

CREDIT RECOVERY/VIRTUAL INSTRUCTION POLICY

1.0 Purpose:

Barbour County Schools may provide opportunities for virtual instruction (courses via the internet) through WV Virtual School or other state-approved vendors for students in grades 6-12 either in full virtual or a blended program (both virtual and traditional coursework). These courses will be available for high school credit for students in grades 9-12 and for students in eighth grade enrolled in a foreign language or Algebra I. Transfer credits from previous schools and/or homeschool will be accepted with appropriate documentation.

- 1.1 The school district recognizes that the preferred delivery system for coursework might be under direct teacher instruction; however, there are some circumstances in which alternative delivery is necessary.

2.0 Definitions:

2.1 Virtual program - a formal online education program in which a student learns:

- 2.1.1 Through an online instructional platform, with some element of student control over time, place, path or pace.
- 2.1.2 In a setting outside the traditional classroom; and
- 2.1.3 In such a way that the modalities of each student's learning path within a course or subject are connected to provide an integrated learning experience. - Only coursework offered through West Virginia Virtual School.

2.2 Eligible student - a student eligible for attendance in West Virginia public schools

2.3 EL – English learner

2.4 IEP – Individualized Education Program

2.5 Virtual course - any virtual state-approved pathway course that meets the specified state approved standards for that course.

3.0 Student Eligibility and Requirements.

- 3.1 All virtual school students will be enrolled as a student in the local school in which they reside, as outlined in Barbour County Board of Education Policy 8200.
- 3.2 Credit Recovery course eligibility – student must have a failing grade for the term (semester) or year.

- 3.3 Homeschooled/private school students, if they reenroll in Barbour County Schools less than one half of a day, are eligible to enroll in one or more virtual courses per semester. Participation in extracurricular activities such as sports and band are based on WVSSAC rules and guidelines.
- 3.4 Homebound students may use virtual learning as a supplement to extend homebound.
- 3.5 Private school/Home School students will be charged for the cost of tuition for each course they enroll in.
- 3.6 Parents and students must successfully complete a district defined virtual education orientation course.
- 3.7 Meet school system and/or state enrollment requirements for the course(s) in question including adhering to program/curriculum sequences.
- 3.8 It is mandatory that a minimum grade of a 60 be maintained (per grading period) on a numerical grade scale in virtual courses taken during the current academic year. Students failing to meet requirement will be transferred to brick/mortar classroom and unable to re-enroll in WVVS the upcoming year.
- 3.9 Have access to reliable internet.
- 3.10 Participants are required to complete and sign Technology Acceptable Use Policy 7600.
- 3.11 Maintain a minimum of weekly communication with the facilitator or instructor.
- 3.12 Have reliable transportation, when needed.
- 3.13 All students must be enrolled for a full schedule (blended or full virtual) and meet the requirements of WVDE Policy 2510.
- 3.14 Guidelines for taking a virtual course if student is attending school in the traditional manner:
 - 3.14.1 Students taking such course must be enrolled at their local school, as outlined in Barbour County Board of Education Policy 8200- School Attendance Areas.

- 3.14.2 The school offers the course, but the student is unable to take it due to an unavoidable scheduling conflict, as determined by the principal.
- 3.14.3 The district has expelled the student from the regular school setting and education services are to be continued.
- 3.14.4 The school administration, the student's teachers, and the student's parents/guardians determine if the student requires a differentiated or accelerated learning environment.
- 3.14.5 The course will serve as a supplement to extend homebound instruction.
- 3.14.6 Any other specific condition which may warrant the use of virtual coursework for the student and is approved by the building principal.

3.15 A student must complete all requirements as outlined in Barbour County Schools Policy 7300 to be eligible to graduate.

3.16 Students with disabilities:

- 3.16.1 Prior to enrollment of a student with a disability into one or more virtual education courses, the student's IEP/504 team must meet and consider whether an online instructional delivery method is appropriate for the student to receive a free appropriate public education in the least restrictive environment.
- 3.16.2 The IEP/504 team should also determine whether the student's accommodations can be provided in a virtual learning environment. Due to the unique design of virtual learning, accommodations which are conducive to the virtual environment should be clearly described within the student's plan.
- 3.16.3 School staff should also ensure confidentiality of student information pursuant to FERPA and IDEA.

4.0 Course Registration Process: The Virtual School Coordinator and building principal shall review each student's Virtual school schedule to ensure the student is compliant with WVDE Policy 2510 for their grade level or course of study. This registration process should be completed prior to the 1st instructional day in which the student intends to take the virtual school course. There will be a ten-day grace period for the beginning of the school year to get students enrolled in WV Virtual School courses.

5.0 Course Approval: It is the responsibility of the student to ensure that the course(s) meet NCAA Eligibility Guidelines.

6.0 Facilitation: A facilitator will be assigned to meet with the students who are taking virtual courses. Mandatory sessions will be required for the purposes of progress

monitoring and testing. Course delivery and instruction are the responsibility of the course provider for WV Virtual School. Barbour County Schools and the school facilitator are not responsible for content or communication between the provider and the student.

7.0 Grading: Grades provided to the facilitator by the vendor will be recorded according to the grade percentages approved in Barbour County Schools grading policy, which will count towards the student's GPA. (WVDE Policy 2510 – Assuring the quality of Education: Regulations for Education Programs. Section 9.1.h Uniform Grading. Barbour County Policy 7200 Student Grading System.)

8.0 Funding and Course Materials: Barbour County Schools will assume the associated costs for a Virtual School Course when this option is offered as an alternative to a traditional school setting, at the decision of the school system.

9.0 Technology Access: Students enrolled in virtual coursework should have access to the internet (accessible via libraries, community learning centers, private homes)

10.0 Registration Deadlines:

Students should be registered within the first 10 days after the 1st instructional day per term.

11.0 Attendance:

11.1 Public school 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. Successful progression will mean completing courses to graduate with one's four-year cohort. Students must be progressing successfully in the coursework and communicating weekly with facilitator. Students are required to submit assignments and interact on a weekly basis with the instructor or facilitator, or as determined by the course syllabus.

11.2 The school system 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, if students in such programs are given notice of the attendance requirements at enrollment. 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.

11.3 A student will not be permitted to enroll in virtual school the following school year if they have not met all state testing and WVDE accountability requirements the previous year. Students participating in virtual courses will be required to participate annually in the West Virginia General Summative Assessment or the SAT School Day assessment. The SAT School Day is a nationally recognized college- and career-readiness assessment administered by the College Board.

12.0 Course Progression: Students are required to progress through online courses at a rate comparable to the progression of a traditional class. Student performance will be monitored and reported on regular intervals consistent with a traditional day program by the facilitator they are assigned to at the school.

13.0 Instructor Responsibility: Instructors will be responsible to provide:

- a. Syllabus,
- b. Rigorous curriculum,
- c. Be Accessible,
- d. Progress monitoring,
- e. Timely Coursework Feedback,
- f. Final Grade.

14.0 Parents/Guardian Responsibility: Parents play a vital role in their child's education. Parents need to ensure there is access to the necessary technology. 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 coursework. Parents also need to be a liaison between the student and the teacher as needed. Parents should attend scheduled parent-teacher conferences or other meetings as arranged by the instructor.

15.0 Extracurricular Activities: Homeschooled students enrolled as at least half-time are eligible to participate in extracurricular activities in the school in which they are enrolled according to attendance zone. Students must meet all WVSSAC requirements for eligibility to participate in extracurricular activities.

16.0 Dropping Online Course/Transition Back to Traditional Course: Students may drop a virtual course within 5 days of commencement of the course without penalty and reenroll in a traditional class at school. Course drops must be requested in writing and submitted to the school principal. Beginning with the sixth day of the commencement of a WV Virtual School course and beyond, the student may not drop the virtual school course and return to regular school and is not eligible for reimbursement of tuition fees, if any were charged to the student for the cost of the course(s).

17.0 Assessment, Grading, Diploma: 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 at the semester and calculated in grade point averages, etc., this will affect sports eligibility and GPA. Barbour County's dual credit policy applies to identified virtual programs, as they become available. Course grades assigned to a student's transcript must follow the WV Uniform Grading Scale found in Barbour County School's Policy 7200.

18.0 Removal: Students may be removed from virtual to a traditional day program or returned to the traditional school setting for the following reasons:

18.1 Not maintaining a 60 percent, per grading period, in each virtual course.

18.2 Progression through coursework falls below the minimum comparable tradition course standard.

18.3 Cheating, falsifying information, plagiarizing.

18.4 School system policies, procedures, rules or regulations are violated, including rules governing the use of technology.

18.5 If any student has not begun the course after five days from the enrollment date, the student will be automatically removed, and their local school will be notified.

19.0 Student Support: Barbour County Schools is committed to provide all students with an equal opportunity to participate in and benefit from its virtual education program. We provide students with accessibility and supports through resources tailored to each student's individual abilities and needs. Barbour County Schools ensures that all students, including students with disabilities, have available to them a free appropriate public education.

19.1 Instructor/Facilitator availability will be arranged.

19.2 Students who require accommodations, based upon their respective student plans, may receive such supports as assistive technologies, individualized support, or other accommodations conducive to the virtual environment. Such accommodations should be specified on the student's IEP/504 plan. It is the responsibility of the student's case manager to communicate, coordinate, implement and monitor the provision and effectiveness of the accommodations.

19.3 EL committee will meet to determine the most reasonable accommodations for virtual programs.

20.0 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. Computer/internet problems, on the part of the student, will not be accepted as reasons for delays or 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 facilitator or instructor and submit assignments on time. Once enrolled, students are on a probationary period for five days. If any student has not begun the course after five days from the enrollment date, the student will be automatically removed, and their local school will be notified.

21.0 Internet: Reliable home internet access is the responsibility of the family.

AUTHORITY: WV Code 18-2-5, 18-2E-9, and 18-SF-1 et. seq.
WV Board of Education Policy 2450

SOURCE: Board of Education Minutes

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