

Monroe County Virtual School

Policy and Procedures

The purpose of Monroe County Virtual School Learning Program is to enhance access and equity in public education. Monroe County Schools promotes the education of each virtual school student through online learning, equipping students with the knowledge to achieve personal and professional success in becoming college and career ready.

Monroe County Virtual School offers students 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 Monroe County Virtual School is a full online learning option for students in grades 9-12.

In accordance with West Virginia Code § 18-5F-1, the Superintendent shall develop local procedures to regulate and guide the county online program, to ensure it complies with West Virginia State Law.

Monroe County offers rigorous online courses aligned to state standards that are taught by Highly Qualified West Virginia licensed teachers. Faculty in the Monroe County Virtual School must hold a valid West Virginia teaching license or certification granted by the Office of Educator Effectiveness and Licensure.

Monroe County Virtual Student Profile

Monroe County Virtual School (MCVS) students, upon acceptance to the program, are enrolled in classes for grades 9 through 12. MCVS students are made up of a diverse student population. Our students may be any of the following:

- Students who are homeschooled living in the Monroe County School District.
- Blended virtual students (BVS) who are taking courses both at home and school. The student has the option to complete their virtual coursework at home and also choose to come to school to participate in specifically selected courses. This student must be enrolled for a minimum of one (1) course on campus.
- Students who are enrolled in a traditional educational program at JMHS and can take some courses through the Monroe County Virtual School.
- Students who are full-time virtual school learners and complete all coursework on line at home.

Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the virtual education program:

- The 2018-2019 school year will serve as a pilot year for the program and entry will be limited to 25 students. Students requesting to participate in the Virtual School Program

for this pilot year must have been homeschooled or homebound students prior to January 1, 2018, unless approved by the Superintendent.

- Enrolled in Monroe County Virtual School as a **full-time student** (6 courses per semester)
- Parents and students must successfully complete a district defined virtual education orientation course.
- Must meet West Virginia immunization requirements for public school entry by having the required immunizations.
- Meet school system and/or state enrollment requirements for the course(s) in questions including successful completion of any prerequisite courses.
- Maintain a minimum grade of a 60 on a numerical grade scale in courses taken during the current academic year.
- Have access to consistent, daily internet service.

Attendance

Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and virtual school staff. Students are expected to respond within 24 hours to any emails they receive from either the on line teacher or members of the school/district virtual school. In addition to submitting work according to the suggested pace, students will also be required to have at least one contact with their virtual instructor which may be a monthly phone call, attendance in a Live Lesson, webinar, instant message or text message.

Daily attendance will be recorded for virtual learners. Students must login and actively participate every day that Monroe County Schools are in session. Parents must communicate reasons for any missed days/absences. It is recommended that virtual learners spend at least one hour of activity per course per day.

All full-time virtual students will be enrolled as a JMHS student. Upon satisfying all graduation requirements, students enrolled in the virtual school program will receive a high school diploma from James Monroe High School. These students will be counted in the average daily membership and be eligible to participate in all graduation activities. All full-time virtual students will participate in all state testing and accountability requirements

Extracurricular Activities

Students enrolled as a full-time virtual or a blended student in the virtual school are eligible to participate in extracurricular activities at JHMS. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program including any applicable WVSSAC requirements.

Course Progression and Guidelines

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 EdOptions Virtual School Teacher. Guidelines for taking a virtual course if the student is attending school in the traditional manner:

- Students taking such course must be enrolled and attending James Monroe High School.
- The course requested by the student must be one that is not offered by JMHS.
- The student is unable to take a course offered by JMHS due to an unavoidable scheduling conflict.
- The school administration, district administration, the student's teachers, student, and parents/guardians determine the student requires a differentiated or accelerated learning environment.
- A student has failed a course and wishes to recover credits in the subject area.
- The course may be used as an alternative to summer school instruction with the approval of school and Superintendent or designee.
- The course may be part of summer school instruction provided the tuition is paid by the student's family and staff supervision/monitoring is available.
- 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 and superintendent or designee.

Removal

Students may be removed from virtual school and transitioned back to a traditional day program for the following reasons:

- Not maintaining a 60 percent in each course
- Progression through coursework falls below the minimum comparable tradition course standard (6 courses per year)
- Attendance requirements are not met
- Cheating, falsifying information, plagiarizing
- School system policies, procedures, rules or regulations are violated, including rules governing the use of technology
- Failure to take the required West Virginia Summative Assessment

Student Support

- Students will be required to come to an assigned district location once a month or as needed at the school's discretion. Dates and times are determined by the local school administration.
- IEP committees will meet to determine the most appropriate least restrictive environment and the most reasonable accommodations
- ELL committees will meet to determine the most reasonable accommodations

Counseling and Guidance Services

Monroe County Virtual School 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 a personalized educational plan (PEP) based on transcripts, standardized assessments, career interests, and other pertinent data. The plan will be reviewed each semester to assess its appropriateness and progress toward completion.

Student Responsibilities

Students should spend the first days making sure they are comfortable with the technology of online learning and they are capable of mastering the content. Students are responsible for maintaining reliable, daily access to internet. Computer/internet problems will not be accepted as reasons for delays 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 instructor and submit assignments on time.

Parent Responsibilities

Parents play a vital role in their child's education. Parents need to ensure there is access to the necessary internet. 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.

Technology

Monroe County Schools are responsible for providing the technology needed to access the virtual coursework. Each MCVS student will be assigned a county owned Chrome book. Student and parents will be required to sign and comply with all district internet use policies and technology device policies and procedures. Reliable, daily internet access is the responsibility of the family.

Student Code of Conduct

Students will be required to sign a student code of conduct and the Monroe County Schools Acceptable Use Policy which is considered a contract between student, family, and school district. The code will state acceptable behaviors and on line computer internet expectations.

Student Privacy/FERPA

Monroe County Virtual School will follow all FERPA requirements.

State Examination Requirements

Students will be required to follow all state assessment requirements, as well as, any other state requirements placed on students.

Earning Credit / Grading Scale

Monroe County Virtual School will follow West Virginia State Department of Education Policy 2510 with regard to required courses for graduation and grading scale. In order to receive credit in a course, students must meet two requirements:

- The student will need an overall average of at least 60%
- Students must take the End of Semester (EOS) Exam and complete all assignments to earn credit in the course.

Note: Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS Exam, the student will be allowed time to review their grades and resubmit any assignments they have scored below expectations to improve their mastery of the content.

The Grading Scale will be the following:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 and below

Any student earning a 60% or above will earn credit through Monroe County Schools.

Evaluation of Virtual Program

Evaluation Process will be established for the purposes of fair evaluation of each program

Approved by Board Action: June 5, 2018