

Vernon Virtual School Handbook 21-22

The Vernon Parish Virtual School

The VPSB Virtual school is available to students (grades 4 – 12) currently enrolled in the Vernon Parish school system. Although we believe the best option for student learning is in a face-to-face environment, we are providing the virtual school as an option for students who meet the eligibility guidelines and wish to continue their educational goals in an alternative setting, while remaining within the Vernon Parish School system.

Each school site containing grades 4-12 offers classes through the Vernon Virtual Program and every virtual student will be fully enrolled at his or her homebased school. The Vernon Virtual School is not a separate school.

The Vernon Virtual School will be available through the district approved GOOGLE CLASSROOM platform under the guidance of certified VPSB teachers. All curriculum and assignments will be aligned to Louisiana content standards. The GOOGLE CLASSROOM platform will allow students to access learning at different times, work through the curriculum via synchronous and asynchronous formats, interact with teachers daily via video conferencing (GOOGLE MEET), as well as require students to complete all assignments by given due dates. **Daily logins to GOOGLE CLASSROOM and attendance in live daily instruction will be used to monitor student attendance.**

Admission to the Program

Students in grades 4 – 12 who meet the current eligibility requirements may apply to enroll in the VPSB Virtual School. Parents / guardians will complete the district virtual school application to request enrollment into the program. The principal of the home-based school will review all applications to determine eligibility and admission into the program. Final approval is at the discretion of VPSB.

Responsibilities of the Student and Parent/Guardian

When applying for acceptance into the Vernon Parish Virtual School, student and parent/guardian agree to the following requirements and understand that failure to comply with the district requirements may result in the student's removal from the Virtual School Program.

- The student will comply with district attendance policies. Students are required to login each day in order to be counted present. Failure to login is considered an absence.
- Students must be active daily within the GOOGLE CLASSROOM and all assignments should be completed by the given due date. Students must attend live GOOGLE / ZOOM meets daily.
- The student or parent/guardian will respond in a timely manner to messages sent from the teacher(s) or administration.
- All communication with teachers or administration will be through district systems such as REMIND, GOOGLE CLASSROOM or the VPSB Gmail system. Communication through social media or SMS (text messages) is not permitted.

- Students will participate in all scheduled activities / assignments as assigned by the teacher. Students must use a district issued Chromebook while enrolled in Virtual School.
- Parents are responsible for monitoring student's learning time. It is recommended that an adult is present if the child is 10 years or younger.
- Use district issued devices (Chromebook, charger, case) for academic purposes only and take the necessary precautions to ensure that the devices are always well maintained and stored in a secure place.

Responsibilities of the School

When a student is enrolled in the Vernon Parish Virtual school the school agrees to the following:

- To provide a schedule of classes that meets or exceeds the requirements for the student to progress to the next grade level and/or graduation
- To encourage the student to participate in all school activities. Parent/guardian is responsible for providing the student transportation. Students must adhere to all student rules / guidelines while participating in activities
- Provide weekly contact / feedback to the students using approved district systems (GOOGLE CLASSROOM, VPSB email, REMIND)
- Provide lessons that are aligned to Louisiana State Standards.
- Allow students to transfer to the traditional classroom environment at the end of the 9-week period (if desired or needed) without substantial disruption to learning. Students may only change their academic setting 1 time during the instructional year.
- Provide all accommodations included in the student IEP to the extent possible

Transfer to and from the Traditional Learning Environment

Students may decide to transfer between the Virtual School and the traditional classroom 1 time during the school year.

School principals have the authority to remove a student from the Virtual School at any time for non-attendance / failure to engage in GOOGLE CLASSROOM assignments / activities; failure to attend daily live instruction, failure to complete required assignments, or displaying disruptive or inappropriate behavior during the instructional setting.

***Principals may enroll students in the Virtual School for disciplinary reasons if the student meets the eligibility guidelines and has approval from the VPSB virtual school coordinator and/or VPSB Child Welfare and Attendance Director.

Students can transfer from the traditional classroom to the Virtual School due to extended student illness or family emergency with approval from the principal and the VPSB Virtual School Coordinator.

*****Students who are not currently enrolled in a Vernon Parish school or do not reside within Vernon Parish cannot attend the VPSB Virtual School.**

Meals

Students participating in the VPSB Virtual School may participate in the School Food Service program. The student may only receive meals at the campus of the school where they are currently enrolled. Each school will establish a designated pick-up time for meals (breakfast and lunch). When on campus, students must comply with all dress code and school guidelines.

On-Campus Requirements

Students participating in the VPSB Virtual School may be required to appear on a Vernon Parish school campus at a specific time and date as directed by the principal of the school in which the student is enrolled. Students or parents/guardians are responsible for transportation to and from all on-campus events. Reasons for face-to-face requirements include:

- **Mandatory state assessments (LEAP 2025, ACT, etc)**
- Orientation / enrollment meetings
- Distribution of district issued technology (Chromebook, charging cable, case)
- Face-to-Face instruction for courses requiring hands-on skill learning / assessment
- When course requirements require students to use resources located at the school (welding equipment, NCCER module testing, EMR psychomotor skill assessment)

Extracurricular Activities

Students participating in the Virtual School are encouraged to participate in extracurricular activities, clubs and sports. All Virtual School students may participate in sports, if they meet the LHSAA eligibility guidelines. Students are required to provide their own transportation to and from all extracurricular activities and must adhere to all school rules.

Discipline

Students participating in the VPSB Virtual School are considered as full-time students in their assigned homebased school and are subject to the same expectations as students in the traditional school. Any disciplinary infractions will be addressed by the administration of the assigned school.

Online Behavior

Each VPSB Virtual School student is responsible for the content posted through his or her account. Sharing your username and password with others or using someone else's credentials is strictly prohibited. The following items are also strictly prohibited:

- Posting personally identifiable information in any format

- Posting or allowing others to see material, language, photographs and videos that are inappropriate.
- Antagonism, prejudice or cyberbullying of any kind with respect to race, religion, gender, intelligence, age, orientation, disability or socioeconomic status.
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, alcohol or drugs
- Illegally posting, distributing, uploading or downloading copyrighted work of any kind
- **Sharing assignments, questions/answers, or any other action that would violate any expectations or rules regarding academic honesty. Using unapproved materials during tests / quizzes / assignments or allowing someone else to assist you during tests or graded assignments.**
- Sending Spam or unauthorized, unsolicited, commercial promotions or using the district issued device for non-educational purposes.

Video Conferencing

Video conferencing must be done in a location where there are a limited number of distractions, noise and additional people. No inappropriate content should be seen in the background during video conferencing. Examples of such inappropriate content include, but is not limited to, individuals failing to wear appropriate clothing (including the student themselves), inappropriate signage displays, vulgar or profane noise of any kind, and any type of inappropriate article which would normally be prohibited on school grounds. Listening to music, eating food and cellphone use is also prohibited during video conferencing. Video conferencing should be conducted in an acceptable academic environment. Only the student should be in view of the camera during all live instructional lessons.

Technology Use

Students participating in the VPSB Virtual School must use technology resources that are adequate for the learning activities assigned by the teacher. All students will be provided with a district issued Chromebook, charging cord and case.

Students must use a district issued Chromebook while enrolled in virtual school. Some assignments / quizzes / tests are not accessible on personal devices.

Only district issued Chromebooks/devices will be allowed in the face-to-face learning environment. Personal devices are not allowed at school because they cannot connect to the VPSB Wi-Fi.

Students participating in the VPSB Virtual School must have access to the Internet. It is the responsibility of the parent / guardian to ensure that the student has reliable access to high-speed Internet.

Virtual School Time Expectations

***Actual time on task will vary by student and is dependent upon the following factors:

- student skill level,
- access to the Internet,
- time management skills and
- the level of student motivation.

The chart below is an estimate of expected student engagement. This includes daily live instruction and independent work as needed:

Grade	Total Student Time	Breakdown of Time
4-5	3-5 hours per day	45 – 60 minutes per content area <ul style="list-style-type: none">• ELA• Math• Science/ Social Studies• Art / PE
6-8	4-6 hours per day	45 – 60 minutes per content area <ul style="list-style-type: none">• ELA• Math• Science• Social Studies• Art / PE / Elective
9-12	5-7 hours per day	60 – 90 minutes per course

VIRTUAL SCHOOL GUIDELINES FOR 2021-2022

1. Students in grade K-3 are not eligible for Virtual School in Vernon Parish

- Most critical learning stage.
- We have limited or no data on their ELA and Math skills
- Teachers need to be able to physically monitor daily skills (cognitive, psychomotor, fine, and gross motor)

2. Students in grade 4-6 are eligible based upon the following criteria:

- Basic or Above on most recent LEAP 2025 Math and ELA
- Prior year report card (B average or above and approval from principal)
- If they were virtual during 2020-2021 and were not successful, they are not eligible.

3. Students in grade 7-12 are eligible based upon the following criteria:

- Basic or Above on most recent LEAP 2025 Math and ELA (7th & 8th grade)
- Basic or above on prior year LEAP 2025 tests (9th – 12th grade)
- Prior year report card (**7th & 8th grade**)----- (B average or above and approval from principal)
- Prior year report card and overall GPA of 2.0 or higher and approval from principal (**9th - 12th grade**)
- Any student failing 2 or more subjects in the prior year is not eligible to enroll in virtual school.
- Students (grade 4-12) who were not enrolled in virtual school during 2020-2021 will not be allowed to enroll in virtual school without a letter from a doctor stating that virtual school is necessary due to a medical condition.
- A comprehensive review of the IEP / 504 plan, as well as consideration of all accommodations needed for the student to achieve academic success, will be used to determine enrollment of SPED students (grade 4-12) into the virtual program. Approval from the IEP team and administrator will be required.

4. The following guidelines will be used for all virtual students:

- Progress monitoring every 3 weeks. If a student declares to enroll in virtual school and is failing at the end of the 1st 3 weeks, the student will be placed on probation. If the student is failing at the end of the 1st 6 weeks, the student will be returned to face-to-face instruction.
- Students must have access to consistent, high speed quality Internet.
- Students will be required to attend all daily GOOGLE MEET sessions; submit all assignments by due dates; remain on camera throughout all daily lessons.
- Students who engage in disruptive behaviors during virtual lessons will receive: (1st offense) warning; (2nd offense) 2-day suspension from GOOGLE, and (3rd offense) removal from Virtual School and be required to return to face-to-face instruction.
- Students must be dressed appropriately and in an acceptable academic setting (i.e., not lying in their bed in pajamas; dressed inappropriately; or in a distracting environment)

5. Edmentum will continue to be utilized for elective classes.

6. Virtual parents / students will sign a contract outlining expectations / requirements / reasons for removal for virtual school.

7. Virtual school placement is for a 9-week period. Students may only change their academic setting 1 time during the instructional year.

