



**Limestone County
Virtual School
Program Procedures**

*On the campus of the
Limestone County Career Technical Center
505 East Sanderfer Road
Athens, AL 35611*



Limestone County Virtual School Program Manual

Purpose

The purpose of Limestone County Virtual School (LSVS) is to provide students who reside within areas served by Limestone County Schools the option to complete a program of courses designed to lead to graduation and receipt of a diploma through an online, virtual platform.

Courses will follow the Alabama Courses of Study developed by the Alabama Department of Education, as well as meet the standards established by the State Board of Education.

Virtual schooling offers students many benefits as they relate to flexibility with time and program customization. Students also assume increased responsibility in personal time management, organization, self-direction, and personal discipline to complete the course and school requirements.

Other than daily physical attendance at the school and any other requirements removed by Act 2015-89, students who otherwise meet the eligibility requirements for extracurricular participation may do so at their zoned school as if they were in attendance on campus each day.

Acceptance to Program

Applications for the virtual program should be obtained from the base school counselor. Completed applications should be given to the school counselor and they will bring the applications to the virtual school committee. Once the application is completed, a virtual school committee will meet to decide if the virtual school environment is the best solution for the student. Acceptance into the virtual school is not guaranteed. Any student with a 504 or IEP will first need to be evaluated by the IEP team to determine if the Virtual school is the least restrictive environment. Factors of consideration will be used to accept students into the program or deny acceptance.

Orientation

Students and parents/guardians will be required to attend an orientation session at the end of July. In addition, students will be required to attend one (1) day a week of classes at the Career Technical center for three (3) months (probation period) to become familiar with requirements and expectations to be successful in the virtual program.

Method

Students attending LCVS will be required to have daily access to the Internet. LCVS students are able to use a district owned device which will require a \$50 deposit for use of the laptop per year. All courses will be web-based (accessed through the Internet). Students will also be required to agree to and sign the LCVS Integrity Contract.

Students are required to remain on-pace; work in every class each school day and complete all assignments with a minimum score of 70% to be considered present and attending. Students who are more than 20% behind in coursework will be subject to academic probation. However, students are not limited by those guidelines. They may work and complete course work at a faster pace and, if requirements are met, earn a diploma at a faster pace.

Student Requirements

- Are required to reside within one of the three zones served by the Limestone County Board of Education:
 - 1) Limestone County School zones.
 - 2) District Choice school zones.
 - 3) Districts with a contractual Agreement
- Students must have a minimum GPA of 3.0 to be accepted into the program.
- Students must have a reading level of at least 8.0 (eighth grade).
- Must maintain consistent, reliable daily access to the Internet, either at their home or other location available to them. Lack of internet access is not a valid excuse for unsatisfactory progress.
- Students and parents must attend a required orientation meeting before starting classes, and students must attend one (1) day a week of classes at the Career Technical Center for three (3) months to exhibit understanding of the program.
- Must maintain a passing grade in each course taken at LCVS, determined at the traditional grade reporting periods as approved by the Limestone County Board of Education.
- Must maintain a record of progress consistent with the pacing guidelines developed for each course, or as developed by LCVS administration. Failure to do so may result in a change in placement of the student in the Success Academy until satisfactory progress has been made.
- Must remain in good standing in the LCVS, adhering to all Limestone County Board of Education policies, including attendance, academic integrity, and student Code of Conduct.
- Students who commit a discipline infraction that would normally result in an Out of School Suspension or expulsion from school put their enrollment in LCVS in jeopardy. These infractions may result in immediate dismissal from the virtual school program.
- Students must adhere to the Limestone County Board of Education's attendance policy, and attend class daily in accordance with the adopted Board calendar. Student attendance requirement is met by being on-pace in coursework and completing all assignments with a minimum score of 70%. Simply logging into the LMS or course is insufficient.
- Students enrolling in LCVS must adhere to the placement standards established by the system and the State Department of Education.
- Students will provide their own transportation to the school or they may take the bus from their base school. The LCVS calendars, dates, and requirements are known to LCVS students.

- Students whose education program and pathway is determined by an Individualized Education Plan (IEP) may apply for enrollment if the IEP team determines LCVS is the Least Restrictive Environment (LRE) for that student. In doing so, LCVS will follow the guidelines published by the State Department of Education on Dec. 11, 2015, “Virtual Schools (and Programs) Guidance for Students with Disabilities.”

Benefits

Students at LCVS will have:

- The benefit of instruction in courses that are aligned with the Alabama Courses of Study.
- No tuition charges, (unless enrolled in Limestone County Schools through District Choice) and minimal fees, if any.
- Flexible and personalized learning experiences, as well as an individualized academic and career preparation plan.
- The ability to work at their own pace as long as you meet the minimum standard being the pacing guide established by the program or LCVS administration.
- Students who choose to take courses above and beyond a full course load may be required to pay tuition for the additional courses if they plan to graduate early.
- Students have an early graduation option, (December of their senior year) if all graduation requirements are met. In other words, students may move at their own pace, even if it is faster than the course pacing guidelines.
- Access to expanded online course offerings and electives.

NCAA requirements

- Students are responsible for notifying the LCVS of their need for coursework that meets NCAA eligibility standards.

Attendance

Attendance will be measured by checking work by the students through the Edgenuity attendance logs, progress reports, and session logs. Students must complete assigned work each designated school day on coursework to stay on pace. The assignment calendar inside the curriculum platform assigns coursework to be completed each school day. Students must work and stay on pace (stay in the green or blue on progress report) with at least a 70% grade to be counted present. Students must follow the LCS academic calendar when working in their courses. Simply logging into the LMS does not meet attendance requirements. Lack of internet access is not a valid excuse for unsatisfactory progress or not working in the program.

Limestone County Virtual School Pacing Intervention Guide

Through mid-quarterly and quarterly grade monitoring, students are expected to maintain a 70% overall average in their courses and be no more than 20% behind in courses. When students fall below this overall average and they are more than 20% behind in course progression, they will be placed on Academic Probation which requires physical attendance at the Success Academy.

Percentage Off-Pace

Student Intervention:

Five (5%) Percent

When the student is (5%) percent behind in the course, the teacher will communicate directly with the student and parent(s)/ guardian(s) that the student is off-pace.

Fifteen (15%) Percent

When the student is (15%) behind in the course the teacher will send a written notice to the student and parent(s)/guardian(s) that the student is off-pace. This notification will include the LCS truancy policy and early-warning requirements for violating Alabama's school attendance law. Enrollment in the LCS Success Academy will be discussed and offered (if room is available).

Twenty (20%) Percent

When the student is twenty percent off-pace, the Director of LCVS will send an official notification to parent(s)/guardian(s) notifying all parties that the student is truant and in violation of Alabama's Compulsory School Attendance Law. Additionally, the director will notify the system's Attendance Officer who may initiate the issuance of legal notifications and juvenile court intervention. Enrollment in the LCS Success Academy will be required for academic probation two days a week. Attendance will be taken two days a week by students being physically present at the Virtual School/Success Academy as long as they are on Academic Probation.

Thirty (30%) Percent

When the student is 30% off-pace, the Director of LCVS will send an official notification to parent(s)/guardian(s) notifying all parties that the student is on academic probation and enrollment in the LCS Success Academy will be required for academic probation five days a week.



Limestone County Virtual School

Academic Program Requirements

Graduation Requirements

The Limestone County Virtual School standards and curriculum are designed to prepare students for college and the workforce while providing flexibility in terms of pacing, time, and location. Full-time students are required to take, at minimum, six (6) credits per year. Students must complete the minimum state requirements of twenty-four (24) credits to graduate. Students may receive “graduate” status upon meeting all requirements, but the earliest students may graduate is December of their senior year.

Table 1: Graduation Requirements

Subject Area:	Traditional, Blended, or Virtual Courses:	Credits Required:
Mathematics	Algebra I, Algebra II, Geometry, & (1) additional math	4 credits
English	English 9,10,11,12	4 credits
Science	Biology, a Physical Science, and two science electives	4 credits
Social Studies	World History, US History I & II, Econ. & Government	4 credits
Other Required Courses	Life PE(1) or one JROTC credit	5.5 credits
	Career Preparedness (1)	
	Health (0.5)	
	CTE and/or Art and/or Foreign Language (3)	
	(students are encouraged to complete two courses in sequence)	
Electives		2.5 credits
	Total Credits Required to Graduate:	24 credits

Credit for Traditional, Blended and Virtual Courses

Full-time students receive credit via Limestone County Virtual School (LCVS).

Course Grading Policies and Procedures

LCVS grading policies and procedures follow LCS Board policy on student grading procedures. In order to receive credit for virtual courses, students are **required** to take all unit and final tests on campus. Students must turn in all electronic devices including cell phones or any Internet enabled device to the LCVS staff before taking exams. Students will not be allowed to take exams except on computers using the Safe Exam LockDown Browser provided on campus. No exam exemptions are allowed for virtual school students. If a student does not complete coursework through the school year or during summer school, the **relative grade** from the online course after the target completion date will be recorded on the students' transcript.

PARTICIPATION OF NON-PUBLIC SCHOOL AND HOME-BASED PRIVATE EDUCATIONAL PROGRAM STUDENTS IN LIMESTONE COUNTY VIRTUAL SCHOOL

Upon satisfaction of full-time requirements at the LCVS, Limestone County Board of Education allows students to participate in the courses and programs of the LCVS as a full-time student, notwithstanding such students' enrollment in non-public schools or participation in home-based private educational programs.

Transportation to and from the LCVS classes, programs or activities shall be the responsibility of the student's parent(s)/guardian(s), except as otherwise specifically provided.

Authority/References

Ala.Code § 16-11-9 (1975); Ala. Code § 16-1-11.2 (1975)



Limestone County Virtual School
Frequently Asked Questions (FAQ's)
on the campus of Limestone County Career Tech Center
505 East Sanderfer Road
Athens, Alabama 35611

Q. What are the enrollment criteria for the LCVS?

The requirements for student enrollment are that the student:

- Resides in one of the school zones served by the Limestone County Board of Education or a student in a system or school served by contract.
- Be a rising 9-12th grade student.
- Have consistent, daily access to the Internet.
- Be on track to graduate with an Alabama High School diploma in accordance with the requirements mandated by the Alabama State Department of Education.
- Maintained a minimum 3.0 GPA in previous coursework.

Q. What does on track for graduation mean?

A student who is on track for graduation has earned at least 1 credit toward the Alabama High School standard diploma in each of the core areas – English, Math, Science, and Social Studies – for each year of school attendance beginning in the 9th grade.

If the student makes application to the LCVS at midterm, on track for graduation also includes the condition that the student has passing grades in all currently enrolled core courses at his or her base high school. The director of the LCVS may make decisions on an individual basis for mid-year admission.

Q. What curriculum does the LCVS use?

The LCVS uses Edgenuity as the primary software platform. The staff at LCVS will determine what courses and what programs work best for each student.

Q. What type of diploma does the LCVS offer?

The LCVS offers the same diploma as all other schools, which is the only diploma offered by the State of Alabama. We offer Advanced Placement courses, which meet the standards of the College Board's Advanced Placement (AP) curriculum.

Q. Do LCVS students have face-to-face requirements?

Yes, LCVS students have face-to-face obligations for orientation, course tests, state-mandated assessments, and final exams. All course tests must be taken on the LCVS campus and will be proctored by LCVS staff. Students must attend one (1) day a week of classes for three (3) months. Students should expect to report to campus after the initial orientation sessions at least once weekly depending on their testing requirements, which will

be determined in consultation with the LCVS counselor. State mandated tests are taken on the campus of the school for which the student is zoned. Students and parent(s)/guardian(s) will be required to attend meetings regarding progress monitoring.

Q. Is transportation provided for students to LCVS?

Yes. Students may take the bus from their base school to the Career Technical Center. Upon submitting a signed Transportation Agreement, licensed sophomores, juniors and seniors may drive themselves to the Virtual School, located on the campus of the Limestone County Career Technical Center (LCCTC). All other students must be driven by a parent or guardian.

Q. How is attendance recorded for LCVS students?

LCVS students must “attend” class daily in accordance with the LCS calendar. Students fulfill attendance requirements when they stay “on pace” with course content, and make satisfactory progress. LCVS students are required to abide by Limestone County attendance policies and procedures. Lack of internet access is not a valid excuse for unsatisfactory progress.

Q. How are unit tests and cumulative exams scheduled?

Faculty/Staff are available on regular school days from 8:00 until 3:00 each day. We require that students request an appointment to take the unit/cumulative exams using our Setmore Calendar. One-on-one tutoring is also available for each core subject. Please visit the website at: <https://limestonecountyvirtualschool.setmore.com/> to schedule your test or tutoring needs. You may cancel appointments with a link from the website. Students may bring hand-written notes to exams, but no typed notes will be allowed.

Q. How are grades recorded on the transcript for LCVS students?

When students finish their classes, documentation regarding the student’s final grades is sent to the base school counselor. The counselor posts the grades to the students’ transcripts and places the documentation into the students’ cumulative folders. Parents will not be able to see daily grades in Chalkable.

Q. Are there any costs associated with attending the LCVS?

There could be fees associated with enrollment in some classes, although those would be minimal. For students enrolled through District Choice, tuition and fees must be paid in full.

Q. Are LCVS students required to take state assessments?

Yes, all LCVS students are required to take all state mandated assessments on site at their home zoned school. All 10th grade students take the Pre-ACT in the fall term and all 11th grade students take the ACT Plus Writing in the spring term. Seniors take the ACT WorkKeys after Winter break.

Q. How many credits per year are LCVS students required to take?

Students are required to take at least six credits per year. Four of the six credits must be core classes (math, science, English, and social studies) unless the student has accumulated more core credits than is required for the student to remain on track for graduation. Students may be allowed to earn additional credits per year.

Q. Does the LCVS follow the Limestone School’s academic calendar?

The LCVS operates on a standard semester system in accordance with the Limestone County Schools academic calendar. Most classes are offered in a full year format or a “block” format. Online courses correspond with the system’s academic calendar as well.

Q. Are LCVS students permitted to graduate early?

Yes, students are permitted to accelerate their high school course progression. The LCVS operates as a 9-month school (fall and spring terms). Students are allowed to take additional courses under the condition that they maintain the minimum pace across all currently enrolled courses. Further, LCVS students are permitted to participate in the

Credit Advancement and Credit Acceleration programs offered to all Limestone County high school students; however, there are additional costs for taking additional courses. Students may not receive a diploma and graduate before December of their senior year.

Q. Does LCVS have any extracurricular or sports programs?

LCVS students may participate in athletic programs at their zoned base school. If a base high school requires its athletes to take specific athletic or weight training classes, then a participating LCVS student will be required to take these classes as well. All rules of the AHSAA should be followed.

Q. What happens if a student fails a course?

Students who fail one class may elect to attend summer school, if available. If a student does not complete coursework through the school year or during summer school, the **relative grade** from the course at the end of the year will be recorded on the students' transcript. Students will be responsible for transportation to and from summer school and for paying all summer school fees. Students are expected to adhere to Limestone County expectations, procedures and policies regarding summer school and credit recovery. If a student fails a class and retakes the class in summer school, then, upon the successful completion of summer school, the student GPA for the academic year just completed will be recalculated. If the student's GPA is at least a 3.0 and the student is still on track for graduation, and he or she meets all other requirements and expectations of LCVS, then the student will be permitted to continue his/her enrollment in the Virtual School.

Students who fail more than one course per academic year will be withdrawn from the LCVS. Students who are not on track for graduation by the end of summer school will be withdrawn from the LCVS. These students may be candidates for the Limestone County Success Academy.

Q. What types of student support services are offered?

- Orientation – A period of online and face-to-face activities for online learning preparation to include face-to-face meetings and days of online experiences, as determined by LCVS staff.
- Guidance and Counseling – Academic and guidance counseling to include the development of a 4-year high school plan.
- Monitoring – Tracking of student attendance, course progression, grades, and exam proctoring. Students and parents will be required to attend progress monitoring meetings if a student falls behind pace.
- Tutoring – Face-to-face tutoring in addition to the supports provided by the online teacher.
- Assessment – All state mandated tests are administered by the base school staff.

Q. What are the minimum requirements to remain enrolled in the LCVS?

The minimum requirements to maintain enrollment in the LCVS are:

- Main residence in the Limestone County school district or District Choice zones. (District Choice students must have tuition paid in full) or a District or school served by contract.
- Maintain consistent, daily access to the Internet. Lack of internet access is not a valid excuse for unsatisfactory progress.
- Remain on track for graduation (evaluated throughout the semester).
- Maintain consistent transportation to the LCVS for testing and other services.
- Accumulate no more than **five (5) unexcused**, full-day absences during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the LCVS by adhering to all expectations and procedures, and policies of the LCVS, Limestone County Public School System, the Alabama State Department of Education, and any online class/course program used by LCVS.
- Students who fail more than one class per academic year (includes fall, spring, and if held, summer term) will be removed from the LCVS. Students who fail a course will not be allowed to continue in the virtual program.

Q. Are students whose education is guided by an Individualized Education Plan (IEP) eligible for LCVS?

Decisions regarding enrolling students with an IEP will be made on a case-by-case basis, as determined by each student's particular IEP team. Having an IEP is not an obstacle to enrollment in the LCVS. This is also true for students who have other individualized plans, such as a 504 plan or GEP.

Q. How do I apply for enrollment to the LCVS?

For applicants not currently enrolled in a Limestone County Public School:

If you are not currently enrolled at a Limestone County Public School, then a completed **New Student Registration Packet and LCVS application form** with all supporting documentation should be emailed to kim.moody@lcsk12.org ** These are available at the local schools or online at lcsk12.org
**Applications may also be faxed to 256.233.6667

For applicants currently enrolled in Limestone County Public School:

See your counselor for an application form

Q. How will I know if my application has been accepted?

Once your application receives e-mail/phone call confirmation of admittance, the student and parent or guardian will:

- Meet with a member of the LCVS staff to sign the required paperwork, discuss goals for graduation, and build the student's course schedule.
- Attend a required orientation session that will include guidance in virtual learning and an introduction to navigating the course management system(s). In addition, students will be required to attend one (1) day a week of classes for a probation period of 3 months to become familiar with the program and its requirements.

Q. When are applications for enrollment accepted?

Applications for enrollment are accepted throughout the academic year and during the summer. Typically, it is best for a student to start the Virtual Academy at the beginning of a semester (August or January). Transfer requests during a semester will be considered on a case-by-case basis.

Q. I have more questions. How should I contact the Limestone County Virtual School?

If you have additional questions, please e-mail Dr. Kim Moody at kim.moody@lcsk12.org or call 256.998.5170.



Limestone County Virtual School Student Benefits and Expectations

Virtual schooling offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

Benefits

- Instruction from Alabama-certified teachers.
- No tuition, and minimal fees.
- Accredited diploma upon satisfying all requirements for graduation.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Opportunity for accelerated advancement.
- Early graduation option upon meeting eligibility criteria.
- Flexibility to pursue interests intensively.
- Access to expanded course offerings.

Expectations

- **Technology**
 - Ability to use a device, which provides 24-hour access to a school-system owned device and digital resources.
 - Acquire and maintain consistent Internet access.
- **Attendance**
 - Adhere to Limestone County Board of Education's attendance policy.
 - Attend class daily in accordance with Limestone County school calendar. Attendance requirement is satisfied by adequate course progression and staying on pace and on track.

- **Course Progression**
 - Students are required to progress through online courses at a rate comparable to the progression of a traditional class.
 - Students are permitted to work ahead of the standard course progression and finish courses early.
 - Students who fall behind comparable course progress will be subject to Academic Probation.

- **Academic Probation** (Intervention strategy)
 - Through mid-quarterly and quarterly grade monitoring, students are expected to maintain a 70% overall average in their courses. When students fall below this overall average, they will be placed on Academic Probation which requires the following:
 - Attendance will be taken two days a week by students being physically present at the Virtual School/Success Academy as long as they are on Academic Probation. The two day a week requirement will be for students who are no more than 20% behind, if a student is more than 30% behind attendance will be required five days a week. If a student does not attend the required weekly schedule, he/she will be referred to truancy court.
 - Weekly grade counseling with Limestone County Virtual School Staff.
 - Students remain on Academic Probation until the next grade monitoring, approximately four and a half weeks later.



Limestone County Schools Virtual School Application

Date: _____

Student Last Name: _____ Student First Name: _____

School of current enrollment: _____

Student address: _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Parent/Guardian Name: _____

Why does your student want to attend virtual school?

I understand the following conditions:

- My child must show adequate progress (stay on track-on pace) in Virtual School work, or he/she will be placed at the Success Academy. Student cannot be more than 20% behind on any courses.
- My child must come to the campus of the Virtual School at least once weekly to take assessments.
- I must pay any applicable fees before my child can begin this program.
- If my family resides outside of Limestone County, I am responsible for District Choice tuition, which is due before my child can begin the Virtual School.
- Placement in the Virtual School is dependent up the committee considering the needs of the individual student and determining that the virtual school option is appropriate.
- Failure to meet the requirements of the Virtual School may result in a return to a student's base school.

Parent/guardian signature



**Limestone County Virtual School
Student Requirements**

Minimum Requirements to Remain Enrolled

- Reside in Limestone County School District or Limestone County District Choice School Zone or district or school served by contract.
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbs). Lack of internet access is not a valid excuse for unsatisfactory progress.
- Maintain minimum overall GPA of 3.0 in courses taken during the current academic year.
- Accumulate no more than 5 unexcused, full-day absences during the current year.
- Maintain appropriate course progression (stay on track) as measured by the completion of weekly assignments, quizzes, and/or tests.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the Limestone County Virtual School.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Limestone County Virtual School.

I understand that failure to comply with the above stated expectations and minimum requirements could result in the removal from the Limestone County Virtual School. Removal from the Limestone County Virtual School can occur at any time during the year. Students who are removed from the Limestone County Virtual School and who are granted enrollment at their base school or any other school are not guaranteed course equivalents in the traditional, face-to-face format.

Student _____

Date _____

Parent _____

Date _____



**Limestone County Virtual School
Academic Integrity Contract**

Limestone County Virtual School students must take all unit tests, course examinations, and Alabama mandated assessments in an environment proctored by Limestone County Virtual School staff. Students are responsible for the following:

- Completing unit tests and course examinations in the proctored environment without the use of study aids or computer help unless so allowed by the online teacher or as determined by an IEP.
- Turn in cell phones, electronic devices, or other Internet enabled device to LCVS staff before taking any exams.
- Complete all work independently unless otherwise designated as cooperative learning, group work, or specified in individual plans.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subject to invalidation and review by the Limestone County Virtual School Academic Integrity Committee. Additionally, in accordance with Virtual Distance Learning policy, the student may be removed from the course with a failing grade and may be subject to dismissal from the Limestone County Virtual School.

Student Signature _____ Date _____

Parent Signature _____ Date _____



**Limestone County Virtual School
Athletic Eligibility Responsibilities**

Enrollment in the LCVS provides eligibility compliance only for extracurricular activities provided by the high school to which the student is zoned. Eligibility for those activities is contingent upon meeting all requirements that a student attending school on the school's campus would have to meet, except as otherwise allowed.

The Limestone County Board of Education (LCBOE), Limestone County Schools (LCS), Limestone County Virtual School (LCVS) and its employees do not make, and expressly disclaim any representation or assurance as to any student's National Collegiate Athletic Association (NCAA) eligibility or compliance in connection with a student's enrollment in the LCVS. It is the student and guardian's responsibility to ensure that they meet NCAA eligibility and compliance standards as a condition to enrollment in the Limestone County Virtual School.

The student and guardian are responsible for following all NCAA guidelines including those related to course selection and course completion at the standard pace as set forth in applicable NCAA standards, including, without limitations, the NCAA's non-traditional course requirements. Monitoring appropriate course progress and course selection is the sole responsibility of the student and guardian. LCVS facilitates documentation requests to assist in the eligibility process as required by NCAA.

I read and understand the above, the responsibilities and conditions as they relate to courses I take and NCAA requirements, prior to enrollment in the Limestone County Virtual School.

Student _____ Date _____

Parent _____ Date _____