



Parent/Student Handbook
2021-2022

Vision for the LCS Virtual Academy

To provide quality, learner-driven education which develops independent, responsible citizens.

Mission for the LCS Virtual Academy

ENGAGE, EDUCATE and EMPOWER all of our students so that they will be college or career ready!

Core Values

We believe...

LEARNING is acquiring and applying knowledge and skills in an effort to grow and develop.

INTEGRITY is doing the right thing in an ethical and transparent manner.

TEAMWORK is collaborating and communicating to work together in accomplishing a common goal.

PERSEVERANCE is doing something, even if it is difficult, until it is done well.

LCS Virtual Academy Staff

Principal	Mr. Joshua Boyd boydjj@lcsedu.net
Office Manager	Ms. Cindy Babb babbca@lcsedu.net
School Counselor	Ms. Kristen Edmondson edmondsonkn@lcsedu.net
Instructional Technology Resource Teacher	Mr. Connor Edelman edelmanca@lcsedu.net
K-12 Special Education Teacher	Ms. Malia King kingmc@lcsedu.net
Part Time Title I Reading Specialist	Ms. Katie Johnson johnsonkc@lcsedu.net
Elementary Teacher - Kindergarten & 1st Grade	Ms. Brittany Journey journeybk@lcsedu.net
Elementary Teacher - 2nd & 3rd Grade	Ms. Theresa Bowen bowente@lcsedu.net
Elementary Teacher - 4th Grade	Ms. Carmen Crowder crowdercd@lcsedu.net
Elementary Teacher - 5th Grade	Ms. Margarete Heidorn heidornma@lcsedu.net
Middle School Math Teacher	Ms. Gretchen Morgan morgangm@lcsedu.net

Middle School English Teacher	Ms. Shante Figgatt figgattsm@lcsedu.net
Middle School Science Teacher	Ms. Laura Delo delolj@lcsedu.net
Middle School Social Studies Teacher	Ms. Rebecca Childress childressrd@lcsedu.net
Middle School Technology / High School Math Teacher	Mr. Owen Onderdonk onderdonkoe@lcsedu.net

Application Process

For the 2021-2022 school year, the Virtual Academy accepted applications from families living in the City of Lynchburg.

Applications were reviewed on four main criteria:

- ❖ Grades
- ❖ Attendance
- ❖ Digital Citizenship
- ❖ Student Engagement

Base schools were asked to provide important information related to the student, including, but not limited to, PALS assessment results, SOL test results, IXL data, and interests, strengths, and areas of growth.

A committee of LCS staff members convened and made determinations on applications based on the above criteria. The application process will be reviewed before the 2022-2023 school year. Input from parents, students, and staff members will be valued.

Attendance & Absences

Excused absences will only be granted for the following reasons:

- Personal illness (emailed excuses from the parent should contain a description of the illness).
- Death or serious illness in the family.
- Medical condition or appointment verified by a note from a medical professional.
- Religious holiday.
- Conditions beyond the control of the student and parent/guardian as approved by the administration.
- An approved school sponsored event.
- Other events approved by the principal.

Unexcused absences will result from the following:

- Any absence that does not meet the conditions of an excused absence.
- Elementary: Sign-in during the morning meeting session with the grade level teacher and also during daily live instruction session
- Middle School: Sign-in with content teacher during daily live instruction sessions.
- High School: If the student does not complete the attendance check-in during the Virtual Academy school day. Emailed absence notes will only be accepted through the school's Office Manager email at babbca@lcsedu.net
- Students who do not complete one half of the school day will be counted absent.

❖ Pre-planned absences:

- The parent/guardian must request approval in writing for pre-planned absences by filing a request in advance with the principal. Principals may grant approval for up to five days per student during the school year.

❖ Following deadlines for work completion:

- It is the responsibility of the student to keep up with the pace of work on Canvas/Edgenuity and schedule deadline extensions with the teacher.

Work Completion

All students are expected to keep up with coursework deadlines! Assignments are locked 2 weeks after the assigned date on Canvas. Please be sure to complete all of your coursework on time! If you are having difficulty completing work on time, reach out to your teacher to set up a plan for completing your work in a timely manner. Each Virtual Academy teacher will be keeping up with each of their students.

Students who are inactive in their Canvas/Virtual Virginia/Edgenuity accounts for more than 4 days will be contacted by the Virtual Academy School Counselor to determine the reason for the inactivity. An intervention plan will be created. If improvement is not seen by the student, returning to the student's zoned school will be considered.

Each student's grades will be reviewed at each interim period. If a student's grades have fallen below a 70%/P in any course/subject, an intervention plan will be put into place. If that grade does not improve or gets worse, returning to the student's zoned school will be considered.

Live/Synchronous Sessions

Live teaching sessions are implemented to...

- Provide a structured learning environment for all students
- Prevent student isolation
- Promote engagement and enrichment for all students
- Prevents students from falling behind

Elementary Program

Elementary classes taught by certified teachers from Lynchburg City Schools.	Students are REQUIRED to attend live teaching sessions. These will help each student master learning goals and objectives. These will occur before lunch
Students must abide by all due dates set in Canvas for independent/self paced work.	Attendance will be taken in the morning by the teacher during the class morning meeting.
Targeted support and enrichment with small groups and one on one will be offered to all students in the afternoon throughout the week.	Students will be provided additional materials to supplement their learning experience.

Middle School Program

<p>Middle school core content courses taught by certified teachers from Lynchburg City Schools.</p>	<p>Core Content courses include Math, English, Science, and Social Studies. We also offer a Technology/STEM elective.</p>
<p>Students must abide by all due dates set in Canvas for independent/self paced work.</p>	<p>Attendance will be taken in the morning by the teacher during the class morning meeting.</p>
<p>Targeted support and enrichment with small groups and one on one will be offered to all students in the afternoon throughout the week.</p>	<p>Students are REQUIRED to attend live teaching sessions. These will help each student master course goals and objectives. These will occur before lunch</p>
<p>Some elective/ high school courses taught by teachers from Virtual Virginia or Edgenuity.</p>	<p>Students will be provided additional materials to supplement their learning experience.</p>

High School Program

<p>High school courses taught by certified teachers from Lynchburg City Schools, Virtual Virginia and Edgenuity.</p>	<p>Students are STRONGLY ENCOURAGED to attend live teaching sessions. These sessions will help the student master course goals and objectives.</p>
<p>Students must abide by all due dates set in Canvas for independent/self paced work.</p>	<p>Each student will complete an attendance check-in by 9:00 A.M. each morning.</p>
<p>Targeted support and enrichment with small groups and one on one will be offered to all students in the afternoons throughout the week.</p>	<p>Students will be provided additional materials to supplement their learning experience.</p>
<p>Virtual Virginia students will have one on one opportunities on Fridays with their teacher.</p>	<p>Students taking courses in Edgenuity will have the opportunity for 24/7 one on one tutoring/support.</p>

2021-2022 School Schedules

Elementary

Homeroom-Morning Meeting 8:15 - 8:30

Reading 8:30 - 9:00

Language Arts Small Groups 9:00 - 9:30

BREAK 9:30 - 9:45

Self Paced Work on Canvas (Lang. Arts, Math, Science, Social Studies) 9:45 - 11:00

Physical Activity Time 11:00 - 11:30

Math 11:30 - 12:00

Math Small Groups (when applicable) 11:30 - 12:00

Student and Teacher Lunch 12:00 - 12:30

Science 12:30 - 1:00

Trailblazer Time 1:00 - 1:30

Teacher 1:1 Student Support 1:30 - 2:00

Student Self Paced Work on Canvas 2:00 - 3:15

2021-2022 SAMPLE School Schedules
Middle School
Homeroom-Morning Meeting 8:15 - 8:30
Period 1 - Advanced Earth Science 8:30 - 9:30
Period 2 - Foundations of Algebra 9:40 - 10:40
Period 3 - Self Paced Work on Canvas/Edgenuity 10:45 - 11:45
Period 4 - Technology 8 11:50-12:50
Student and Teacher Lunch 12:50 - 1:20
Teacher 1:1 Student Support & Student Assigned Work on Canvas 1:20 - 3:15

2021-2022 School Schedules

High School – Virtual Virginia Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:30 a.m.	English/Language Arts	World Languages/ Health & PE/ Elective	Social Studies	Science	Synchronous Support (1:1 & small group) 8:00 a.m. to 2:00 p.m.
9:30-11:00 a.m.	Math	English/Language Arts	World Languages/ Health & PE/ Elective	Social Studies	
11:00 a.m. – 12:30 p.m.	Science	Math	English/Language Arts	World Languages/ Health & PE/ Elective	
Lunch Break (12:30-1:00 p.m.)					
1:00-2:30 p.m.	Social Studies	Science	Math	English/Language Arts	
2:30-4:00 p.m.	World Languages/ Health & PE/ Elective	Social Studies	Science	Math	
4:00-8:00 p.m.	AP/PE/EPF/Elective	AP/PE/EPF/Elective	AP/PE/EPF/Elective	AP/PE/EPF/Elective	Synchronous Support (1:1 & small group)

End of Quarter Dates:

Students will receive report cards approximately eight days after the end of each nine weeks as noted:

- End of 1st nine weeks - October 7, 2021
- End of 2nd nine weeks - December 17, 2021
- End of 3rd nine weeks - March 10, 2022
- End of 4th nine weeks - May 27, 2022

Personalized Learning with LCS Teachers

At the beginning of the school year, students who are taking courses with LCS teachers will share information about:

- How they learn best
- Interests, goals, and aspirations
- Any challenges or needs they may have

Teachers will work with the student to come up with a personalized learning plan that gears some instruction towards the student's personal strengths, needs, and interests.

Our goal is to transform learning from teacher directed to learner driven for EVERY student!

IXL

IXL is a diagnostic and skill building program that students will be expected to work on each week.

The real-time diagnostic will initially take up to 45 minutes for students to complete. This can be broken up into multiple sessions during a one week period.

Each Monday, students are expected to do 5 to 10 minutes of diagnostic work in both Math and Language Arts to provide their teacher with up to date information on where they are in these subjects.

Tuesdays and Thursdays will be days that students will work 10-15 minutes on skill deficits identified in Math and Language Arts by the real-time diagnostic.

We expect all students at the Virtual Academy to grow at least one school year in both Reading and Math.

GRADING SCALE

The classroom teacher shall be responsible for the grading and evaluation of his/her student's achievement in class. The following grading scale will be used in grade levels 3-12 for all students:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

The following state scoring rubric will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

E = Exceeds the Standard (student demonstrates knowledge and skill 90 percent or more of the time)

M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)

P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)

U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

The following grading scale will be used for all other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct):

S = Successful

I = Improving

NY = Not Yet Successful

EXPUNGING THE GRADE(S) OF HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL

In accordance with the current Regulations Establishing Standards for Accrediting Public Schools in Virginia, parents of a middle school student enrolled in a high school credit course may request that the grade earned in that course be expunged, or omitted, from their child's transcript. Under these guidelines, the grades earned in such classes are not included in the high school GPA, nor will the student receive a credit toward graduation for this course. This policy on expunging grades is only applicable for a high school credit course taken in middle school.

The school counseling department will send home an expunge form with the final report card. At that time, to have the course removed from the transcript, a completed form will need to be returned for each course to be removed, and that form must be returned to the middle school counseling department by June 30th or to the school counseling department of the high school the student will attend (rising 9th graders) on or before August 1st of

the year in which the student completes the 8th grade. Please be aware that when a middle school student receives a grade of "F" in a high school credit-bearing course, that grade and course will automatically be expunged from their transcript.

Students who elect to expunge the grades from their high school records must understand that to receive high school credit for the course, he/she will need to repeat that course in the future in order to receive credit toward meeting state diploma requirements. If a student is struggling in the first semester of a course, the parent may instead request for the student to be switched out of a high school credit class prior to the end of the first semester. The course the student switched out of will be on the student's report card but no credit will be given to the student for the course. In this instance, there is no need to expunge the grade. When a student remains in the course for most of the school year, that student will take any associated state Standards of Learning test, and that test score will be maintained in the student's scholastic record. Should you have any questions regarding the expunging grades policy, please do not hesitate to contact your middle school counseling department.

HONOR CODE

Students are responsible for completing their own assignments and following the honor code: *"ON MY HONOR AS A STUDENT OF THE VIRTUAL ACADEMY, I HAVE NEITHER GIVEN NOR RECEIVED ANY HELP ON THIS ASSIGNMENT"*

Definition of Cheating: A violation of the Honor Code is alleged in the following instances:

If the teacher directs students to work independently on homework or daily assignments, the student violates the Honor Code if he/she receives unauthorized help in such work.

If the teacher directs students to work independently on assessments, the student violates the Honor Code if he/she uses notes, uses the internet, or receives any other unauthorized help during the test or assessment period. A student violates the Honor Code if he/she plagiarizes written work.

Plagiarism is defined as using someone else's words or ideas and not giving them credit. This could also mean to steal and pass off (the ideas or words of another) as one's own or to use (another's production) without crediting the source (definition based on plagiarism.com).

Teacher Responsibility: When a teacher has determined that a violation of the Honor Code has possibly occurred, the following steps will be taken:

1. The teacher is to verbally notify the student that a possible violation of the Honor Code has occurred. The teacher is to explain to the student why he/she feels that such a violation has occurred.

2. The teacher is to contact the parent/guardian of the student the same day if possible and certainly within 24 hours of the determination that a possible violation of the Honor Code has occurred.

3. If the student admits to the violation, and the parents agree, the student will sign a statement saying they are in agreement with the teacher. The student will also receive a 0 on the assignment and the student's name will be submitted to the Principal to go on record. Disciplinary action is at the teacher's discretion.

4. If a student or parent disagrees or disputes the violation, a referral to the Principal will be made by the teacher. The student and parents will be invited to a meeting where the details will be discussed.

Acceptable Use Policy

- ❖ ACCEPTABLE COMPUTER SYSTEM USE POLICY IIBEA/GAB The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication.
- ❖ All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials and is not to be tolerated during instructional time.
- ❖ The Division's computer system is not a public forum. Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. The School Board is not responsible for any information that may be lost, damaged or unavailable when

using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system. The School Board will review, amend if necessary, and approve this policy every two years. The full policy is available at <http://www.lcsedu.net/schoolboard/policymanual/>

Parent/Guardian & Student Acknowledgement of Responsibility

I have read and reviewed the Virtual Academy Parent/Student Handbook. By signing below, I acknowledge, and agree to adhere to, all of the listed rules, regulations, and procedures.

Student Signature _____

Date _____

Parent Signature _____

Date _____