

# Raleigh County Schools



## **Virtual Option Handbook**

## Welcome

Raleigh County Schools offers students an online pathway for earning a high school diploma. The school system provides a virtual option for students in grades K-12 with course opportunities consistent with the West Virginia Board of Education's academic standards, curriculum frameworks, and assessments.

Virtual courses will be delivered through the WV Virtual School and/or District-approved learning management systems. Any online course delivery must be approved and supported by the West Virginia Department of Education and comply with state and federal privacy laws.

Raleigh County Schools reserves the right to set a capacity limit per semester for virtual enrollment. Applications for first semester must be received by August 1 each year. Applications for second semester enrollment must be received by December 1 each year. The Superintendent reserves the right to extend or move deadlines by one calendar month communicated through public announcement.

## Contact Information

- General Information- email [Virtual@raleighcountyschools.org](mailto:Virtual@raleighcountyschools.org)
- Melissa Fox, Raleigh Virtual Programs- [melissa.a.fox@k12.wv.us](mailto:melissa.a.fox@k12.wv.us)
- Individual School Contacts- Please contact your homeschool for more information.

Please review the Raleigh County Virtual site

<http://boerale.ss18.sharpschool.com/cms/One.aspx?portalId=23766460&pageId=31043666>

for general information as well.

## Student Eligibility

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

- Students must be enrolled in a Raleigh County school as a full-time student in order to meet graduation requirements. If the student only wants to participate in extracurricular activities without receiving a high school diploma, they must be enrolled in four classes with a minimum of two core subjects, per WVSSAC policy.
- Students may also enroll part-time and choose any number of courses to take.
- Students AND parents must successfully complete a virtual education orientation unit.
- Students must meet school system enrollment requirements for the course(s) in question including successful completion of any prerequisite courses .

- Students must have access to consistent, regular internet service.
- Students must submit the minimum required assignments each week as designated by the pacing guide.

Student privacy will be maintained by following privacy laws including FERPA.

### **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 weekly. Parents should provide support and encouragement for students working through online courses. If the child is not meeting work requirements, then it is necessary for the parent to encourage assignment completions for the child to remain in the program.

Communication from the program is solely by email. It is the parent's responsibility to check email weekly. Parents should respond to emails they receive from the program or teacher in a timely manner.

Parents are required to sign an agreement form at orientation committing to these requirements. Visit the web address at <http://wvde.state.wv.us/vschool/parent> to obtain a parent account.

### **Student Responsibilities**

Students should spend the first few days of the program getting comfortable with the technology. Students are responsible for maintaining reliable, regular access to the internet. Computer/internet problems will not be accepted as reasons for delays in meeting deadlines. Continuous communication and consistent work will ensure student success in an online environment. It is essential that students maintain regular contact with their instructor(s) and submit assignments according to the pacing guide.

### **Teachers**

Each virtual teacher is highly qualified in the subject areas and grade levels they teach. All teachers hold valid West Virginia Teaching certification and have completed necessary background checks. Each teacher is available to students via email or virtual classroom depending on grade level of the child.

## **Extracurricular Activities**

Students will be allowed to participate in traditional school activities (co-curricular or extracurricular) in accordance with School Board Policy. In order for students to be eligible to participate in athletics or co-curricular activities, the student must maintain a D- or higher in all classes, per the districts activities code. District codes of conduct, dress, and the activities code pertain to virtual students in the same manner as traditional school students.

## **Withdrawing**

Method to Withdraw (Withdraw can only occur within approved date ranges)

1. Meet with your local school counselor.
2. Obtain a full schedule of courses.

Students must continue to submit assignments until the above steps have occurred. Failure to do so could result in the grade being negatively impacted.

## **Student Support**

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.

## **School Calendar**

Although there are not usually specific due dates for assignments on the Virtual Platform, all assignments must be completed by the end of the Semester or as determined by the County.

## **Academic Integrity**

Academic integrity means that a student's work represents his/her own thoughts and ideas. Students do not share work with other students and do not assist others with the course after you have finished. Virtual School will not tolerate misconduct of any type, including but not limited to:

- Cheating: copying work or homework, or lending the same to another student to be copied, knowingly or intentionally helping another student to perform any act of academic misconduct.
- Communicating in any way with other students during a test, midterm or final exam.

- Plagiarism: taking ideas or writings knowingly from another person or source.
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes.

### **Attendance**

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. In addition, successful progression, for students in grades 9-12, will mean completing courses to graduate with one's four-year cohort. To receive an eligibility form for a driver's license, students must be progressing successfully in the coursework and communicating with staff as directed.

The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his/her designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. 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 or a charge of truancy, if appropriate.

All full-time virtual students will be enrolled as a student in the school zone in which they reside. All full-time virtual students will participate in all mandated State testing and accountability requirements. Upon satisfying all graduation requirements, students enrolled in the virtual pathway will receive a high school diploma from Raleigh County Schools.

### **Counseling and Guidance Services**

Raleigh County Schools will utilize personnel to meet academic, career, and social needs as they arise. In conjunction with school counselors, students will be assisted with developing an educational plan based on transcripts, standardized assessments, career interests, and other pertinent data. The plan will be reviewed periodically to assess its appropriateness and progression towards completion.

### **Internet and Devices**

Raleigh County Schools will provide an iPad, if needed, to the student but will NOT provide internet services. An iPad is not necessary to participate in the Virtual Option, but a device is required. Use of a District iPad requires parents and students to complete all Acceptable Technology Use forms in accordance with Raleigh County Schools policy. Use of a cell phone is not recommended.

## **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.

## **Digital Citizenship**

All Raleigh County students are expected to be good digital citizens. Students will follow the terms of the Acceptable Use Policy on the Virtual Platform.