Virtual School

Policy 5701

Scope. This policy establishes a virtual education program that offers eligible students in grades nine through twelve an online pathway for earning a high school diploma. This policy is designed for students who are homeschooled, attend a private school, or principal-approved public-school students.

Authority. W. Va. Code §18-SF-1 et. seq.

Effective Date. July 1, 2018 for students in grades 9-12.

Definitions:

Virtual program - a formal online education program in which a student learns:

1. Self-paced, through an online instructional platform, with some element of student control over time, place, path or pace;
2. In a setting outside the traditional classroom; and
3. In such a way that the modalities of each student 's learning path within a course or subject are connected to provide an integrated learning experience;

Eligible student - a student eligible for attendance in public schools in a school district that provides a virtual instruction program.

- a multicounty consortium providing a virtual instruction program or that does not provide a virtual instruction program or
- a multicounty consortium but participates through a collaborative agreement between the school district in which the student is enrolled and a school district or
- a multicounty consortium providing a virtual instruction program.

EL – English learner

IEP – Individualized Education Program

Virtual course - any virtual pathway course offered by Harrison County that meets the specified state-approved standards for that course.

Virtual instruction program - a program implemented by a county board or multicounty consortium that provides a full-time online or blended program of instruction for students enrolled in any composition of grades nine through twelve.

1. **Mission**
   a. To provide high quality, virtual education to eligible learners.

2. **Student Eligibility and Requirements**
   a. Eligible students are required to enroll in Harrison County Schools.
   b. Harrison County Schools public school students enrolled and attending full time.
   c. Homeschooled students are eligible to enroll in one or more virtual courses per semester.
      ** student enrolled up to 50% of the instructional day (4 periods for SSAC eligibility)

d. Homebound students may use virtual school as a supplement to extend homebound instruction.

e. Private School students are eligible to enroll in one or more virtual courses per semester.

f. All virtual school students will be enrolled as a student in the local high school in which they reside, as outlined in Harrison County Board of Education Policy 1101 - School Attendance Areas.

g. Course offerings available through WV Virtual School with credence given to Harrison County instructors where and when available.

h. Parents and students must successfully complete a district defined virtual education orientation course.

i. Meet school system and/or state enrollment requirements for the course(s) in questions including adhering to program/curriculum sequences.

j. Maintain a minimum grade of a 70 (per grading period) on a numerical grade scale in virtual courses taken during the current academic year.

k. Have access to reliable internet.

l. Participants are required to complete and sign Technology Acceptable Use Policy 5602.

m. Maintain a minimum of weekly communication with the facilitator or instructor.

n. Have reliable transportation, when needed.

o. Guidelines for taking a virtual course if student is attending school in the traditional manner:

- Students taking such course must be enrolled at their local school, as outlined in Harrison County Board of Education Policy 1101 - School Attendance Areas.
- The course is not offered at the student's home school.
- The school offers the course, but the student is unable to take it due to an unavoidable scheduling conflict, as determined by the principal.
- The district has expelled the student from the regular school setting, but education services are to be continued.
- The school administration, the student's teachers, and the student's parents/guardians determine if the student requires a differentiated or accelerated learning environment.
- The course will serve as a supplement to extend homebound instruction.
- Any other specific condition which may warrant the use of virtual coursework for the student and is approved by the building principal.

p. Students with disabilities.

- Prior to enrollment of a student with a disability into one or more virtual education courses, the student's IEP/504 team must meet and consider whether or not an online instructional delivery method is appropriate for the student to receive a free appropriate public education in the least restrictive environment.
- The IEP/504 team should also determine whether or not the student's accommodations can be provided in a virtual learning environment. Due to the unique design of virtual learning, accommodations which are conducive to the virtual environment should be clearly described within the student's plan.

- School staff should also ensure confidentiality of student information pursuant to FERPA and IDEA.

3. **Registration Deadlines**

   a. First Semester
   - September 15
   b. Second Semester
   - February 1

4. **Attendance**
   a. Public school 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. Students must be progressing successfully in the coursework and communicating weekly with facilitator. Students are required to submit assignments and interact on a weekly basis with the instructor or facilitator, or as determined by the course syllabus.
   b. The 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 at enrollment. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class.
   c. A student will not be permitted to enroll in virtual school the following school year if they have not met all state testing and WVDE accountability requirements the previous year.

5. **Course Progression**

   Students are required to progress through online courses at a rate comparable to the progression of a traditional class. Student performance will be monitored and reported on regular intervals consistent with a traditional day program by the facilitator they are assigned to at the school.

6. **Instructor Responsibility**

   Instructors will be responsible to provide:

   a. Syllabus
   b. Rigorous curriculum
   c. Be Accessible
   d. Progress monitoring
   e. Timely Coursework Feedback
   f. Final Grade

7. Parents/Guardian Responsibility

Parents play a vital role in their child's education. Parents need to ensure there is access to the necessary technology. They need to monitor their child's progress and grades with the virtual courses. Parents need to provide support and encouragement as students are working on their online courses. It is important that parents provide a structure and guidance when helping their child to complete the course-work. Parents also need to be a liaison between the student and the teacher as needed. Parents should attend scheduled parent-teacher conferences or other meetings as arranged by the instructor.

8. Extracurricular Activities

   a. Homeschooled students enrolled as at least half-time 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.

9. Dropping Online Course/Transition Back to Traditional Course

Students may drop a virtual course within 5 days of enrolling without penalty.

County defines the process that students request to drop and communication with student/parent.

10. Assessment, Grading, Diploma

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 at the semester and calculated in Grade Point Averages, etc., this will affect sports eligibility and GPA.

Harrison County's dual credit policy applies to identified virtual programs, as they become available.

Course grades assigned to a student's transcript must follow the WV Uniform Grading Scale found in WVBE Policy 2510 Section 5.4.d.

11. Removal

Students may be removed from virtual to a traditional day program or returned to homeschool for the following reasons:

   1. Not maintaining a 70 percent, per grading period, in each virtual course
   2. Progression through coursework falls below the minimum comparable tradition course standard.
   3. Cheating, falsifying information, plagiarizing
   4. School system policies, procedures, rules or regulations are violated, including rules governing the use of technology.

12. Student Support

Harrison County Schools is committed to provide all students with an equal opportunity to participate in and benefit from its virtual education program. We provide students with

accessibility and supports through resources tailored to each student's individual abilities and needs. Harrison County Schools ensures that all students, including students with disabilities, have available to them a free appropriate public education.

1. Instructor/Facilitator availability will be arranged.
2. Students who require accommodations, based upon their respective student plans, may receive such supports as assistive technologies, individualized support, or other accommodations conducive to the virtual environment. Such accommodations should be specified on the student's IEP/504 plan. It is the responsibility of the student's case manager to communicate, coordinate, implement and monitor the provision and effectiveness of the accommodations.
3. EL committee will meet to determine the most reasonable accommodations for virtual programs.

13. 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. Computer/internet problems, on the part of the student, will not be accepted as reasons for delays or 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 facilitator or instructor and submit assignments on time. Once enrolled, students are on a probationary period for two weeks. If any student has not begun the course after two weeks from the enrollment date, the student will be automatically removed and their local school will be notified.

14. Internet

Reliable home internet access is the responsibility of the family.

Public comment period April 25-May 24, 2018