Secondary Virtual Academy Handbook

2020-2021

"Every Child, Every Opportunity"

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1972; Title IX Regulation 1964 and Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations and policies, Scott County Public Schools shall not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in any educational program including vocational education for career and technical students, daily activities or extra-curricular activities, or the admission to such programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of the Scott County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination/harassment have been shown by the school division.

Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Supervisor or to the Office for Civil Rights (OCR).

Expectations

Students
- Students are required to log into Edgenuity and complete 5 days of instruction each week.
- Complete all assignments in a timely manner.
- Are actively engaged in the learning environment and content by staying on track with assignment completion and deadlines.
- Communicate with advisor weekly (this communication must consist of a two-way dialogue with response back from teacher) via Google Meet, email, phone, etc.; whichever format is best for the advisor and student.
- Conduct positive online interactions with classmates and teachers.
- All students will be required to meet the same testing requirements as students who are completing courses traditionally. All courses will end with an exam. If the course has an SOL or credentialing exam, virtual learners will be required to complete these testing requirements. To complete these tests, students may have to schedule a time at the school or tests may be administered remotely.
- Grades will be taken and assignments (classwork, tests, projects, group discussions, etc.) will be graded. If students do not complete the work or if the work is completed incorrectly the student may receive a non-passing grade.
- SCPS virtual learning program will follow the school policy of graded work.

Parents/Guardians

- Plan and maintain a learning schedule for their child.
- Set up a dedicated learning space in the home.
- Maintain open lines of communication by phone and email with your child's advisor.
- Ensure their child is submitting assignments on time as directed by the teacher.
- Communicate any issues or questions directly to the teacher by phone or email.
- Internet will be a necessity for virtual learning.

Virtual Academy Advisor
- Monitor student progress.
- Communicate with students, parents, and administration as quickly as possible if there is an issue with any aspect of virtual learning.
- Contact students in a DIRECT and INTERACTIVE DIALOGUE weekly (must have communication back from the student)

- Take attendance and request meal participation reservations.

Academics

Grades 6-12 instruction and assignments will be provided by teachers for students using learning platforms such as Edgenuity, Google Classroom, Virtual Virginia, SVETN, and other learning platforms chosen by the teacher to ensure the best instruction.

Students are required to log into Edgenuity and complete 5 days of instruction each week.

Students will communicate with their advisor weekly (this communication must consist of a two-way dialogue with response back from teacher) via Google Meet, email, phone, etc.; whichever format is best for the teacher and student. However, advisors will only be available for the 8am – 2pm M/T and Th/F schedule.

All learning activities and materials will be aligned to the Virginia Standards of learning. Each advisor is available to students via email, virtual platform, or during on-site appointment times.

Academic Honesty Policy

SCPS insists on strict standards of academic honesty in all courses. Academic honesty applies to all students in all classes (traditional and virtual learning).

Attendance Requirements and Verification

Students are required to log into Edgenuity and complete <u>5 days of instruction each week.</u>

Again, we understand students may not always have access to the internet during the traditional school hours and will complete many assignments in the afternoon and on weekends. However, teachers will only be available for the 8am – 2pm M/T and Th/F schedule.

Grades 6-12 attendance expectation accountability includes the following:
- _____
- Teacher phone contact with a parent or guardian
- Virtual instruction participation
- Student work completion
- Other virtual formats initiated through the school system

Academic Support

Parents play a vital role in their child's virtual education. Parental support and encouragement are critical for students working in online courses. Parents shall ensure access to the necessary technology to support digital learning. Monitoring of a student's progress will be a key component to student success and should occur at regular intervals during the day and week.

Student/Parent Support and Guidelines for Special Services

Delivery of virtual instruction may look different depending on grade, content, and specific needs of the student. Families of students who have an active IEP or 504 should work with their assigned teacher, the traditional school assigned principal. An IEP meeting will be scheduled for the IEP team to discuss what services can be provided and how those services will be provided for the student. Services will be determined by the IEP team to accommodate the specific learning needs of each student and will be provided following the IEP to the maximum extent possible. IEP meetings may be held via teleconference or video conference.

Academics

Academic support services such as tutoring may be available on select days via video or in-person at the student's traditionally assigned school site. Parents should consult with their child's virtual learning teacher to learn more about available services.

Meals

Scott County Public Schools will be a CEP Division for 2020-2021, meaning every school age child eats FREE.

Every student who is learning at home may participate in our free breakfast and lunch services. Meals (5 breakfast and 5 lunch) will be available for pick up one day a week. Schedule will be coordinated with the virtual assigned teacher.

Technology Device and Internet Accessibility

Chromebooks will be available for all students participating in the SCPS virtual learning option. If a family-owned device is available in the home, parents may choose to use that home device; however, the district technology staff will be unable to provide technical support for home devices. A schedule for device pick-up will be created.

Responsible Internet Use and Digital Citizenship

The use of the internet must be in support of education and research and consistent with the educational objectives of the school system. The use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Avoid offensive or inflammatory speech.
- Be courteous and polite.
- Use appropriate language.
- Profanity or obscenities are not permitted at any time.
- Do not use the virtual classroom in any way to disrupt the work of others.
- Users may not quote personal communications without the author's consent.

Homeless

The SCPS Homeless Education Program will continue to provide services to identified homeless students. Services will be provided virtually via phone calls, emails, and online meetings. If you need assistance related to homeless services, please contact our homeless liaison Angie Vermillion at 276-386-6118.

School Counseling

School counselors at each school will regularly schedule check-ins with students learning at home under the virtual learning option.

School Library SCPS places an emphasis on literacy and students' access to reading materials tailored to individual interests. Please reach out to your school to check out library books. Pick-up instructions will be provided

Back to Classroom Transfer Requests

Due to Virginia's requirements for class sizes, the grades6-12 virtual learning option asks families to enroll for 1 semester. Any special requests for a change outside of this timeframe will be reviewed on a case-by-case basis. All special requests to change will need to be made in writing to the Assistant Superintendent, Jason Smith; jason.smith@scottschools.com 276-386-6118 extension 132

Virtual Learner Withdrawal from SCPS

Parents of virtual learners who wish to withdraw their student from SCPS for any reason should contact the student's traditionally assigned school's main office. All obligations such as turning in books, technology devices, paying fees and/or fines, etc., must be taken care of before withdrawing to another school. Student's records will not be forwarded until all obligations are cleared.