Williamsburg Independent School District Virtual Learning Academy

2022-2023

Purpose

• The purpose of the Williamsburg Independent School District Virtual Learning program is to provide motivated, independent learners with engaging, student-centered courses that meet each student's educational needs in an online environment that allows flexible, individualized learning.

Eligibility

• Virtual placements may be utilized for students in grade levels K-12.
• Students must meet minimum requirements.

    1.To be eligible for the VL program, students must have received no failing grades on their report cards for any course during the 2021-22 school year.

    2. Students on the district's truancy list for unexcused absences are not eligible for the VL program.

    3. Parents must be able to guarantee that students will have adequate internet access at all times in order to participate in the VL program.

• The Virtual Learning Committee consisting of the Director of Pupil Personnel, Principal, Guidance Counselor, School Social Worker and a teacher will use the application process to determine eligibility for placement in the virtual program based on a legitimate student need.

• Students receiving special education services may participate based on Admissions Release Committee (ARC) recommendation.

• Virtual Learning Committee may require additional documentation (i.e. statement from doctor or licensed therapist, parent questionnaire, etc.).

Enrollment

For students new to the district:

• Parent/Guardian must fill out New Student Enrollment Packet.

• Present copy of birth certificate, immunization records, other health records.

• Present educational records and authorize release of educational records from previous school. • Submit virtual learning application on school district website.

• Virtual Learning Committee may request additional documentation (i.e. doctor's statement, statement from licensed therapist, parent/student questionnaire).

•**For students already enrolled in the district:**

• Submit virtual learning application

• Virtual Learning Committee may request additional documentation (i.e. doctor's statement, statement from licensed therapist, parent/student questionnaire)

 Timelines

Fall Enrollments

• Applications Open – July 1st to July 31st

• Virtual Committee Meetings – 1st full week of August

• Family Virtual Orientation – August 16th @ 6:00 pm

Spring Enrollments

• Applications Open – December 1st to December 31st

• Virtual Committee Meetings – 1st full week of January

• Family Virtual Orientation –January 10th @ 6:00pm

Expectations for Learning

• Students may use the school device assigned in compliance to the district technology agreement and acceptable use policy guidelines.

• Students must log on to live meeting at assigned times by virtual teacher.

• Students must actively participate in discussions and activities without distractions, with the camera and microphone on.

• Students must complete assignments within the same timeframe given to in-seat students.

• All school required assessment (CERT, MAP, AR, etc.) must be completed on campus, at a scheduled time, with transportation provided by the student or parent.
• Students must comply with all procedures and requirements as instructed in the student/parent handbook and each classroom's rules.

Virtual Learning Pathways
E- Learn Platform Pathway
• Students will be assigned a schedule in a combination of live scheduled meetings with a certified teacher. These meetings are required at assigned times and will be used to account for attendance per class.
• Students will be assigned classwork K-5 in Google classroom based on the Kentucky Academic Standards.
• Students in 6-12 will use a combination of Google Classroom for virtual meetings and assigned classwork in the Edgenuity Learning Management System (LMS) to complete coursework. **Correspondence Pathway**
• This pathway will be assigned to students with documented (by health care provider) health issues, ARC recommendations, or prior approval by the Virtual Learning Committee due to lack of progress towards graduation.
• Students will be assigned classwork that will be picked up and returned by the student or student's family.
• Class schedules will reflect this pathway and grades/credits will be updated at the completion of the course work or academic year.

Discipline
• Please refer to the code of conduct in the Student/Parent Handbook Academic Progression and

Attendance Requirements
• Student progress will be reviewed and documented weekly by school personnel.
• Students will be in contact daily with staff.
• Students not meeting adequate attendance will have the following interventions:
    o Students and/or families must contact the attendance office and provide documentation for each missed day.
    o If students accumulate 3 days of unexcused absence, the Director of Pupil Personnel will notify the family with a 3 Day letter.
    o If students accumulate 6 days of unexcused, the Director of Pupil Personnel will notify the family with a 6 Day letter and could formally file truancy charges against parents or students for lack of progress. The student may be required to return to in-seat instruction at Williamsburg City School or the student's home district.

Academic Coursework
Students not meeting adequate academic progress will have the following interventions:
    o Week 1: Student will be messaged through Campus Messenger and/or the student's school email and called by the program supervisor.
    o Week 2: Student will be messaged, called, and the School Social Worker will make a home visit.
    o At the end of Week 2, staff and committee members will have a conference with the student and family. If progress isn't met by the end of Week 2, the student may be required to return to in-seat instruction at Williamsburg City School or the student's home district.

Graduation Requirements
• Students must meet district graduation requirements to earn a diploma.
• Students are required to take all state mandated assessments onsite at a location within the Williamsburg Independent School District.

Dual Credit Opportunities
• Students that register for Dual Credit Opportunities must be in the E-Learn Pathway.

• Students taking Dual Credit courses through Williamsburg City School must have prior approval from the instructor.
• Students taking Dual Credit through the University of the Cumberlands must follow the guidelines set forth by the University. Extracurricular Activities:
• Students enrolled in the Virtual Learning Academy E-Learn pathway will be allowed to participate in Williamsburg City School afterschool activities such as clubs, interscholastic athletics, co-curricular activities, Prom, and graduation.
• Students enrolled in the Virtual Learning Academy Correspondence Pathway will not be permitted to participate in any afterschool activities unless approval is given by the Virtual Learning Committee.

Enrollment Timelines
Fall Enrollments
• Applications Open – July 1st to July 31st
• Virtual Committee Meetings – 1st full week of August
• Family Virtual Orientation – 3rd full week of August
Spring Enrollments
• Applications Open – December 1st to December 31st
• Virtual Committee Meetings – 2nd full week of December
• Family Virtual Orientation – 3rd full week of December