



WBR Virtual Academy
Handbook
2020-2021

Introduction

This handbook gives general guidance for parents and students enrolled in the West Baton Rouge Virtual Academy. WBR Virtual Academy is a public school program and is subject to the rules and regulations of the Louisiana Department of Education. The WBR Virtual Academy follows the WBR Parish School Board's academic calendar with the exception of the start date which is August 17th, 2020.

Mission and Vision Statement

The WBR Schools Vision is:

To Serve our Community by inspiring academic excellence and building good character

The WBR Schools Mission is:

To prepare every student for success through high quality instruction and character building experiences.

Admission and the Entrance Requirements

Participating in the West Baton Rouge Virtual Academy means:

- The student is simultaneously enrolled in both West Baton Rouge Virtual Academy and your West Baton Rouge public school in accordance to your geographic attendance zone.

West Baton Rouge Virtual Academy reserves the right to restrict access to any student. The student will be counseled as to the best program to meet their needs.

Extracurricular activities

With the impact of Covid-19 and health concerns, students enrolled in the WBR Virtual Academy will not be allowed to participate in extracurricular activities.

Standards of Participation

Each student enrolled in WBR Virtual Academy is solely responsible for the content posted through his/her login and account activity. Sharing your username and password with others or using other's usernames and passwords are strictly prohibited.

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations, or rules in regards to academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and
- disruptions of the server or host software.
- downloading software to access material blocked by WBR.

Failure to comply with these standards may result in temporary or permanent removal of user access to the WBR Virtual Academy.

Attendance Policy/Student Progress Requirements

WBR Virtual Academy is designed and intended to be a virtual learning environment where students learn at home. However, because instruction is primarily computer-based, students can work anywhere there is an internet connection.

WBR Virtual Academy requires that students work in their online courses daily. Students will log in daily and work with a teacher and will work independently. Coursework will be paced out on a weekly basis. Student progress will be monitored closely. If a student is ill and cannot log on for a day, they will need to notify their teacher. **All normal school attendance rules as outlined in the WBR handbook apply.**

There are certain components of the virtual learning instruction that require students to go to their school campus. Students are required to report to their

school campus for state-mandated testing such as LEAP tests, ACT, Workkeys, etc...For all of these mandatory attendance events, transportation to and from the home school must be provided by the parent/guardian.

Students/Parents must also attend an initial Virtual Academy orientation session via Zoom.

Academic Probation

Students are required to complete assignments on time. Any student who is two weeks behind in coursework will be placed on Academic Probation. If the student does not meet the progress requirement determined at the time of probation, the student may be removed from the WBR Virtual Academy and returned to face-to-face instruction

Return to Home School within the District

In the event a student is returned to their home school for failure to meet Academic Probation Goals or extended periods of inactivity, the administrator will issue a return date and the student will be transferred to their home school. **Failure to report to home school will be considered for a truancy proceeding.**

Integrity in Scored Assignments and Assessments

A great strength of virtual instruction is the abundance of real-time assistance available to the student. We encourage support from family, friends, online teachers, our own staff, etc. However, when an assignment is **scored**, we expect the work to be the student's alone so that the score is **meaningful**. Scored assignments and assessments are important because they give us information about student progress and the effectiveness of instruction.

All scored assignments and assessments are assumed to be the student's original work, whether completed at home or in our facility. When a student reports to their school to take a state assessment, all cell phones, smart watches and other electronic devices will be prohibited in the testing room.

All state testing is required and must be completed on site. Students not reporting for required state assessments will be removed from the program for the following school year.

Each student is expected to honor the following guidelines while completing scored assignments and assessments.

The student will:

- complete assignments and/or assessments alone;
- not copy or redistribute any part of the assignments and/or assessments in any way-electronically, verbally, or on paper;
- will take the assessments without any aids—meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment otherwise instructs you;
- may not log in to a second course or open course related materials on another browser on another computer; and
- not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.

If a student plagiarizes, he/she will not receive credit for the plagiarized assignment.

Final Exams

Final Course exams are to be taken at the school the student is enrolled in. Final course exams may be scheduled, at our discretion, in order to accommodate everyone near the end of the term, and to protect test confidentiality.

Notification of Grades and Student Progress

Students will receive progress reports via email following the [WBR School Calendar](#). The dates are Sept. 9th, Nov. 12th, Feb. 5th, April 21st. Parents can review student grades in Oncourse at any time.

Grade Determination

Final grades will be determined based on the grading scale consistent with equivalent courses across the school district. Refer to pages 42-44 in the WBR Parish Handbook.

For high school courses that have a state-mandated LEAP, the final grade shall reflect 20% of a student's letter grade in each grading period and 20% for the LEAP letter grade.

Grade Promotion and Awarding Credit

Course credit will be given to a student who earns an "A, B, C or D." If a student earns a failing grade of an "F" he/she will not receive credit for the course. Generally, a student may only repeat a course in which he/she received an "F".

Graduation

WBR Virtual Academy will hold graduation on a designated date determined by the WBR Parish School Board.

Computers/Devices

Students enrolled in the WBR Virtual Academy will be issued a device. A Parent/Guardian will be required to pick up the device and sign the WBR Chromebook Agreement. Pick Up location and times will be determined by the WBR Virtual Academy. Please refer to the One-To-One Student Technology Initiative on P. 53 of the WBR Handbook. Additional Chromebook policies and information can be found on the WBR website using the [link](#).

Special Education

Special education services are available to students identified with a disability. Individualized plans (IEP) will be reviewed, and then a Remote Learning Plan(RLP) will be written for each student in order to best address their needs in the virtual learning environment. Services are provided by phone, email, and online. Services offered may include: adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing. Other related services can be provided at the discretion of the WBR school system and IEP Team.

Section 504 Students

Section 504 is a civil rights law that prohibits discrimination on the basis of disability. Its purpose is to ensure that individuals with disabilities are given the same opportunity to participate in programs and activities as their nondisabled peers. It requires the needs of students with disabilities to be met as adequately as the needs of students without disabilities. A student may have a learning-, social/emotional-, or health-related impairment that substantially limits one or more major life activities. If found eligible, reasonable accommodations, documented through an Individual Accommodation Plan (IAP), may be necessary to afford the student with an equal access to educational opportunities. The IAP for each student currently eligible will be reviewed and adjusted in order to best address the student's needs in the virtual learning environment.

Evaluation Process to Identify a Student with a Disability

If a student in the virtual program is suspected of having a disability, that student will be referred to the SAT team. It is possible that a student may need

interventions to address the need areas. In this situation, the IEP team will reconvene and determine the best course of action

Summary of Expectations

Students:

Students enrolled in the WBRVA are required to remain engaged in school for the duration of the semester. To be **engaged** in school means that the student:

- Will attend Live Sessions
 - This includes whole group, small group, and/or individual session
- Stays in contact both through e-messages and phone (i.e., returning e-messages, answering/returning phone calls in a timely manner)
- Participates in all in-person required school and state testing events
- Honors all guidelines put forth in this handbook

Students will be expected to:

- Contact the school in the event of absence of three (3) or more consecutive school days.
- Provide documentation for school absences.
- Contact the staff of WBRVA when tutoring is needed
- **Honesty:** Work with integrity on their assignments (no cheating or plagiarism). When academic dishonesty is suspected, teachers may require a student to attend a live session to assess mastery of the skill in question. Writing assignments with suspected plagiarism will be returned to the student with the link to the original work, and the total score of 0% will be given.
- **Self-Motivation:** Students should strive to have positive academic outlook and engage in learning to experience individual academic success.
- **Digital Literacy:** Students should abide by the WBR Acceptable Use Policy and have a working knowledge of computer systems, applications, email, internet use, and routine keyboarding skills.
- **Time Management Skills:** Students will attend live sessions and participate in their independent study/activities during the allotted time. If students do not complete the assignment during the scheduled independent time, they

will have to use personal time to have the assignment completed by the deadline.

Students are to understand that:

- Failure to complete work in a timely manner will result in Academic Probation
 - If a student is behind in his/her course(s) for two consecutive weeks, a mandatory probation meeting will be held. A contract will be discussed and signed with a plan to get the student back on track. If a student does not follow the contract, it will be grounds for immediate dismissal from the Virtual Academy program.
- Failure to complete goals set for Academic Probation will result in removal from the WBR Virtual Academy.
- Extended periods of inactivity can result in immediate removal from the WBR Virtual Academy.
- Failure to report to the student's home campus after removal from WBR Virtual Academy can result in a truancy proceeding.

Parent/Guardian

- **Communication:** Maintain timely contact with teachers and school support staff to ensure student success.
- **Contact:** Maintain accuracy of home address, phone numbers(s), and email address(es). This includes advance notification of any temporary changes in availability.
- **Engagement:** Actively participate in student's learning as a Learning Coach to ensure student participation and completion of assignments outlined in the Attendance Policy/Student Progress Requirements within this handbook.
 - *A Learning Coach* is a designated adult who oversees the day-to-day learning activities of students in the "home" environment, wherever that is. The learning coach is either a parent or guardian, an adult relative, a hired adult, an adult friend, or a team of adults that share the responsibilities.
- **Digital Literacy:** Abide by the WBR Acceptable Use policy and demonstrate a working knowledge of computer systems, applications, email, internet use, and routine keyboarding skills to support learning.
- **WBR and State Testing:** Ensure student participation in state testing and provide transportation.

- **Responsibility:** Parents must provide the school with information of any illness, medication, or medical condition that may affect the student's behavior and /or academic performance.
- **Expense:** WBRVA is tuition free and no specific fees are charged for programs or services provided to families. However, as with many school programs, certain expenses do fall within the responsibility of the enrolled families, such as, but not limited to, headphones, routine home supplies, and/or travel.