

Hampshire County
Schools
Virtual School
Handbook



Welcome

Recognizing that students learn in a myriad of ways, Hampshire 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.

Virtual schooling offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students and their families also assume increased responsibility in time management, organization, self-direction, and self-regulation. Hampshire County Virtual School platform offers online learning aligned to state standards. The platform is facilitated by certified West Virginia licensed teachers.

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Virtual School Student Profile

The student's role in Virtual School is to learn to the best of his/her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning by applying themselves to their studies in a focused and serious manner and working hard. Students should remain engaged in the lessons and activities, ask questions, explore their personal interests, improve areas of academic weaknesses, and capitalize on strengths—and at all times complete their own work and uphold the principles of the Hampshire County Virtual School.

Student Eligibility and Requirements

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

- Enrolled in local school as a **full-time student** to meet graduation requirements. If student only wants to participate in extracurricular activities and not receive a high school diploma, then they must have been enrolled in home school for one full year with test scores and be enrolled in one virtual course per semester.
- Parents must successfully complete a virtual education contract and sign an acceptable use policy document.
- Meet school system enrollment requirements for the course(s) in questions including successful completion of any prerequisite courses.
- Maintain a passing grade.
- Have access to consistent, regular internet service.
- Maintain a minimum of weekly communication as designated by student's local district.

Student privacy is important. All laws and FERPA will be followed.

Parent Responsibilities

Parents play a vital role in their child's education. 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 have access to their students' progress through the Schoology platform. Progress should be monitored frequently.

Contact Information

Keeping contact information current and up to date is essential for the local school to be able to communicate quickly and reliably with families. The local school sends materials to students, report cards, test scores, and sometimes letters to families' home addresses. Therefore, it is extremely important the local school has the most current address on file at the main office. If your address, telephone number, or email address change, it is imperative you notify the local school of these changes as soon as possible.

Special Education Program

Students who have a 504 or Individual Education Plan will be supported by a current special education teacher. The formal documentation indicates precisely the type of support the student will receive. Parents who have questions about accommodations or need more information about 504s and IEPs will need to reach out to the case manager at the local school.

Teachers

Each virtual teacher holds a valid West Virginia certification and have completed all necessary fingerprinting and background checks. Each teacher is available to students via email or virtual classroom.

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. Students are required to submit assignments and interact on a weekly basis.

Hampshire County Schools reserves the right to set specific attendance requirements for each virtual course. The superintendent or his 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 requirements may result in administrative action including, but not limited to, probation or removal from the class, removal from athletic and extracurricular participation, or a charge of truancy, if appropriate.

All full-time virtual students will be enrolled as a student in the local school in which they reside. Upon satisfying all graduation requirements, students enrolled in the virtual program will receive a high school diploma from Hampshire High School in which they are enrolled in their attendance area. These students will be counted in the average daily membership.

All full-time virtual students will participate in all state testing and WVDE accountability requirements.

Extracurricular Activities

Students enrolled as a full-time virtual student, blended program, or the minimum requirements as designated by WVSSAC are eligible to participate in extracurricular activities in the school in which they are enrolled according to attendance zone. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program including any applicable WVSSAC requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable Hampshire County Schools' policies and WVSSAC policies.

Please visit your local school for information pertaining to the variety of clubs, activities, and sports to participate in. Students/parents are responsible for contacting schools for any info related to Extracurricular Activities.

Course Progression and Guidelines

Students are expected to progress through online courses at a rate comparable to the progression of a traditional class.

Probationary period

Once enrolled, students are on a probationary period for two weeks. The student will be at risk to be removed from the virtual school program after 2 weeks if progress is not made.

Removal

Students may be removed from the virtual school program for the following reasons:

- Not maintaining a minimum grade as determined by your local county policy.
- Progression through coursework falls below the minimum comparable tradition course standard
- 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

The student will not be able to participate in any extracurricular activities if they transfer to homeschool or private school once they are removed from the virtual school program per WVSSAC Policy.

Withdrawing

A student may withdraw from a course the first 2 weeks into the initial nine weeks without a grade penalty.

If a student withdraws from a virtual class the first 2 weeks of the initial nine weeks and enrolls in the same course at their school, then the grade they had on-line will be transferred to the traditional teacher he/she is enrolled with. If the student does not withdraw during the first two week period, a student enrolled in virtual school must remain in that option until the end of the nine weeks grading period before returning to traditional school classroom instruction.

Method to Withdraw

1. Meet with your local school
2. Schedule into a full schedule of courses
3. Complete withdraw form

Students must continue to submit assignments until the above steps have occurred. Not doing so could result in the grade being negatively impacted.

Student Support

- If students are facing difficulty, they should visit their local school for additional information.
- Individual Education Plan/504 committees will meet to determine the most appropriate least restrictive environment and the most reasonable accommodations for virtual students who have an Individual Education Plan/ 504.

School Calendar

All courses must be complete by the end of each semester as determined by Hampshire County Schools calendar. High School students are expected to earn at least 8 credits each year if they want to graduate on time. Students who do not complete a course by the last day of school will be issued the current grade they have. Virtual school students will need to follow the Hampshire County Schools calendar.

Diploma and Graduation

Upon satisfying all county school graduation requirements, students enrolled in the virtual program will receive a high school diploma from Hampshire High School.

Any virtual program course taken for high school credit, regardless of the grade in which the course was taken, will be entered onto the student transcript and calculated in the GPA.

Student Responsibilities

Students should spend the first days making sure they are comfortable with the technology of online learning and capable of mastering the content. Students are responsible for maintaining reliable, regular 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 teacher and submit assignments on time.

Academic Integrity

Academic integrity means your work represents your own thoughts and ideas, you do not share your work with other students, and you do not assist others with the course after you have finished. Hampshire County Schools will not tolerate misconduct of any type, including but not limited to the following:

- 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 or resources during a test, midterm or final.
- 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.

Counseling and Guidance Services

Hampshire County Schools will utilize personnel, for Hampshire High School students, to assist with 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 progress toward completion.

The guidance counselors can assist in preparing goals and can provide information about jobs, careers, scholarships, and colleges. Counselors are available to help you work through school, social and personal problems. Counselors can assist you in proper course selections to meet graduation requirements. The responsibility for receiving scholarships, grants, or financial aid for college rests with the parents and the students. The local school counselors provide workshops and assistance in these areas and share scholarships that are available.

Graduation Requirements

Visit the Hampshire County Schools policy or contact Hampshire High School for information pertaining to graduation requirements.

To Request A Transcript

Contact a Hampshire High School guidance counselor.

Promise Scholarship Requirements: For eligibility requirements and other information on the PROMISE Scholarship, visit their website at www.promisescholarship.org

Technology

Hampshire County Schools will offer a device to students for use. Reliable, daily internet access is the responsibility of the family. If a student damages or loses school property, the student or his/her parents will be required to pay for replacement or damage. Use of such technology will follow county policy and requirements. Please review the device usage contract and acceptable use policy form carefully.

Computer Network, Internet and Devices

Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks or communicate with others. Students are responsible for their behavior and their communications with others. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately.

Failure to comply with county and school rules may result in loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies. All students and parents must sign the Acceptance Use Policy.

Student Behavior

All students whether at their local school or virtual school must abide by the Expected Behaviors in Safe and Supportive schools WVDE Board of Education Policy 4373 if participating in school courses or activities.

Student Concerns, Suggestions, and Grievances

The Hampshire County School virtual platform is here for the benefit of the students. When concern or issues arise, the best way to resolve the issue is through communication. Concerns and suggestions may be presented directly to the principal at the local school.

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.

Application

Complete the attached paper application and return to the student's home school. The link for the digital version of the application can be found on the Hampshire County Schools website.

Virtual School Registration

The virtual program is an alternative method of learning for our Hampshire County students in grades K through 12. Complete this registration if you would like your child to be in the program. Once completed, return the registration to your child's school.

Student Name: _____

School: _____

Parent name completing the application: _____

Parent email: _____

Telephone Number: _____

Grade Level: _____

Does the student have a 504 or IEP? _____ (an IEP meeting will be held to review virtual school option)

Child's bus number or name of driver (info is needed for other planning): _____

Do you currently have internet at your home (circle one): YES NO

Please initial the following requirements to take virtual classes.

- _____ Student must have access to consistent, daily internet service.
- _____ Students must communicate with their teacher per teachers schedule.
- _____ Students must return to school if they have not begun course work within the first two weeks. A conference will be held with the school to discuss next steps.
- _____ Course work must be completed at a rate comparable to the progression of a traditional class and assignments completed per teacher due dates.
- _____ If work is not completed for virtual program the student may fail the class or be retained. A conference will be held with the school to discuss next steps.
- _____ A device will be available, however, any damage will be the responsibility of student or their parent/guardian.
- _____ All virtual courses will be calculated in the student's GPA.

_____ Hampshire High School full time virtual students must be enrolled full time and must adhere to Hampshire High School graduation requirements. Elementary and Middle School students will be enrolled for all subjects.

I have received and reviewed the Hampshire County Schools Virtual School Handbook _____
please initial

The virtual program is a method of learning that requires more parental support and involvement. It is essential for parents/guardians to be willing to work and monitor their child's progress in order for him/her to be successful. I understand that the virtual coursework is graded and my child may be in danger of failing and/or retention if the work is not completed on time. In signing below, you are agreeing to this commitment and the information you provided above is accurate.

Parent/Guardian Signature

Date

Student Signature

Date

Principal Signature

Date