

# Lanett City Schools Virtual Learning



## Student Handbook 2020-2021

105 North Lanier Ave  
Lanett, AL 36863

Central Office: (334) 644-5900



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For the 2020-21 school year, Lanett City Schools (LCS) Families will have the option to participate in Virtual or Traditional Learning. With either option, all students are expected to maintain sufficient academic progress. This handbook is provided to outline the procedures and expectations for families who choose to enroll their student in the Lanett Virtual Program (LVP) for the school year. For the purposes of this document, LVP is defined as a form of distance, computer-based learning, that is done using the internet and electronic/digital instruction.

## **Becoming a Student**

### **Application**

LCS does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act.

### **Orientation Process**

A student orientation video will be provided to all choosing the LVP option. The student and at least one parent/guardian will be required to watch the orientation video.

## **Academics**

### **LVP does not provide live instruction.**

Grades K-8 LCS LVP weekly instruction and assignments will be provided by LCS teachers who will serve as course facilitators via Schoology. In order to fully cover the required curriculum, students should expect to spend the amount of time listed in the table below engaged in online learning. To view a video showing what a sample day of LVP would look like at primary and intermediate schools, click on the links below.

[Grades K-2 Sample Lesson](#) & [K-2 Sample Lesson Overview Video](#)

[Grades 3-5 Sample Lesson Overview Video](#)

Grades 9-12 LCS LVP weekly instruction and assignments will be provided by LCS teachers who will serve as course facilitators via Schoology. Students may also be enrolled in the Alabama State Department of Education (ALSDE) provided ACCESS courses. In order to fully cover the required curriculum, students should expect to spend roughly 50 minutes per subject for each day.



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## Attendance Requirements and Verification

### Attendance Verification

For attendance purposes for the 2020-2021 academic year, **students** will take ownership of their attendance by completing assignments on a regular basis. Students who regularly complete assignments online are considered maintaining proper attendance.

### Make-Up Work

Students are entitled to make up any work missed for an absence. A reasonable amount of time will be allowed for make-up assignments. High school students must follow the guidelines for make-up work as established by ACCESS Virtual Learning.

## Grades

### Final Exams (High School Only)

Exams will be given in all subjects. The weight of the final exam will be 20% of the final average. Lanett High School will communicate with parents and students as to the location of the examinations.

### Grading Scale

As numerical grades issued by LCS LVP for grades 1-12 are converted into letter grades, final grades recorded in the student's cumulative academic record will be translated according to the following scale.

Letter	Numerical Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Kindergarten students' grades are not on a traditional A-F scale but instead reflect a level of mastery for each skill. Grading for Kindergarten will be assessed and monitored using a standards-based skills checklist.



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## Academic Support

### Course Progress and Academic Support

It is the sole responsibility of the student to complete the work for his or her courses. It is the student's responsibility to reach out and request support from their teacher or course facilitator as needed. High school students utilizing ACCESS Virtual Learning should seek direct support from their ACCESS Virtual Learning course instructor. They may also reach out to their LCS course facilitator for support.

LCS Course Facilitators will monitor student progress during the academic term, but ultimately the student must take the initiative to complete the course and stay on track for completion.

### Grade Monitoring and Report Cards

Student progress is updated weekly in the INOW Parent/Student Portal and reflects student progress and achievement as grades are updated. Additionally, students have daily access to grades and assignments through Schoology, and parents can sign up for notifications by contacting a course facilitator.

For INOW login information, please contact the main office at each designated school.

## Participation in Athletics and Extracurricular Activities

Per Alabama High School Athletic Association (AHSAA) guidelines, virtual students may participate in extracurricular activities associated with the AHSAA provided all other requirements are met.

## Technology Device, Electronic Media Consent and Internet Agreement

### Technology Device

Lanett City Schools has a **1:1 Digital Initiative**. Technology devices will be available for all students participating in LCS LVP that have requested a device. Devices will be issued by each individual school. Students will be issued a technology device for virtual learning upon registration. These devices must be used with internet access at home or access points established in the community. A schedule for digital device pick up will be communicated by each individual school at a later date. For more information regarding technology, please email [wnolen@lanettcityschools.org](mailto:wnolen@lanettcityschools.org). Only LCS provided devices will be supported for LVP students.

### Responsible Internet Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the school.

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system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

- **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may suspend privileges at any time.
- **Net Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Avoid offensive or inflammatory speech.
  - Be courteous and polite.
  - Use appropriate language.
  - Profanity or obscenities are not permitted at any time.
  - Do not use the network in such a way that would disrupt the work of others.
  - All communications and information accessible via the network should be assumed to be property of Lanett City Schools.
  - Users may not quote personal communications without the author's consent.
- **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- **Exception to terms and conditions:** These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties.

With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

## Testing

### Accommodations

Students who have an active IEP or 504 will receive accommodations as stated in their most recent IEP/504 plan.

### State Mandated Testing

State testing is required for all students. Parents will be notified as to when their students will be scheduled to test. All state testing will be completed at each student's designated school following guidance from the ALSDE. Students are not allowed to miss scheduled tests or to re-schedule tests unless a significant documented emergency occurs.



### **Withdrawal or Transfer from LCS Virtual Learning to LCS Traditional Learning**

All requests for moving from LCS Virtual Learning to a LCS Traditional classroom will need to be made in writing to the principal by September 8, 2020. Exceptions will only be made for extenuating circumstances.

### **Withdrawal from LCS Virtual Learning**

Any student participating in Virtual Learning who plans to withdraw from Lanett City Schools for any reason should contact their designated school's main office with a parent/guardian. The correct procedure will be explained to the student at that time. All obligations such as turning in books, technology devices, paying fees and/or fines, etc., must be taken care of before withdrawing to another school. All obligations should be cleared prior to requests for transcripts/school records.

***Please submit any questions related to the LCS reopening plan or the virtual learning choice option to [reopening@lanettcityschools.org](mailto:reopening@lanettcityschools.org)***



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Acknowledgment of receipt of information for LVP:

I have read the above information and understand the full commitment required to participate in virtual learning in Lanett City Schools. I understand that this is a semester long commitment on the part of the students and parents. I understand that if anyone else completes work, assessments or other independent work other than the student assigned the work that I may be required to attend on campus.

It is important that parent(s)/guardians and students have a clear understanding of what is involved in online instruction and what it takes to be successful in such a course.

I have read and understand the Lanett City Schools LVP Procedures and the Academic Integrity Agreement. I understand:

1. All work submitted will be my own work. All assessments will be my independent work.
2. I will abide by all Lanett City Schools LVP procedures.
3. I will maintain consistent, daily access to a device and the internet to complete the online course(s).
4. I agree to take all Alabama mandated assessments as proctored examinations at my school.
5. I understand LCS will provide a digital device to complete work that I will be held responsible for if I request access to one.

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Parent Signature Date

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Student Signature Date