Kanawha County Schools

Virtual Program Handbook

Welcome
Recognizing that students learn in a myriad of ways, Kanawha County Schools 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 Kanawha County Virtual program 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 program offers a full online learning option for students in grades 3 - 12. These courses are typically taught by certified West Virginia licensed teachers who have often developed the course.

Contact Information

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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 at 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 online 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 academic integrity policy.

Student Eligibility and Requirements
Students who meet the following requirements are eligible to participate in the virtual education program:

*   Enrolled in a KCS school as a **full-time student** to meet graduation requirements. If the 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 can also enroll part-time and choose any amount of courses to take.
*   Students and parents 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
- Have access to consistent, regular internet service
- Submit the minimum required assignments each week as designated by the pacing guide.

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

Flexibility
Students can collaborate with their counselors at the school to create their own schedule. 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. Two of these courses must be from the four core content areas of math, science, English, or Social Studies.
- The courses are available 24/7 during each semester.

Parent Responsibilities
Parents play a vital role in their child's education. It is necessary for the parents to monitor their child's progress and grades at a minimum of once a week. Parents need to provide support and encouragement as students are working on their online courses. Parents should respond back to emails they receive from the program or teacher. If the child is not working, then it is necessary for the parent to correct the behavior in order for the child to remain in the program.

Communication from the program is solely by email. It is the parent's responsibility to check their email at the very minimum of once a week.

Parents have access to their student's progress. Visit the web address at http://wvde.state.wv.us/vschool/parent/ to obtain a parent account.

Parents are required to sign an agreement form at orientation stating they will follow through with these requirements.

Contact Information

Keeping contact information current and up to date is essential for the schools to be

able to communicate quickly and reliably with families. The school sends materials to students, report cards, test scores, and sometimes letters to families' home addresses. Therefore, it is extremely important the school has the most current address on file at the main office. If your address, telephone number, or email address change, it is imperative to notify the 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 can contact Holly Samples at hsamples@mail.kana.k12.wv.us

English Language Learner Program

If the student qualifies for ELL program, then they will be provided support and accommodations from the English as a Second Language Department (ESL).

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 means the student is submitting assignments according to the pacing guide unless approved by the school or virtual program.

Administrative action may result if a student is not making progress. These actions include, but not limited to, probation or removal from the class, removal from athletic and extracurricular participation, or a charge of truancy, if appropriate.

All students are 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 they are enrolled in.

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

Please visit your school's 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 residence 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.

Probationary period

Once enrolled, students are on a probationary period for two weeks. The student will be at risk to be removed from KCS Virtual school after 2 weeks if the student has not completed orientation and 3 assignments.

Removal
Students may be transitioned back to a traditional day program for the following reasons:

- Not submitting the number of assignments suggested by the pacing guide
- Progression through coursework falls below 60%
- Failing more than one-third of the student's courses
- Cheating, falsifying information, plagiarizing
- School system policies, procedures, rules or regulations are violated, including rules governing the use of technology

A parent must complete and file a request to homeschool their child through Eddie Ivy's office and return their IPad to the school or board office.

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 the school approves the student to withdraw 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 counselor
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 school administration.   If students are facing difficulty, they should visit their school for additional information.
- Math tutoring is available at the board office every Tuesday (4:40 - 6:40) and Thursday (5:30 - 7:30).
- 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 completed by the end of each semester. 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.

Elementary Students

Students in grades 3 through 5 require more support at home. It is necessary for the parent to have conversations about the material they are learning every day. The parent needs to help their child follow the pacing guide schedule they are given at the beginning of the school year. The child will be removed immediately if their child is not working.

Middle School Students

If you are a full-time middle school student you must pass 6 core courses 1st semester and 2nd semester to be promoted to the next grade level. According to State Policy 2510, full-time middle school students are required to take a wellness course, art, and music each year.   Part-time virtual students have full selection of all courses.

High School Students

Upon satisfying all Kanawha 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 few days enrolled in the program 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 the 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 according to the pacing guide.

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.

Extensions

If a student needs more time in a course that will extend beyond the school year, then he/she should email their counselor or administrator for approval. It is the discretion of the school to approve or deny an extension request.

Counseling and Guidance Services

Kanawha 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.

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

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 communication 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.

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.

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.

Digital Citizenship
Participants of the KCS Virtual Program must understand their roles and responsibilities of digital citizenship. This is outlined in Common Sense Education media lessons.