolph County Board of Education and West Virginia Virtual School (WVVS) is to assure consistent, high quality education for the students of Randolph County through courses delivered via technology, promote efficacy and equity in course offerings, and provide options for implementation across the public school system. The Virtual School initiative helps bridge the barriers of time, distance, and inequities for all West Virginia students by providing access to resources.

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 Randolph County West Virginia Virtual School offers a full online learning option for students in grades 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.

Contact Information

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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 go to school and 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

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 a student wants to participate in extracurricular activities, they must be enrolled at their home school, either virtually or physically, for a minimum of one-half day (per WVSSAC policy) and have two core subjects within their schedule.
- Students must successfully complete a virtual education orientation unit.
- Meet school system enrollment requirements for the course(s) in question, including successful completion of any prerequisite courses.
- Maintain a minimum grade average as determined by local county policy.
- Have an acceptable attendance record
- Have access to consistent, regular internet service.
- Maintain a minimum weekly communication as designated by local district's policy.

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

Flexibility

Students will work with their local schools to create their virtual 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 the 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 provide support and encouragement as students are working on their online courses, encouraging time management and self-motivation. It is important that parents provide structure and guidance when helping their child to complete the course work and meet the deadlines. It is the parents' responsibility to contact the facilitator if they have questions about their child's progress or academic performance.

Parents have access to their student's 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 for students, report cards, test scores, and letters home to families' home addresses; therefore, it is vital the local school has the most current address on file at the main office. If your address, telephone number, or email change, it is imperative that you notify the local school of these changes immediately.

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 504's and IEP's 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 and should be contacted if a student has a question about an assignment.

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 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.

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

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 teacher, 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 the 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 WVVS after two weeks if acceptable 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 to traditional course standard
- Attendance requirements are not met
- Cheating, falsifying information, plagiarizing takes place
- School system policies, procedures, rule 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 fourteen calendar school days into a semester without a grade penalty.

If a student withdraws from a virtual class after fourteen school calendar days into a semester and enrolls in the same course at their local school, then the grade they had online will be transferred to the traditional teacher he/she is enrolled with. If they withdraw after twenty-eight days and do not enroll in the same course at their local 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 six 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 the 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, lending the same work to another student to be copied, knowingly or intentionally helping another student to perform any act of academic misconduct, allowing another person to do your work for you.
- 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 towards completion.

The local school 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/guardians and the student. The local school counselors will provide assistance in these areas and share with you scholarships that are available. Be sure to ask your counselor for the best method to stay in touch.

Graduation Requirements

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

Request a Transcript

Contact your local school counselor.

Promise Scholarship Requirements

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

Technology

Check your local school 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 the 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
 - Eluminate
- 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 participating in school courses or activities. A student verification form will be on file at the student's local school.

Student Concerns, Suggestions, and Grievances

WVVS 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 educational programs and activities.