

Book Policy Manual

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Title Copy of VIRTUAL EDUCATION PROGRAM

Code po2370.01 CM

Status

Adopted May 1, 2018

Last Revised September 3, 2024

2370.01 - VIRTUAL EDUCATION PROGRAM

Scope

This policy establishes a virtual education program that offers eligible students in kindergarten through twelfth grade, an alternative pathway to earning a high school diploma and/or credits towards a diploma.

Elementary students (K- 5) and middle school students (6-8) will learn content from highly qualified West Virginia certified teachers through live digital instruction. High school students (9-12) will engage in a self-paced, virtual curriculum guided by certified West Virginia teachers using West Virginia Learns curriculum; these high school students will be progress monitored by Cabell County teachers.

Programmatic Level	Core Classes	Elective/Related Arts Classes
Elementary (K-5) Students will receive Cabell County-issued student technology	<ul style="list-style-type: none"> Instructed by WV certified Teachers Live virtual meetings required four days per week Curriculum that follows WV State Standards 	<ul style="list-style-type: none"> Instructed by WV certified Teachers Live virtual meetings required four days per week Curriculum that follows WV State Standards
Middle School (6-8) Students will receive Cabell County-issued student technology	<ul style="list-style-type: none"> Instructed by WV certified Teachers Live virtual meetings required four days per week Curriculum that follows WV State Standards 	<ul style="list-style-type: none"> Instructed by certified West Virginia certified Teachers Curriculum that follows WV State Standards

<p>High School (9-12) Students will receive Cabell County-issued student technology</p>	<ul style="list-style-type: none"> • Instructed by certified West Virginia Teachers employed through WVDE • Curriculum is WVDE-provided virtual curriculum through WV Learns 	<ul style="list-style-type: none"> • Instructed by certified West Virginia Teachers employed through WVDE • Curriculum created by the WVDE-provided virtual curriculum through WV Learns • Students are monitored by Cabell County Teachers
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Mission & Vision Statement

Cabell Virtual Learning Academy (CVLA) provides virtual learning experiences that empower students to become self-motivated and goal-oriented. Through virtual authentic learning opportunities, students will engage with relevant topics, collaborate with peers and instructors, and gain skills outlined in WV College-and-Career Readiness Standards.

Through CVLA, students will continue to grow and excel in academics and develop social-emotional skills related to virtual learning and digital collaboration. These successes will contribute to the ongoing growth of effective teaching and authentic learning amongst students and staff in Cabell County Schools. Cabell County Schools will continue to promote lifelong learning as well as college and career readiness.

Virtual learning is an educational platform for students to work towards mastery of standards. Virtual learning is not a consequence for disciplinary actions noted in WVBOE Policy 4373.

All CVLA Students are Required to:

- A. Have access to reliable, consistent internet
- B. Follow and adhere to a virtual calendar that falls within the Cabell County Schools calendar
- C. Participate in classroom activities and submit required work four days per week
- D. Computer/internet problems will not be accepted as reasons for delays in compliance with deadlines
- E. Participate in required county assessments and diagnostics
- F. Participate in required state assessments on-site and in person at the homeschool in which the student is enrolled
- G. Sign a contract ensuring they have read and understood CCBOE Policy 2370.01 Virtual Education Program
- H. Enroll as a student in Cabell County Schools before entering CVLA
 - 1. Full-time must take six (6) to seven (7) classes per semester in Middle School
 - 2. In-county students must enroll within the designated Cabell County school they reside in accordance with CCBOE Policy 5113.01 Open Enrollment for Resident Students
 - 3. Out-of-county, in-state students must complete an out-of-county transfer form in accordance with CCBOE Policy 5113 Open Enrollment for Nonresident Students

4. Out-of-state students will be required to pay tuition to Cabell County Schools prior to enrollment in CVLA in accordance with CCBOE Policy 6150 Tuition Income
5. Homeschool students not enrolled in full-time virtual will be required to pay the cost of the class each semester prior to enrolling in CVLA
6. Students enrolled in CVLA are required to abide by all Cabell County policies: primary attendance, behavior, technology, acceptable use and grading

All CVLA Parents/Guardians must play a vital role in their child's education:

- A. Regularly monitor their child's progress and grades in the virtual courses
- B. Provide support and encouragement as students are working on the online courses
- C. Provide structure and guidance when helping their child complete the coursework
- D. Be liaisons between the students and the teachers as needed
- E. Sign a contract ensuring they have read and understood CCBOE Policy 2370.01 Virtual Education Program
- F. Each parent or guardian will be responsible for fully cooperating in and completing the enrollment process by providing immunization documentation (WV Code 16-3-4), copy of a certified birth certificate or affidavit (WV Code 18-2-5(c)), signed suspension and expulsion document (WV Code 18-5-15), and any other documents required by Federal, State, and/or local policies or code

Attendance and Participation for All CVLA Students

All CVLA students must abide by CCBOE Policy 5200 Attendance. Students participating in the CVLA will be considered in attendance if they are successfully progressing and participating in live virtual meetings daily. Attendance will be taken daily. CVLA students are required to attend and participate in classes daily just as they would in a traditional brick-and-mortar school. A student's failure to comply with such requirements may result in administrative action including, but not limited to, academic probation, removal from the class, removal from CVLA, or a charge of truancy, if appropriate. If a student is removed from CVLA, they must enroll in a traditional brick-and-mortar school. Upon satisfying all graduation requirements, students enrolled in the CVLA will receive a high school diploma from their district high school, where they are enrolled.

Withdraw Process for All CVLA Students

All CVLA students have a ten-day window to withdraw from CVLA at the beginning of the first semester. Students withdrawing will be required to return to the assigned school.

Removal Process for All CVLA Students

Students may be required to transition back to the brick-and-mortar school for the following reasons:

- A. Not maintaining adequate progress:
 1. K-2 is defined as adequate progress towards standards
 2. 3-8 is defined as meeting the guidelines of promotion (being on track to progress to the next grade level per Cabell County Promotion and Retention Guidelines)
 3. 9-12 is defined as being on track to graduate

- ~~4. 3-5 is defined as maintaining a sixty percent (60%) in the core subject areas (English Language Arts, Math, Science, Social Studies)~~
- ~~5. 6-12 is defined as maintaining a sixty percent (60%) in the majority of courses~~

- B. Progression through coursework falls below the minimum comparable traditional course standard (six to seven (6-7) courses per semester.)
- C. Attendance requirements are not met
- D. Cheating, falsifying information, plagiarizing
- E. School system policies, procedures, rules, or regulations are violated, including rules governing the use of technology

Student Support Services for CVLA Students

Social and emotional learning is an essential part of CVLA. Cabell County Schools will utilize personnel to assist with academic, career, and social needs as they arise. Students will be assigned to a specific counselor in the school in which they enroll. 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 plans will be reviewed periodically to assess their appropriateness and progress toward completion. WV Learns students will have access to counselors, clinics, and school-based mental health, tutors, etc.

Participation in Extracurricular Activities for CVLA Students

Students enrolled as full-time Cabell County School students are eligible to participate in any extra-curricular activities (sports, clubs, tutoring, programming) at their district schools. These students must meet the same requirements as traditional students (transportation will be the student's responsibility).

Students must meet the same extra-curricular activity eligibility requirements as students enrolled in the traditional day program including any applicable WVSSAC requirements. Student residency for purposes of participating in extra-curricular activities will be determined in accordance with applicable Cabell County Schools' policies and WVSSAC policies.

Technology Devices and Acceptable Use for All CVLA Students

All CVLA students will be eligible for a county-approved device. CVLA students are required to follow CCBOE Policy 7540.04 Student Technology Acceptable Use and Safety. Devices will only be issued upon the completion of the Acceptable Use Policy (AUP) and current Cabell County Schools Device Agreement. The parents/guardians will incur the cost of all damages, loss, or theft of the Cabell County-issued device. Cabell County Schools offers an optional damage waiver to reduce financial responsibility above and beyond the deductible. Devices must be picked up at the enrolled home school within Cabell County.

Special Education/504/SAT Services for CVLA Students

IEP committees will meet to determine the most appropriate least restrictive environment and the most reasonable accommodations for special education students. Students who have an IEP or 504 will be supported in Virtual School. Formal documentation indicates the type of support the student will receive. Parents who have questions about accommodations or need more information about IEPs or 504s will need to reach out to the Case Manager at the local school. ELL committees will meet to determine the most reasonable accommodations for ELL students.

Grading

Grades will be determined in accordance with CCBOE Policy 5421 Grading. Each school's guidance department will transcribe WV Learns grades (6-12) for each grading period. Students will receive an F if failing or a P if passing the online class(es) during the first nine-week grading period of each semester. An F will be given if a student has completed the work but does not have a sixty percent (60%) or higher in the course; or the student is not progressing through the class as mandated. A student will receive a P if work is acceptable and course progression is adequate.

Students’ Concerns, Suggestions, and Grievances

The local school is here for the benefit of the students. The staff is here to assist students in becoming responsible adults. If students have suggestions that could improve the school, they should feel free to offer them. Written suggestions may be sent directly to the school administrator or CVLA Coordinator.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of legitimate concern. Students with concerns or grievances may be directed to the CVLA Coordinator. In addition, students have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

Elementary (K-5) Overview

s. enrolled in CVLA will be instructed by highly qualified West Virginia certified Teachers. Students will be required to participate in daily live virtual meetings and will follow a schedule much like a traditional brick-and-mortar school. CVLA students are required to have webcams on so teachers can see the students during times of direct instruction. Face-to-face interaction is essential to the success of CVLA students. Students can expect to be online three (3) to four (4) hours daily.

Entrance Requirements for Elementary Students	Requirements to Maintain Enrollment	Exiting Program
<ul style="list-style-type: none"> • Must enroll as a Cabell County Student • Space is limited to the number of teachers available 	<ul style="list-style-type: none"> • Must maintain adequate academic progress • Attendance must be maintained daily • Must participate in all county-approved assessments/diagnostics • Must take the GSA annually in person at the home school they are enrolled 	<ul style="list-style-type: none"> • Students may be required to stay in CVLA until semester break • At any time, the Coordinator of CVLA may review and require a student to go back to in-person learning to prevent learning loss

Curriculum for K-5 CVLA Students

Virtual Classes	Instruction & Educators	Content & Curriculum
Core Classes <ul style="list-style-type: none"> • English Language Arts • Math • Science • Social Studies 	<ul style="list-style-type: none"> • Instructed by West Virginia Certified Teachers 	<ul style="list-style-type: none"> • Curriculum using approved instructional resources
Related Arts Classes <ul style="list-style-type: none"> • Art • Music • Health/ PE 	<ul style="list-style-type: none"> • Instructed by West Virginia Certified Teachers 	<ul style="list-style-type: none"> • Curriculum using approved instructional resources

Middle School (6-8) Overview

s. enrolled in CVLA will be instructed by highly qualified Cabell County teachers in all core subjects: Math, ELA, Science, Social Studies, and Career Literacy. Elective/Related Arts Classes will be instructed by highly qualified Cabell County Teachers. Students will access the Schoology platform daily to complete

Related Arts classes in a rotation including Physical Education, Music, Art, Health, Computers, World Languages, and Speech. Students will be required to participate in daily live core-subject virtual meetings and follow a schedule much like a traditional brick-and-mortar school. CVLA students are required to keep webcams on so teachers can see the students during times of direct instruction. Face-to-face interaction is essential to the success of CVLA students. Students can expect to be online five (5) to six (6) hours daily.

Entrance Requirements for Middle Students	Requirements to Maintain Enrollment	Exiting Program
<ul style="list-style-type: none"> • Must enroll as a Cabell County Student • Space is limited to the number of teachers available 	<ul style="list-style-type: none"> • Must maintain adequate academic progress • Attendance must be maintained daily • Must participate in all county approved assessments/diagnostics • Must take the GSA annually in person at the home school they are enrolled 	<ul style="list-style-type: none"> • Students may be required to stay in CVLA until semester break • At any time, the Coordinator of CVLA may review and require a student to go back to in-person learning to prevent learning loss

Curriculum for 6-8 CVLA Students

Virtual Classes	Instruction & Educators	Content & Curriculum
Core Classes <ul style="list-style-type: none"> • English Language Arts • Math • Science • Social Studies • 	<ul style="list-style-type: none"> • Instructed by West Virginia Certified Teachers 	<ul style="list-style-type: none"> • Curriculum using approved instructional resources
Elective Classes <ul style="list-style-type: none"> • Art • Music • Computer Science • Physical Education • World Languages • Health • Speech 	<ul style="list-style-type: none"> • Instructed by West Virginia Certified Teachers 	<ul style="list-style-type: none"> • Curriculum using approved instructional resources

Middle School students enrolled in in-person classes are not eligible to take virtual school classes. CVLA students will only be permitted to take outlined elective classes.

High School (9-12) Overview

s. enrolled in CVLA will be instructed by highly qualified WV Learns Teachers. Students will be required to participate in daily self-paced instructional modules on the WV Learns platform. Students can expect to be online at least forty-five (45) minutes per course daily.

Entrance Requirements for High Students	Requirements to Maintain Enrollment	Exiting Program
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<ul style="list-style-type: none"> • Must enroll as a Cabell County Student 	<ul style="list-style-type: none"> • Must maintain adequate progress 	<ul style="list-style-type: none"> • Students may be required to stay in CVLA until semester break • At any time, the Coordinator of CVLA may review and require a student to go back to in-person learning to prevent learning loss
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Curriculum for (9-12) CVLA Students

Virtual Classes	Instruction & Educators	Content & Curriculum
Core Classes <ul style="list-style-type: none"> • English Language Arts • Math • Science • Social Studies 	<ul style="list-style-type: none"> • Instructed by Certified WV Learns Teachers • Monitored by the home school's counselor 	<ul style="list-style-type: none"> • Curriculum approved by WVDE for WV Learns platform
Elective Classes <ul style="list-style-type: none"> • Art • Music • Health/ PE • Other Electives 	<ul style="list-style-type: none"> • Instructed by Certified WV Learns educators • Monitored by the home school's counselor 	<ul style="list-style-type: none"> • Curriculum approved by WVDE for WV Learns platform

Course Progression and Guidelines for High School CVLA Students

Students are required to progress through online courses at a rate comparable to the progression of traditional classes. Student performance will be monitored and reported on regular intervals consistent with a traditional day program by the coordinator to whom they are assigned at the school.

Guidelines for high school students taking a virtual course while attending the traditional full-day program:

- A. Students taking a WV Learns course must be enrolled in their local school
- B. The course is not offered at the student's home school
- C. The school offers the course, but the student is unable to take it due to an unavoidable scheduling conflict
- D. The administration, the student's teachers, and the student's parents/guardians determine that the student requires a differentiated or accelerated learning environment, i.e., for early graduation or enrichment
- E. A student has failed a course and wishes to recover credits in the subject area
- F. The courses will not be offered for the purpose of raising a student's GPA or eligibility stance
- G. 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
- H. The course may serve as a supplement for homebound instruction
- I. Any other specific condition which may warrant the use of virtual coursework for the student and is approved by the Building Principal, CVLA Coordinator and appropriate staff

1. Students may be admitted to virtual learning by completing the online registration form within the open enrollment period
2. Students not registered during the open enrollment period can request virtual courses through their high school counselor. Students may be admitted on a case-by-case basis
3. Students shall not be registered for virtual learning after the 10th day of the semester
4. The CVLA follows Cabell County Schools calendar for its start date for each semester. The end date for each semester is five days prior to the posted semester end date to allow time for class grading and transcription (*this will need to be added to the course catalog*)

Completion of Program for High Schools CVLA Students

Upon satisfying all public graduation requirements (WVBOE Policy 2510, Assuring Quality Education Regulations for Education Programs), students enrolled in the WV Learns will receive a high school diploma from Cabell County Schools. Any virtual online program course taken for high school credit, regardless of the grade in which the course was taken, will be entered onto the student's transcript, and calculated in Grade Point Average, (GPA). Cabell County's Dual Credit policy applies to the WV Learns. Course grades assigned to a student's transcripts must follow the WVBOE Uniform Grading Policy 2510 Section 5.4.d Cabell County's dual credit policy applies to the WV Learns.

Payment for Additional Classes

A student taking classes outside of the school day and it is in addition to the full-time course load they already have, the district will charge them the cost of the course before allowing them to enroll.

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