

# Wyoming County Schools



## Virtual School Handbook

## **Welcome**

Recognizing that students learn in a myriad of ways, Wyoming 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 Wyoming County Virtual School 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 programs offer a full online learning option for students in grades K-12. These courses are typically taught by certified West Virginia licensed teachers who have often developed the course. All courses meet and follow state adopted standards.

## **Virtual School Student Profiles**

District virtual school students may be any of the following:

1. Students in grades K-12 who are homeschooled and enrolled at the local public school in his/her appropriate attendance district.
2. Students in grades 9-12 who are enrolled in a traditional educational program at the local school and take certain courses through the Virtual School Program. For example, Spanish I, AP Courses, Dual Credit Courses, etc.
3. Students in grades K-12 who are full-time virtual school learners and complete all coursework online at home.

## **Student Eligibility and Requirements**

1. Student must be enrolled in Wyoming County Schools as a full-time student to meet graduation requirements. Full time student requirements in the virtual program are defined as the following per programmatic level:
  - a. Grades K-4- Students will be enrolled in 4 core courses
  - b. Grades 5-8- Students will be enrolled in 5 courses (4 core courses and 1 health course)
  - c. Grades 9-12- Students will be enrolled in 6 courses
2. Students and parents must successfully complete a virtual education orientation unit.
3. Student must have access to consistent, regular internet service and device.
4. Student must submit the minimum required assignments each week as designated by the pacing guide.
5. Parents must fill out the proper forms for their child to participate in the Virtual School Program.

6. Student must meet School system and or state enrollment requirements for the course(s) in question, including successful completion of any prerequisite courses.
7. Student must maintain a minimum of weekly communication with the school/district contact, including a face-to-face meeting once per grading period.

### **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.

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 the orientation stating that they will follow through with these requirements. Parents will agree to a time period of an entire semester for students in grades K-12.

### **Parameters of Entrance and Exit to the Virtual School Program:**

Students may enter into the Virtual School Program up through October 1 of each school year. Students and parents in grades K-12 must commit to one (1) semester grading period. Students entering the Virtual School Program during 2<sup>nd</sup> semester must be previously enrolled in Wyoming County Schools.

### **Special Education Program**

Students who have a 504 or IEP must go through the Office of Special Programs to enroll in the Virtual School Program. You may contact Brenda Shumate, Director of Special Programs, at 304-732-6262 ext. 1203.

### **Attendance**

Students participating in the Virtual School Program will be considered as being in attendance if the students are successfully progressing in the virtual school coursework. Successful progression is defined as completing coursework to a level that meets the Wyoming County Schools promotion policies, and as completing coursework to a level that will allow the student to graduate with his/her cohort for grades 9-12.

To receive an eligibility form for a driver's license, students must be progressing successfully in the coursework and communicating weekly with the school/district contact.

### **Student Support Services**

1. Tutoring services- Supplemental services may be provided at the local school for courses currently taught at the local school by appointment only. Dates and times will be determined by the local school administration.
2. Special services- Please contact the Office of Special Services to determine eligibility.
3. Counseling- Counseling services will be provided by the local school counselor which can include but not limited to social emotional issues and academic and career planning. School counseling services will be available upon an appointment with each school.
4. Communities in Schools- Basic needs will be addressed through each child's school that has a communities in schools facilitator.

### **Removal**

Students may be removed from the Virtual School Program for the following reasons:

1. Not maintaining at least, a seventy percent (70%) in virtual online courses.
2. When poor grades and/or insufficient progress dictates a grade level retention according to Wyoming County retention policies.
3. When poor grades and/or insufficient progress inhibits the student from graduating with his/her four (4) year cohort.
4. Failing to maintain a minimum of weekly communication with the school/district contact, including face-to-face meeting once per grading period.
5. Failure to follow the regulations of the acceptable internet usage agreement.
6. Failure to comply with enrollment procedures, including the adherence to all district and state immunization policies and regulations.
7. Failure to participate in district and state testing and accountability requirements.

### **Withdrawing**

Full time virtual students may withdraw from a course no later than fourteen (14) days after enrollment has been completed, without a grade penalty. No grade will be recorded on the student's transcript in this case.

If a full-time virtual student withdraws from a course after the aforementioned fourteen (14) calendar days and enrolls in the same course at the appropriate local school, the online grade will be transferred to the traditional teacher. If the student does not enroll for the course at the appropriate school, the student will receive a failing grade.

Parents must notify the district contact in writing their intent to withdrawing their student from the Virtual School Program.

Parents and students will be required after the fourteen (14) day period to commit to the Virtual School Program for the following time frame:

Grades K-12 one semester grading period

### **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. Student who do not complete a course by the last day of the school will need to communicate with the district contact to apply for an extension.



#### Elementary Students (Grades K-4)

Students in grades K through 4 require more support at home. It is necessary for the parents 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. Students will be enrolled in 4 core courses to be considered full time.

#### Middle School Students (Grades 5-8)

If you are a full-time middle school student you must pass 6 core courses 1<sup>st</sup> semester and 2<sup>nd</sup> semester to be promoted to the next grade level. Students will be enrolled in 4 core courses plus 1 health course.

#### High School Students (Grades 9-12)

Upon satisfying all Wyoming County School graduation requirements, student enrolled in the Virtual School Program will receive a high school diploma from their home school.

Any virtual program course taken for high school credit, regardless of the grade in which the student course was taken, will be entered onto the student transcript and calculated in Grade Point Averages. Students will be enrolled in 6 courses to be considered full-time.

#### 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 district to approve or deny an extension.

#### Transcript Requests

Contact your home school for transcript requests.

#### Promise Scholarship Requirements

For eligibility requirements and other information on the PROMISE Scholarship, visit their website at [www.promisescholarship.org](http://www.promisescholarship.org)

#### Technology Concerns

For any technology assistance please contact Terry Shumate at 304-732-6262 ext. 1108. 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 at orientation. Sign on to portal.microsoftonline.com which will allow student to log in to Office 365.

#### Virtual School Policy

For further details about the Virtual School Program in Wyoming County Schools, please refer to Policy 2370.01.

**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.