



**Bay Virtual School
Parent-Student Handbook
2015-2016**

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WELCOME TO BAY VIRTUAL SCHOOL

Bay Virtual School's Virtual Instruction Program offers equitable access to high quality, individualized education, through the Internet and other distance learning technologies to students in Kindergarten through 12th grade in Bay County. This virtual environment provides flexibility of time and location, and promotes development of the skills, attitudes, and self-discipline necessary to achieve success in the 21st century. Bay Virtual School offers enrollment options to allow students to earn a standard high school diploma entirely online.

Bay Virtual School includes a variety of assessment techniques that address the various learning styles and intelligence types. Online learning through Bay Virtual School enables students to assume an increasing responsibility in their own learning.

All courses offered are taught by highly qualified teachers with regular online office hours. Students and parents communicate with their teachers at least monthly by way of phone calls, emails, in-course messaging, and/or text messages.

BVS Full Time Student Enrollment Criteria

Bay Virtual School is a school of choice and offers a full-time program for students in kindergarten through 12th grade. Full-time BVS students are registered as public school students, take part in FCAT and other district testing, and have the opportunity to earn a standard Bay County diploma. In order to be accepted as a full-time student with Bay Virtual School, students should:

- 1) Have been successfully promoted to the next grade level at the end of the previous school year with a 2.0 GPA or better. For mid-year entrance, student must have demonstrated success in first semester courses (grades of C or better) and have recommendation from their previous school guidance or administration.
- 2) Attain one of the following minimum scores on previous year standardized tests:
 - a) FCAT Reading Level 3 or higher
 - b) Stanford Achievement Test Reading Score at 50th percentile or above
 - c) Iowa Test of Basic Skills Reading Score at 50th percentile or above
 - d) ACT reading score of 20 or higher
 - e) Grade level proficiency on an official standardized test administered by another state public school system

Accepted students must meet all of the criteria specified in the Bay District Board Policy and Pupil Progression Plan for continued enrollment.

Bay District Parent Resource Guide:

http://www.bay.k12.fl.us/DesktopModules/Bring2mind/DMX/Download.aspx?TabId=783&DXModule=2489&Command=Core_Download&EntryId=2324&PortalId=0

Bay District Student Code of Conduct:

http://www.bay.k12.fl.us/DesktopModules/Bring2mind/DMX/Download.aspx?TabId=783&DXModule=2489&Command=Core_Download&EntryId=2325&PortalId=0



Full-Time Enrollment Agreement
2015-16

As the parent(s)/guardian(s) of _____
(Print Student's name)

I understand that Bay Virtual School requires my child to meet all conditions that foster a successful online education. During the first 21 days of my child's activation and at the end of each semester thereafter, he/she will be evaluated by teachers and guidance based on the conditions listed below.

Conditions defining a successful online student:

- 1) Consistent parent/guardian supervision of student
2) Maintaining required pace (progress) in all courses
3) Daily engagement in course activities
4) Establishing regular communication with all teachers via email and/or phone
5) Earning and maintaining passing grades of C or higher
6) Earning appropriate credits/standards for end of year grade promotion
7) Participating in all district standardized testing
8) Honoring all rules and procedures established by Bay Virtual School and Bay District Schools for student conduct, academic integrity, and netiquette

If during the initial evaluation process, it is determined by Bay Virtual School that my child is not recommended for online education, he/she will be withdrawn with no grade penalty and referred to school assignment to pursue a different instructional venue.

If I choose to keep my child enrolled after the 21 day grace period, and Bay Virtual School has not recommended him/her for online education, I understand that this may result in failing grades and possible future withdrawal for which I will not hold Bay Virtual School responsible.

Meeting the listed conditions is a requirement for continued enrollment.

Parent/Guardian Signature Date

Student Signature Date

Parent/Guardian Name (Print)

Student Name (Print)

Date

Date

Full Time Student Expectation Summary

Academic Expectations

Because of the school's unique nature, students must take primary responsibility for their own learning. Self-motivation, dedication to learning, and regular participation are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and expect to work hard, at their own pace within the set guidelines. They'll use discussion boards, chat rooms, and other communication tools to work with teachers and other students. These tools, which may have been used for social purposes, will be used for genuine academic communication to support learning goals as students work toward a Bay District Public School's standard high school diploma.

Time & Learning Requirements

The amount of time students spend on courses will vary from student to student, and even course to course. However, students will have the time they need to complete the coursework (within reason). Teachers will work with each student to set a weekly schedule that is appropriate for the student's ability. On average, students in grades 6-12 should expect to spend approximately 45 minutes to one hour per day per course.

Student Contact and Drop Policy

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, the three-part process below will be followed:

- 1) If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will be notified of the student's unacceptable pace for submitting assignments.
- 2) If the student does not respond by submitting the appropriate number of assignments within seven (7) days, BVS staff will request a parent conference to address the issue and to identify options to encourage student participation.
- 3) If significant improvement is not noted, the family may be reported to the School District, Department of Highway Safety and Motor Vehicles, and/or the office of the State Attorney as truant.

School Calendar

All credits must be complete by the end of each semester. Bay Virtual School operates on the same calendar as all other Bay District Public Schools. High School students are expected to earn at least 6 credits each year. Middle school students must complete at least 5 classes yearly. Those failing to earn the necessary credits for grade promotion will not be allowed to continue virtual enrollment.

Communication & Login (including “attendance” and absences)

Regular participation in classes is critical to student success. It will help to keep students motivated and keep them in touch with their teachers and peers. Virtual “attendance” is taken each school day in two ways. Participation in online coursework, course sample submissions and assessments are monitored. Reports from each class are also used to show the amount of time a student works in the course. Students should follow the schedules (pace charts) provided by the teacher, which will require substantive work each school day. Teachers and virtual school staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If such efforts do not succeed in re-engaging the student, the parent will be notified in writing and will be required to participate in a conference with the school administrator to address the attendance issues. If the problem continues, the student’s continued enrollment in virtual school may be in jeopardy and the family will be reported to the School District, Department of Highway Safety and Motor Vehicles, and/or the office of the State Attorney as truant. To have satisfactory “attendance”, the student must submit assignments to meet his/her plan provided by the teacher.

Students who know they will not be participating in a course due to vacation, travel or other commitment must be ahead of pace prior to the absence. Students must notify their teachers and school office *at least two weeks* in advance of the planned absence to discuss the completion of assignments and pacing before the absence. In the case of a prolonged emergency absence, the student and/or parent should notify school administration as soon as possible.

Academic Integrity

Bay Virtual School expects a full commitment to academic integrity from each BVS student.

Academic integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.
- You will not provide assistance to anyone scheduled to take the same course semester/final exams in the future.
- Your parent/guardian will attest to the fact that your work is completely your own.

Academic Counseling

Each year, full time students will receive a review of their academic progress toward completing middle school and/or obtaining a standard high school diploma and be advised of course selection, career and post-secondary planning. The Bay Virtual staff is available to support, encourage and monitor the success of students. Although any questions about the specifics of a course should be directed to the particular teacher, any general questions about the school or the student's education should be directed to the BVS staff. An evaluation of each student will be conducted at the end of each school year to determine their continued enrollment for the next school year. *To maintain continuous enrollment in Bay Virtual School, a student must earn grades of C or higher in each course, maintain consistent pacing in every class, communicate successfully with teachers, and participate in all standardized testing.* Those students who fail to meet the minimum continuation standards will be referred to the office of student assignment to meet their educational goals in an educational setting better suited to their learning style.

Standardized Tests

Bay Virtual School full-time students must take all standardized tests instituted by Bay District Schools and the State of Florida. Students must provide their own transportation to the testing locations and must show a picture identification to be tested. The Bay District Schools district-wide testing schedule can be found at www.bay.k12.fl.us

If a student does not complete the mandatory standardized tests, the student will not be allowed to continue enrollment with BVS.

Transfer Grades

Any grades earned at a non-public school are subject to Bay District School's policy and course codes and credits are determined by the district's course code directory. There are no guarantees of identical course transfers. All Bay Virtual School grades are transferrable to any Florida public school upon completion. Transfers that occur prior to the completion of a course will receive no credit and no grade.

Participant Roles

Student: Students are primarily responsible for their learning. They must take the initiative to complete their work at the highest possible level of quality. Students must seek help when they need it, maintain a daily schedule, and take responsibility for meeting deadlines.

Parent/Guardian: Parents are critical for successful participation. They are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. It is expected that parents monitor their child's academic activities daily through direct supervision.

BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have **30 days from the day of receipt**, to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request,
 - to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
 - Florida public universities and colleges.
 - United States Congressman and Senators and Florida legislators