# 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 Schools 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 K-12.  These courses are taught by certified West Virginia licensed teachers who have often developed the course.

**Contact Information**

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**KCS Virtual Website:**

[Kanawha County Schools Virtual Program – Your Path, Your Future – Let us take you there!](#)

**Virtual School Student Profile**

Virtual School students' backgrounds are diverse. Our students include:

- 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 weakness, 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 KCS virtual program:

- Enrolled in a KCS school as a **full-time student** to meet graduation requirements
- Homeschooled students
  - If a student is homeschooled and wants to participate in extracurricular activities and not receive a high school diploma, then s/he must be enrolled in at least one virtual class.
  - Please refer to the WVSSAC guidelines for current requirements.
- 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
- Students must make weekly progress in their virtual courses.

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

**Flexibility**
Students have the flexibility to be full-time or part-time virtual students. They can access the courses 24/7 to meet their schedule needs. In addition, enrolled students can participate in all school activities, compete athletically, and graduate. Students can collaborate with their counselors at their home school to create their own schedule.

**Parent/Guardian 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 a minimum of once a week. Parents need to provide support and encouragement as students are working on their online courses. Parents should respond 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 done primarily by email. It is the parent's responsibility to check their email at least once per week.

Parents of Elementary and Middle School Students: This program is very parent-intensive for young learners and requires a parent or guardian to devote time each week to facilitate learning for their child. The KCS Virtual Program is not the same thing as ABC Mouse or other self-directed learning programs. Our program requires parents to participate fully in their child's learning experience. Please visit our website to obtain a parent account.

Parents of High School Students: Visit Schoology - Parent Guide to obtain a parent account. If you have questions about setting up a parent account, then please contact the KCS Office of Technology at (304) 348-6116.

**Orientation**
Participating in an in-person orientation session is required to be in the virtual program for all new enrollees.  Parents are required to sign an agreement form at orientation stating they acknowledge and will follow program requirements.

**Contact Information**
Keeping contact information current and updated is essential for schools to be able to communicate quickly and reliably with families.  The school mails report cards, test scores, and other materials to families' home addresses.  Therefore, it is extremely important the school has the most current mailing address on file at the main office.  If your address, telephone number, or email address changes, it is imperative to notify the school and the virtual department of these changes as soon as possible so that you continue to receive important updates.

**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 as a Second Language Learners**
If the student qualifies for the ESL program, then they will be provided support and accommodations from the English as a Second Language Department (ESL). For questions related to ESL services, please visit the KCS website here: Title III English as a Second Language.

**Teachers**
Each virtual teacher is highly qualified in the subject area(s) and grade level(s) 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.  Our elementary teachers are available to meet with parents and their children in person during the school day and their evening office hours.

**Attendance**
Students participating in the virtual program will be counted present if they 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 in their virtual courses.  These actions include, but are not limited to, probation or removal from the class, removal from athletic and extracurricular participation, or a charge of truancy, if appropriate.

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

**Graduation and Accountability**

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 must participate in all state testing and WVDE accountability requirements.

**Extracurricular Activities**

Students enrolled as full-time virtual students, in a blended program, or who are enrolled in the minimum course requirement as designated by WVSSAC are eligible to participate in extracurricular activities in the school in which they are enrolled according to their attendance zone. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program including any applicable WVSSAC requirements. For the purpose of participating in extracurricular activities, virtual students' residence will be determined in accordance with applicable Kanawha County Schools policies and WVSSAC policies. Please visit your school for information pertaining to the variety of clubs, activities, and sports to participate in.

**Probationary Period**

Once enrolled in the virtual program, students are on a probationary period for two weeks. The student will be removed from the KCS Virtual Program after two weeks if the student has not completed the orientation unit and three additional assignments in each of their courses.

**Removal**

Students may be transitioned back to a traditional brick and mortar program for one or more of the following reasons:

- Falling behind in the pacing guide and not attending the required lab session
- Failing more than one-third of the student's courses
- Cheating, falsifying information or plagiarizing
- Violating school system policies, procedures, rules, or regulations, 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 the virtual program per WVSSAC Policy.

**Course Withdrawal**

A student may withdraw from a course before 10 school days into a semester without a grade penalty.

If the school approves the student to withdraw from a virtual class after 10 school days and enrolls in the same course at their school, then the grade they had in the virtual version will be transferred to the traditional teacher with whom the student is enrolled. If they withdraw after 28 days and do not enroll in the same course at their local high school, then they will receive a grade of WF, or Withdrawal Failure.

**How to Withdraw**
1. Meet with your 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 course grade(s) being negatively impacted.

**Student Support**
- Tutoring may be provided at the local school. Dates and times are determined by the school administration. Students should visit their home school for additional information.
- Math tutoring is available for free. More information is available here: Math Tutoring – Kanawha County Schools Virtual Program
- The virtual lab is an excellent resource for our virtual families. It is a place to obtain technical assistance, complete work, and take tests in a quiet environment. It is also a place where we require students to attend if they are not working at home. The lab is not a place for tutoring or content-specific help. The virtual lab is located in a portable at the Crede Warehouse in Mink Shoals. For more information, directions, and to sign up please visit: Virtual Lab – Kanawha County Schools Virtual Program
- 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 K 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/guardian must help their child follow the pacing guide they are given at the beginning of the school year. The child will be removed immediately if they are not working. If the child is working but unsuccessful in the curriculum, the virtual staff will provide resources to assist the student, which includes repacing, referring the child to tutoring and/or lab time, and hosting a meeting with the family at the virtual office.

### Middle School Students

If you are a full-time middle school student you must pass 6 core courses each 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 a full selection of all courses available.

### High School Students

Upon satisfying all Kanawha County school graduation requirements students enrolled in the virtual program will receive a high school diploma from the home 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 with 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 virtual coach and that they submit assignments according to the pacing guide.

### Academic Integrity Policy

Academic integrity means that 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.  The KCS Virtual Program 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

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.

A 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.

**Transcript Request**
Contact your home school counselor to request a copy of your transcript.

**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.