Kanawha County Schools

Virtual Program
Handbook
24/25

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 and by 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 regarding time flexibility and program customization. Along with these advantages, students and parents also assume increased responsibility in time management, organization, self-direction, and self-regulation. The program offers a complete online learning option for students in grades K-12. These courses are taught by certified West Virginia licensed teachers who have often created the course.

Contact Information

Valery Harper, Ed. D.	Stephanie Carter
Executive Director, KCS	Director
vharper@mail.kana.k12.wv.us	slcarter@mail.kana.k12.wv.us
(304) 348-7738	(304) 348-7738

KCS Virtual Website:
[Kanawha County Schools Virtual Program – Your Path, Your Future – Let's Go!](#)

Virtual Program Student Profile
The virtual program students' backgrounds are diverse. Our students include:

- Students who are homeschooled or attending a charter, private, or micro-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 Program
- Students who are full-time virtual school learners and complete all coursework online at home
- Students who attend Ben Franklin or Carver Career Centers and take the rest of their high school courses virtually

The student's role in the virtual program 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, making adequate pace on their pacing guide, 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 KCS virtual program:

- Enrolled in a KCS school as a **full-time student** to meet graduation requirements
- Homeschooled students
- Students and parents must successfully complete a virtual education orientation session
- Meet school system enrollment requirements for the course(s) in question including successful completion of any prerequisite courses
- Have access to consistent, regular Internet service
- Students must make weekly progress in their virtual courses determined by the pacing guide provided
- Students who have an IEP must have a committee meeting before acceptance into the program
- Parents of elementary-aged students must dedicate at least 15 hours per week to assist their child with learning
- Limited space does exist via grade level and school

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

Denial of Enrollment

KCS reserves the right to deny enrollment to students not meeting program expectations. KCS reserves the right to limit enrollment in any given program, class, grade level, or school when the size of the program has been reached.

Admission Procedures

There are four different ways to enroll in the virtual program depending on the grade level and educational location of your child.

For students enrolled in Kanawha County Schools Grades K - 5: The principal at your childs' school will have an application to complete. You can obtain this application at the board office within the virtual department as well. Once completed, return the application to the virtual department at the board office for consideration. Parents will be contacted after the review of the application for further steps.

For students enrolled in Kanawha County Schools grades 6 - 12: Parents or students should speak to the principal and/or counselor for consideration to be in the program. If approved, the school will send the virtual department your registration, and a department member will email you about attending orientation.

Homeschool or Private School Families: Parents can visit our website and register directly online, or call the virtual department to get started.

Hope Scholarship Families: Parents must complete an activity request form on the Kanawha County Schools website at https://workflow.kana.k12.wv.us/hope/. Please refer to KCS Policy C02.

Flexibility

Students have the flexibility to be full-time or part-time virtual students. They can access the courses 24/7 to meet their scheduled needs. In addition, enrolled students can participate in all school activities, compete athletically, and graduate. High School students can collaborate with their counselors at their home school to create their own schedules. Virtual coaches are also available to assist and advocate for students. It is essential that students remain on track with the pacing guide provided.

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 and Schoology daily.

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. Successful parents:

- Set a routine time for learning
- Set expectations for what happens during learning time
- Set high learning expectations (don't enable)
- Vary ways and means of learning activities
- Teach using gradual release (Ido, we do, you do)
- Recognize and celebrate efforts frequently
- Measure growth against themselves, not others
- Review pacing guide and compare to child submissions weekly

Parents of High School Students are required to have a parent account. 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.

Grading Scales

Grades K - 2*
S - 70% to 100%
N - Below 70%

*Second-grade students will receive a letter grade for math and English.

Grades 3 - 12
A - 90% to 100%
B - 80% to 89%
C - 70% to 79%
D - 60% to 69%
F - 0 to 59%

Orientation
Participating in an orientation session is required to be in the virtual program for all new enrollees. Parents and students must 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 and your child's virtual coach have the most current mailing and email addresses on file. 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 with a 504 or IEP will be supported as identified in the accommodation section. The formal documentation indicates precisely the type of support the student will receive. An IEP meeting must be held before a student with an IEP is permitted into the program. Parents with questions about accommodations or need more information about 504s and IEPs can contact Holly Samples at hsamples@mail.kana.k12.wv.us.

English Learners
If the student qualifies for the EL program, then they will be provided support and accommodations from the English as a Second Language Department (EL). For questions related to EL 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 certifications and have completed all necessary fingerprinting and background checks. Each teacher is available to students via email, Schoology, or office

hours. Our elementary teachers are available to meet with parents and their children in person during the school day.

Attendance

Students participating in the virtual program will be counted as 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 adequate 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

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 in which they are enrolled.

Accountability

All full-time virtual students must participate in all state testing and WVDE accountability requirements. Students in grades 3 - 8 must take the CIA and GSA. In addition, students are required by the legislature to take the Golden Horseshoe exam in 8th grade. Students in grades 11 are required to take the SAT. The recent legislature now requires students in social studies courses in the 11th and 12th grades to take an exam for these courses as well. The social studies exams will be embedded into the course. Any student who does not take the required state department assessments will not be permitted to return to the virtual program the following school year.

Extracurricular Activities

We encourage virtual students to participate in athletics, clubs, and school activities. To participate 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 about the variety of clubs, activities, and sports you can 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 assignments written on their pacing guide for each course during the probationary period.

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.
- Not attending the required lab session.
- Failing more than one-third of the student's courses for high school students. Failing math or English 3 consecutive semesters for middle school students. Failing English or math 1 semester for elementary students.
- Using someone else's work, falsifying information, or plagiarizing. Review the academic integrity policy within this handbook.
- Violating school system policies, procedures, rules, or regulations, including rules governing the use of technology.
- Missing more than 3 TEAMS/Schoology meetings in the elementary program.
- Individual live diagnostics display the child is below level. Remedies will be given to the parent, but if they are not followed or improvement is not evident, the student will be removed.
- Elementary students who do not pass math and English or fail two courses.
- Not taking state-required assessments.
- Refusal to complete the Acceptable Use Policy (AUP) in the orientation section of the student's math course.

Course Withdrawal

A student may withdraw from a course 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. Notify your virtual coach
2. Meet with your school counselor
3. Schedule into a full schedule of courses
4. File NOI if going to homeschool

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 and English tutoring are available for students in grades 6 through 12 at 1900 School Street in Charleston. Tutoring/Intervention for elementary students occur during the school day at the local school they are enrolled in. More information is available here: Math and English 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 portable #4 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.
- EL committees will meet to determine the most reasonable accommodations.

Number of Courses

Students are not permitted to have more than 6 courses at a time. If an accelerated pace is desired, then an additional course can be added after a student completes the courses they are enrolled in. The academic coach will assist to help pace the student to meet their needs and aspirations.

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 earned.

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 re-pacing, 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 3 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's 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.
- Utilizing Google Translate, AI, or other technology tools that do the work for you.
- Sharing your Schoology account with other students.
- Communicating in any way with other students during a test, midterm or final.
- Plagiarism: taking ideas or writings knowingly from another person or source without citing.
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes.
- Work completed by others or the parent.
- Students can not work together on assignments.
- Submitted work must be in the students' own handwriting.

Module and Final Exams

Quizzes can be taken at your convenience in your home.

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 or contact your counselor.

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.

Students who live outside the county lines will not be issued an iPad, it is the parents responsibility to connect the student with a device.

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](stu.k12.wv.us) given to students. Sign on to portal.microsoftonline.com, which will allow students to log into Office 365. You can obtain your account information from your virtual coach.

Student Behavior
All students, whether enrolled at their local school or in the virtual program must abide by the Expected Behaviors in Safe and Supportive Schools WVDE Board of Education Policy 4373.

Concerns and Suggestions

If a student or parent has suggestions that could improve the KCS Virtual Program, he/she should feel free to offer them. Written suggestions may be presented directly to the Director or Executive Director.

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 programs and activities.