



Leeds City Schools Board of Education

# LCS Virtual Academy Program

## Acceptance Guide

Leeds City Schools provides a virtual academy program for grades 6 – 12 that includes, at a minimum, all the courses that are needed to obtain a high school diploma. Not all on-campus courses offered in Leeds City Schools will be offered through the virtual academy program, but the program does offer a menu of courses that a student could take that would lead to a high school diploma. ***There will be NO AP virtual/online course offerings. ALL AP Courses will be taken in-person at Leeds High School.*** Course exceptions must be approved by the Virtual Academy's Review Team based on documented needs. Such courses will be delivered through a district-approved learning management system(s).

***The Virtual Academy Review Team will determine student eligibility into the LCS Virtual Academy Program.***

### Student Eligibility Criteria

Students who meet the following requirements are eligible to participate in the LCS Virtual Academy education program:

- Complete the LCS Virtual Academy Application Form
- Reside in the city limits of Leeds, Alabama
- Must meet all the requirements for enrollment into Leeds City Schools.
  - Residency Verification (*Yearly School Enrollment Process*)
    - *Mortgage Statement, Leasing Agreement, or Property Tax Notice*
    - *2 Utility Bills (electricity/power, gas, or water **ONLY**; No landline, cell phone, cable or driver's license will be accepted).*
- Must enroll within the first 20 days of each semester and adhere to all other eligibility standards.
- Must be on track for current grade level and/or graduation.
- Must participate in a **required** district-defined virtual education orientation.
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbps).
- Have access to a personally owned compatible computer/device or an LCS-provided Chromebook computer (*fee required*).
- Must comply, sign, and submit a *Technology Acceptable Use Policy and Academic Integrity Agreement Acknowledgement Form*.
- Maintain a minimum GPA of 2.0 or higher; only with extenuating and extreme circumstances; with approval from the Virtual Academy Review Team, will a student with a lower GPA be allowed to enroll in the virtual academy program.
- Adhere and maintain LCS Virtual Academy's daily school attendance guidelines and policies or other attendance alternatives guidelines as determined by the Virtual Academy Administrator and Virtual Academy Review Team.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Remain in good standing as a student of the Leeds City Schools Virtual Academy.
- The Virtual Academy Review Team will determine any other alternative criteria.

Participation LCS Virtual Academy may be denied if the Virtual Academy Review Team determines that participation would be detrimental to the student's academic progress.

Upon completion of the virtual school application, the application will be transmitted to the district's virtual academy team for review. Once a student's application has been approved, the student will receive an email or phone call from either the virtual school's administrator or counselor to discuss grade level course alignment, the required student-parent orientation, and login information.

## **Progress Monitoring**

LCS Virtual Academy students are required to progress through courses at a rate comparable to that of a traditional class. Students are permitted and encouraged to work ahead. Students who fall behind (less than 60% course average) will receive an Academic Warning Letter at the first progress reporting period. Students who continue to fall behind after receiving an Academic Warning Letter will then be subject to Academic Probation for the following 9-week grading period.

If placed on Academic Probation, virtual students will be required to:

- Report to the LCS Alternative Learning Program (ALP) site a minimum of **two days** per week
- Receive weekly grade counseling from staff at the ALP
- Receive tutoring assistance from staff at the ALP

**Students who do not achieve 60% average or higher at the end of the first semester will be re-enrolled in the base school.**

## **Testing Schedule**

Students may be required to take major course assessments/student evaluations on campus with a proctor at the base school's discretion. **TRANSPORTATION WILL NOT BE PROVIDED.** Therefore, students and/or parents/guardians must arrange for reliable and safe transportation. Leeds High School drivers will be required to follow the policies and procedures in the LCS Code of Conduct.

LCS Virtual Academy students will be required to take state-mandated assessments in their base school or with a remote proctor. Specific dates will be available at a later date and may be subject to change.

## **Removal**

Students may be transitioned back to the traditional on-campus school program if:

1. The student's participation in the virtual program is impeding the student's academic progress;
2. The student fails to progress through the course successfully as indicated by pacing and grades;
3. The student violates school system policies, procedures, rules, or regulations, including, but not limited to, the school system's rules governing the *Acceptable Use Policy* or the *Academic Integrity Contract*.

## **Additional Procedures Authorized**

The Superintendent or his designee, along with the Virtual Academy Review Team, is authorized to develop such procedures as he or she deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the Virtual Academy's requirements and rules, and a process for making determinations regarding a student's continued eligibility.



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## Application for Review

### 6<sup>th</sup> – 12<sup>th</sup>

Students interested in the full-time virtual learning option with Leeds City Schools should complete the following application. This application along with other relevant information (including, but not limited to, student transcripts, teacher referrals, disciplinary records, etc.) will be considered by the Virtual Academy Program Review Team. All decisions made by the team regarding admission into LCS Virtual Academy are final.

Date: \_\_\_\_\_ Academic School Year: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ Student Middle Name: \_\_\_\_\_

Base School of Current Enrollment: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_ Student ID Number (Lunch #): \_\_\_\_\_

Student's Home Address: \_\_\_\_\_

Student's School Email Address: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Reason for requesting to be a full-time virtual student:

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Do you have an IEP or 504 Plan currently in place?      Yes      No      Unsure

If so, who is your Case Manager or Counselor? \_\_\_\_\_

**Assurances**

By signing, I understand the above-stated policies and procedures about the 6<sup>th</sup> – 12<sup>th</sup> Virtual Academy with Leeds City Schools:

- I reside in the Leeds City Schools attendance zone.
- I am enrolled in Leeds City Schools.
- I will participate in and provide my own transportation to my base school for any district or state-mandated assessments.
- I will be in compliance with the district’s *Technology Acceptable Use Policy and the Academic Integrity Agreement Acknowledgement Form*.
- I will have access to the Internet and to a computer/device outside of school.
- I will maintain a 2.0 GPA in all courses taken during the most current academic school year.
- I will maintain appropriate progression as measured by the pacing calendar and grades, and I understand that I may be required to report to the base school if I fall behind or fail to make adequate progress.
- My parents/guardian and I will participate in a district-defined virtual education orientation.
- I will meet the enrollment requirements for the course in question, including but not limited to, successful completion of any prerequisite courses.
- I will adhere to the *LCS Code of Student Conduct*.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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**School Use Only:**

\_\_\_\_\_ Review of Grades      \_\_\_\_\_ Review of Discipline      \_\_\_\_\_ Review of Attendance

\_\_\_\_\_ Accepted into the LCS Virtual Academy

\_\_\_\_\_ Not Accepted into the LCS Virtual Academy

**Administrative Signature:** \_\_\_\_\_