



WAKULLA VIRTUAL SCHOOL

PARENT and STUDENT HANDBOOK **2016 - 2017**

Wakulla Virtual School
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Wakulla Virtual School
Parent and Student Handbook
2016 - 2017

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Important Links

The Wakulla County School Board

<http://wakulla.schooldesk.net/>

Equity and Diversity

<http://wakulla.schooldesk.net/Portals/Wakulla/District/docs/Human%20Resources/2014-15%20Annual%20Equity%20Report.pdf>

Wakulla County Schools Code of Conduct

<http://wakulla.schooldesk.net/Resources/HandbooksReports/tabid/54330/ItemId/60230/Default.aspx>

2016-17 Wakulla County Schools District Calendar

<http://wakulla.schooldesk.net/Portals/Wakulla/District/docs/2016-2017School%20Calendar.pdf>

About Wakulla Virtual School



School Information

Wakulla Virtual School (WVS) is a public school within Wakulla County through which students take their classes online. **WVS is a franchise of Florida Virtual School and also has partnerships with Fuel Education and Edgenuity.** Each WVS teacher holds a valid state certification in his/her subject area and receives extensive annual training and continuous mentoring. Every teacher is required to maintain a close relationship with students, parents, and school guidance counselors.

WVS students receive individualized instruction utilizing the internet, email, telephone, instant messaging, online collaboration tools, and face-to-face teacher forums. The virtual format allows flexibility of time and location, while promoting the skills and self-discipline necessary for success in the 21st century. Students may register for any course offered through WVS (contingent upon parent and guidance counselor approval). All virtual curricula available through **Wakulla County Schools** is accredited by a national accreditation body and instruction is implemented with strict adherence to the student academic code of conduct.

How to Contact Us

Phone: 850-926-0065 FAX: 850-926-0123

Curriculum Offered by WVS

Wakulla County Virtual School Courses 2016-2017

Middle School Curriculum

Wakulla County Virtual School works with multiple providers.

Language Arts M/J Language Arts 1 M/J Language Arts 2 M/J Language Arts 3	Math M/J Grade 6 Mathematics M/J Grade 7 Mathematics M/J Grade 8 Mathematics	Science M/J Comprehensive Science 1 M/J Comprehensive Science 2 M/J Comprehensive Science 3
Social Science M/J Civics (7th) M/J World History (6th) M/J US History (8th)	Electives Can be chosen	

High School Curriculum

Wakulla Virtual School works with multiple providers.

Wakulla Virtual School Courses

Math

Algebra 1
Algebra 2
Geometry
Pre-Calculus
Liberal Arts 1
Liberal Arts 2

Science

Anatomy and
Physiology
Biology 1
Chemistry 1
Marine Science
Physical
Science
Physics 1

Social Science

United States
Government
United States
History
World History

Language Arts

English 1
English 2
English 3
English 4
Adv. Pl Eng. Lang.
Adv. Pl Eng. Lit.

World

Languages

Spanish 1
Spanish 2
French 1
French 2
German 1
German 2
Latin 1
Latin 2

Electives

Adv. Pl Psychology
Art History & Criticism
Creative Photography 1
Forensic Science
Journalism 1
Law Studies
Leadership Skills Development
Parenting Skills
Peer Counseling 1
Psychology 1

Criteria for Full Time Enrollment in WVS

Florida Statute Addressing Participation in Virtual Education

Pursuant to Florida Statute 1002.455(2), a student may participate in virtual instruction in the school district in which he or she resides if the student meets **one of the following eligibility criteria**:

- The student spent the prior school year in attendance at a public school in Florida and was enrolled and reported by the school district for funding during the preceding October and February for purposes of the Florida Education Finance Program surveys.
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to Florida from another state or from a foreign country pursuant to a permanent change of station order.
 - The student was enrolled during the prior school year in a District VIP under F.S.1002.45; in a K-8 virtual school under F.S. 1002.415; or in a full-time program with Florida Virtual School under F.S. 1002.37(8)(a).
- The student has a sibling who is currently enrolled in the District VIP and the sibling was enrolled in that program at the end of the prior school year.
- The student is eligible to enter kindergarten or first grade.
- The student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district VIP); in a charter school VIP under F.S. 1002.33; or in the Florida Virtual School.

Wakulla County Schools is pleased to offer Virtual School as a parental school of choice. Some accommodations and supplemental services can be provided in conjunction with the district's virtual instruction program; **however, special instructional methods or modifications to the curriculum are not available.**

Special Note Concerning Exceptional Student Education (ESE) Program Services

<http://www.fldoe.org/core/fileparse.php/7509/urlt/0085370-districtvip-faq.pdf>

Expectations/Requirements for WVS Parents and Students

Expectations for Parents

WVS parents must meet the following expectations and requirements to be able to enroll their student in WVS and to continue the student's enrollment:

Getting Started--

1. Provide access to a computer, the internet, a telephone, and a printer at all times. (*Desktop computers are available to students who would qualify for the free and reduced lunch program at a brick and mortar school*).
2. Provide a suitable working environment for your child.

Communication--

1. Know child's username and password in order to access his/her courses.
2. Update any changes in contact information immediately.
3. Review updated announcements and information by logging on weekly to the "Parent/Guardian Account."
4. Contact the teacher or the WVS guidance counselor for answers to questions or concerns.
5. Establish and maintain regular communication with your child's teachers. Communicate with each teacher at least monthly via email and/or telephone.

Academics--

1. **Provide consistent parent/guardian supervision of your child's academic progress to ensure appropriate academic pace in all courses.**
2. Ensure that your child develops a daily work schedule. (See "Pacing Guide" in the Appendix of this handbook.)
3. Ensure daily participation in course activities and supervise those activities daily.
4. Ensure that your child schedules and participates in all Discussion Based Assessments (DBAs) with teachers.
5. Ensure that your child maintains a passing grade of "C" or higher in each course.
 - Use the online "Educator Grade Book" to review the number of assignments submitted, grades earned, and teacher comments received.
 - Compare the data on the "Educator Grade Book" with the required pacing chart for each course.
6. Review monthly "Progress Reports" sent to parent's personal email account.
7. Provide appropriate assistance with course content when necessary. If your child falls three weeks "behind pace" in a course--
 - Ensure that your child participates in the Wednesday "open" tutoring sessions at the WVS Student Center.
 - Ensure that your child participates in mandatory face-to-face tutoring sessions with the teacher of the course if assistance is still needed.
 - Join your child's face-to-face tutoring sessions when requested.
8. Ensure that your child maintains "academic integrity" as established by WVS and Wakulla County Schools.

Testing:

1. Ensure that your child takes all examinations required by the State and the district, including End of Course (EOC) exams. The district's testing schedule has been included in the Appendix.
2. Provide transportation to the WVS office or to other testing locations for tests that are not administered online remotely.

Withdrawal

1. The parent has **21 days** from the date of activation to withdraw a child from a course without penalty.
2. Students who drop a course and are 50% or more complete will receive a failing grade in the course.

For Parents of WVS Students in Elementary School—

1. Be at home full time to act as the elementary student's learning guide.
2. Maintain in good condition all elementary instructional materials and return them to K12 Inc.
3. Ensure your student participates in standardized tests.

For Parents of WVS Students in Middle and High School—

1. Be aware of all requirements for high school graduation.
2. Encourage the student to participate in extracurricular activities at the home zone school.
3. Assist the student in registering for college entrance exams.
4. Research available scholarships and be aware of application requirements (including the Florida Bright Futures Scholarship.)
5. Continually review the student's graduation status.

Expectations for Students

WVS students must meet the following academic requirements to continue their enrollment:

Academic

1. Demonstrate self-motivation and dedication to learning.
2. Set learning goals and take primary responsibility for their own learning.
3. Meet assignment deadlines listed in the pacing guide for each course.
4. Plan to spend approximately 45 minutes to one hour per day working on each course.
5. Respond to your teachers' questions and prompts.
6. Use discussion boards, chat rooms, and other communication tools to work with teachers and other students.
7. Maintain "regular contact" with your teachers. (See section on *Parent/Student/Teacher Contact and Drop Policy* in this handbook.)
8. Be prepared to demonstrate mastery of critical first semester prerequisite skills before you begin second semester course work for a one-credit course.
9. Be prepared to submit remedial/review work in order to gain mastery of identified course skills/knowledge.
10. ***Complete each course by the end of the semester.***
11. Complete the required number of courses each year—six (6) in high school and five (5) in middle school. Students who do not earn the credits necessary for grade promotion will be withdrawn from WVS.

Attendance

1. Students are required to attend monthly face to face meetings.
2. Students should notify teachers and guidance counselor at least two weeks in advance of planned absences and discuss the completion of assignments.
3. Students should notify WVS administration of any emergency absence that may be prolonged.

Standardized Testing

1. Take all standardized tests required by the State and district, including End of Course (EOC) exams.
2. Students may be required to show a picture identification when required at the testing site.

CONDITIONAL ENROLLMENT AGREEMENT

The requirements include (but are not limited to) the following conditions:

- Students are required to attend monthly face to face meetings.
- Students who fall two or more weeks behind expected pace will be required to come into WVS Wednesdays from 9:00am – 3:30pm until they are one week ahead of the expected pace.
- Students who fall four or more weeks behind expected pace will be withdrawn from WVS.
- Students must maintain consistent access to a computer and internet services.
- Parent/guardian should consistently monitor the child's academic progress.
- Students and Parents should establish and maintain regular communication with all teachers.
- Students should maintain appropriate academic pace in all courses.
- Students should maintain a passing grade of "C" or higher in each course.
- Students are to take all examinations required by the State and the district.

I understand that, during the first 21 days of enrollment, my child will be evaluated by teachers, guidance counselors, and administrators based on the minimum requirements of a successful online student as listed above.

- If it is determined by WVS staff that my child is not recommended to continue online instruction, he/she will be withdrawn without grade penalty.
- If I choose to keep my child enrolled after WVS has not recommended online education, a grade of "F" will be assigned in any course my child is not passing and a conference will be scheduled to discuss withdrawal to a more appropriate academic venue.

I understand that, if I have a grievance with the recommendation/withdrawal process, I will contact WVS to schedule an appointment.

**Parents and students must sign and submit the
Conditional Enrollment/Continued Enrollment Agreement Form
During the enrollment conference**

Parent/Student/Teacher Contact and WVS Drop Policy

It is essential that the parent and student maintain regular contact with each assigned teacher. “Regular contact” means communicating with the teacher and submitting expected assignment(s) within a period of seven (7) consecutive days.

Communicating with the Teacher

Parents

- Communicate with each teacher at least monthly via email and/or telephone.
- Update any changes in contact information immediately.
- Review updated announcements and information by logging on weekly to the “Parent/Guardian Account.”

Students

- Check each teacher’s “Announcement Page” frequently for messages.
- Respond to teachers’ questions and prompts as soon as possible.
- Contact your teacher to set appointments for the Discussion-Based Assessments (DBAs).

In the event that this “regular contact “with each teacher is not maintained by the parent or student, the student’s access to the online course will be restricted—until contact resumes.

Submitting Assignments to the Teacher

It is extremely important that students meet all assignment deadlines listed in the pacing guide for each course. To meet the “deadline,” the student must submit the required assignment(s) within a period of seven (7) consecutive days.

In the event that the student does not meet the deadlines for submitting assignments, WVS will adhere to the **WVS Drop Policy**:

“No Contact” Telephone Call

Failure to respond to the “No Contact” letter by submitting the required number of assignments within seven (7) days will result in a “No Contact” telephone call from a WVS administrator. If there is no response to the telephone call within 14 days, the student will be withdrawn from the course with a failing grade.

Final Grade Report/Notification of Withdrawal for Part-Time Students

WVS will send the student’s school of record a Final Grade Report notifying the school that the student has been administratively dropped from the course with a failing grade. That grade must be reported on the student’s official transcript.

Academic Integrity: An Overview

Academic integrity is the cornerstone of online learning. Because of its preeminence in all of our instruction, there are a variety of tools that we use in ensuring the integrity of student work. Among these tools are:

- Turnitin.com: This Internet tool compares student work against a variety of databases. The FLVS Learning Management System is now integrated with Turnitin.com, and most work is automatically uploaded to the system. This database compares students' work against other students' work, as well as work found on the Internet.
- Academic Integrity Database: FLVS maintains its own database of student integrity incidences or violations. This database is used to monitor the number of student integrity issues.
- Discussion Based Assessments: Each teacher regularly conducts discussion based assessments with his or her students. These conversations occur at specific intervals as well as randomly in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student's work.
- Proctored Exams: Each faculty member can request a proctored exam at any time for a student. All students agree to take a proctored exam when they register to take our courses. In order to complete the course the student must pass the proctored segment exam with a 60% or greater on the first attempt.
- Random Proctored Exams Students are randomly chosen to take a proctored exam. For more information please visit: <http://www.flvs.net/myFLVS/student-handbook/Pages/AcademicIntegrity.aspx>

What should you if you discover a student has violated the Academic Integrity Policy?

1. Submit an Academic Integrity help ticket at www.help.flvs.net
2. Use the Academic Integrity Matrix below for suggestions on how to handle the incident.
3. Call the student and parents to discuss incident. Log this call in VSA.

Application Procedures for WVS

Florida Statute 1002.37 and 1002.45 require every school district in the State of Florida to have an open and closed enrollment period for full time students.

<u>Start Date</u>	<u>Primary Registration Window</u>	<u>Late Registration Window</u>
August 11, 2016	April 15 – July 15, 2017	August 1 – Sept. 29, 2017
January 4, 2018	November 21 – January 4, 2017 GRADES 6 – 12 ONLY	January 18 – January 31, 2018 GRADES 6 – 12 ONLY

Applying as a Full-Time Student

1. Apply online at <http://www.wakullaschooldistrict.org/Schools/WakullaVirtualSchool>. After reviewing the application, a guidance counselor will contact the parent within 5 working days to discuss the most appropriate academic placement for the child. If full time enrollment is an option, an enrollment appointment will be set up.
2. Bring to the enrollment appointment a copy of the following documents:
 - Results of child’s physical examination (school-entry health exam) performed within one year of the date of enrollment.
 - Proof of all required immunizations (Florida Certification of Immunization, DH Form 690) or an exemption form.
 - Proof of current address—two (2) of the following documents are required: mortgage agreement or lease agreement AND an electric bill, phone bill, or cable bill.
 - Transcripts and the latest report card if the child is coming from another district.

Registration Procedures

Registering as a Full-Time Student

Once an application has been approved, the WVS guidance counselor will assist the student in selecting the appropriate courses.

All students and parents must participate in a New Student & Parent Orientation session held at the school.

Next Registration Steps for Parents of Approved Students

1. Withdraw your child from his/her previous school. If you have not done so, please contact the school registrar and ask to withdraw your child to Wakulla County Virtual School (school # 7004).
2. If you are from out of state, contact the previous school and ask that your child's school records be sent to Wakulla County School Board, 69 Arran Road, Crawfordville, FL 32327. If you have not done so, please contact the WVS office at 850-926-0065 for assistance.
3. Create an online account for your child on <http://www.wakullaschooldistrict.org/Schools/WakullaVirtualSchool>.
 - If you have not done so, create a student account and select Wakulla County Virtual School as the "physical school." Create a parent/guardian account on the same website.
 - If your child has an account, select Wakulla County Virtual School as your "physical school." and create a parent/guardian account on the same website.
4. If your child is eligible for free and reduced lunch, you may check- out computer equipment for use at home. Contact the WVS office at 850-926-0065 to schedule equipment pick up.
5. Sign up for the WVS New Student & Parent Orientation by contacting the WVS office at 850-926-0065.

Registering as a Part-Time Student

1. Part time students can register at any time, all year round. A student enrolled at another Wakulla County school must have his/her guidance counselor at that school approve a WVS course before it will be added to his/her schedule.

Getting Started in WVS Courses



- STEP 1:** Log on to your course.
- STEP 2:** Check your email for messages from your teachers. (Check your email each time you log on to your courses for new messages and updates.)
- STEP 3:** You can contact your teacher by text, phone or email. Your teacher’s contact information is located on his/her announcement page (the first screen you see when you log onto the course.)
- STEP 4:** Print the “Pacing Guide” for each course. Use it to plan your daily, weekly and monthly work schedule. You must have 20 percent of the coursework completed by day 21 (the end of your “grace period”). YOU are responsible for submitting your assignments on time.
- STEP 5:** Submit your first assignment.

For technical support contact WVS at 850-926-0065

Wakulla County Schools Student Progression Plan

<http://wakulla.schooldesk.net/Portals/Wakulla/District/docs/Handbooks/STUDENTPROGRESS/ONPLAN1617.pdf>

Testing

Guide to Testing Program in Wakulla County Schools

Florida Standards Assessments

<http://fsassessments.org/students-and-families/faqs/>

Information for High School Students

College Credit Programs

1. Advanced Placement (AP) Courses

AP classes are designed to prepare high school students for the rigors of college-level work.

After students complete an AP class, for which they earn high school credit, students take exams in May that measure how well students have mastered content. Students who do well on AP Exams can earn credit and/or placement in college.

For more information, go to <https://apstudent.collegeboard.org/home>

2. Dual Enrollment

The Dual Enrollment program is designed for students who meet college eligibility requirements. Students are able to earn college credit along with their high school credits. Contact the WVS guidance counselor for required paperwork. For more information, go to

<http://www.fldoe.org/core/fileparse.php/5421/urlt/DualEnrollmentFAQ.pdf>

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships for Florida high school graduates who demonstrate high academic achievement and enroll in eligible Florida public or private postsecondary institutions. All initial applicants must meet the general requirements for participation in this program and specific requirements for the individual award.

More information on these scholarships can be accessed at

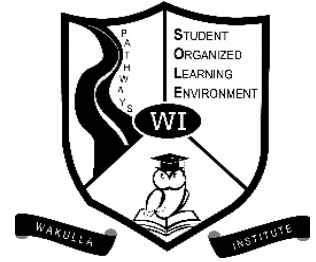
<http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm>

National Collegiate Athletic Association (NCAA)

Incoming student-athletes in Divisions I and II are subject to academic initial-eligibility standards, which take into account standardized test scores, number of core courses taken in high school and the grades earned in those core courses. In addition to NCAA requirements, they also must also meet the unique acceptance requirements of the university they plan to attend (those requirements may exceed NCAA standards). Information and NCAA Clearinghouse forms are available at

http://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

WVS Registration Checklist



Student Name (Print): _____

Student #: _____

Parent/Guardian Name (Print): _____

I have completed an intent form and I am aware of three options for enrollment in the WVS VIP Program. Even though some courses may be selected in other platforms, I choose to have my student participate in courses primarily in the following program:

(Circle One) K-12/FuelED (7001) FLVS WVS Franchise (7004) Edgenuity (7001)

I have completed online registration in FOCUS and/or a Data Verification Sheet.

I have provided or will provide necessary student records as needed such as prior school transcripts, birth certificate, shot records, social security number, etc.

I have provided or will provide Proof of Residence in Wakulla County, Florida. If Proof of Residence is not provided, my student may be ineligible to continue in WVS.

I have been made aware of the availability of computing resources to eligible students. I have completed the Family Survey Form in order to determine eligibility or I have declined to complete the appropriate form and do not wish to check our family's eligibility for computing resources. I also understand that the Family Survey Form will be used to determine eligibility for ACT/SAT and college application fee waivers for students in 11th or 12th grade.

I understand that students enrolled in WVS must participate in all required exams, including, but not limited to course Final Exams, FSA, EOC, and PERT when required. WVS students must meet all state and county testing requirements related to promotion, awarding of credits, and/or graduation.

I have provided current contact phone numbers and email addresses. I understand that email addresses are required along with current phone numbers. Regular communication with teachers is required in WVS. If our contact information changes at any time, it is my responsibility to update my account information or contact the WVS office with current information.

I understand that all WVS courses follow semester deadlines established by the WCSB Calendar. Extensions outside of these dates cannot be granted.

I understand that my student has the option of participating in before or after school activities, including athletics, at the zoned school. I may also choose to participate in a course on campus.

I understand all Academic Integrity policies as presented and agree to aid WVS in enforcement of all policies and procedures, including Academic Integrity.

Parent/Guardian Signature

Date



Wakulla Virtual School Request for Technology

Section 1002.45 (3) (f), of the Florida Statutes states, “Each virtual instruction program operated or contracted by a school district must provide, when appropriate, each household having a full-time student enrolled in the program with:

1. All equipment necessary for participants in the school district virtual program, including, but not limited to, a computer, computer monitor, and printer; and
2. Access to reimbursement for all Internet services necessary for online delivery of instruction.” Each school district is required to establish criteria to define “when appropriate” when developing its virtual instruction program. Wakulla County Schools has determined that in order to be eligible for a computer, computer monitor, printer and/or reimbursement for Internet services, a student must qualify for the federal free/reduced lunch program.

Households requesting the equipment and/or Internet reimbursements must complete the information below and submit with registration materials.

Student Last Name (Print) *Student First Name(Print)* *Current School of Enrollment*

Has the parent/guardian completed the online application for Free/Reduced lunch? Yes No

Based on the application, is the above named student qualified for the free/reduced lunch program? Yes No

On behalf of my student, I am requesting (Check all that apply):

- Computer, monitor, and printer
- Internet stipend (\$9.95 per month)

If issued equipment, it is the responsibility of the parent/guardian to return all equipment undamaged. If the equipment is damaged, parents WILL be held financially responsible for the repair and/or replacement. By signing below, I accept responsibility for monitoring my child’s access to appropriate content on the Internet and will return all issued equipment to Leon County Schools undamaged when my student’s enrollment ends. I understand that I will be financially responsible for any damage to the equipment issued to my student.

Parent/Guardian Name (Print) *Parent/Guardian Signature* *Date*

Each request will be reviewed by a district committee to determine eligibility for equipment and/or Internet services.