Henderson County Virtual Public School
Handbook 2020-2021

Parent/Student Handbook 2019-2020

Welcome to the Henderson County Virtual Public School!

This innovative program allows flexibility in scheduling and increased course options for Henderson County high school students. Courses are offered to all students in grades 9-12 enrolled in any Henderson County High School.

All classes are taught by certified Henderson County teachers and delivered through our online platform, Google Classroom. Courses are mapped to state requirements and encourage thorough coverage of content standards. Teachers encourage communication and provide timely feedback that allows for a personal learning experience.

Interested students need to evaluate their own interest in the topic and their ability to be self-motivated. Success in online coursework often involves strong skills in time management and a willingness to work hard. Today's driven, independent learners are not confined by time. These classrooms are always open for learning.

Enrollment

Online courses can provide opportunities for students to attend anytime from anywhere. However, studies have shown that often students are unprepared for the challenges involved with this method of delivery. The online student must take responsibility for his or her own learning. In any distance education program, the capacity for self-directed learning is crucial. While teachers and fellow students can provide some support, the online distance learner is expected to have internal motivation to manage his or her own learning during the course of study and have a basic grasp of Internet navigation skills.

The goal of HCVPS is to provide students with additional opportunity, flexibility, and convenience to earn high school credits in an online environment. We know that many students need the freedom and flexibility that online learning can provide including convenient access to their course content and instructional support from their teacher.

HCVPS provides opportunities for students who would like to enrich or supplement their educational program. It also provides options to complete coursework early, participate in other academic opportunities, work through scheduling conflicts, and gain experience in an online educational environment. The flexibility of this program provides options for students.

Online learning is not the best option for every student. Each high school has requirements for students to be considered for online coursework. Careful consideration by counselors and administrators should occur to determine if online work is truly in the best interest of the student before enrolling them in an online course. Students should have a reasonable opportunity for success in an online environment before placement in a course with HCVPS.

There should also be a "demonstrated need for flexibility" in scheduling before placement in an HCVPS online course. The need for flexibility could include any of the following:
- students want or need a course that is not offered at their school
- students are behind on credits and are taking online courses in order to catch up
- students are planning to graduate early
- students would like to participate in other educational opportunities (band, chorus, AP classes, etc.) that conflict with course needs
- students have family needs that require that they have flexibility in scheduling in order to complete courses needed for graduation
- students have medical issues that prevent them from attending classes on high school campuses
- students have been long-term suspended and enrollment in online courses will allow us to continue to serve them
- students are taking college courses that make it difficult to participate in the face-to-

face classes that they need to graduate
- students have not been successful with previous interventions intended to help them be successful in face-to-face classes
- students are independent, self-motivated learners that prefer the learning style offered by online coursework

Reminders:
1. Students should be enrolled in a face-to-face class if it is offered at the same time in their schedule as an online class would be taken. Exceptions must be approved by the school principal and the e-Learning Advisor.
2. Students who have completed no assignments in the first two weeks in an online course will be withdrawn from the course. Principals and guidance counselors will be notified.
3. Courses may be taken as part of the student's regular schedule. Classes may be taken outside of the regular school day pending Principal approval.
4. Online courses, including NCVPS and HCVPS, affect a student's GPA, athletic eligibility, and driver's license requirements.

General Information

Technology and Instructional Use Policies – Teachers and administrators of online classes support and enforce Henderson County School School Board policies 3225/4312/7320-Technology Responsible Use.   Violation of the Technology Responsible Use policies will result in disciplinary action, which may include being ineligible to take or complete an online class.

All students taking online classes are expected to conduct their communications in a professional, respectful manner. The proper use of Internet etiquette is expected at all times. Students may not use technology resources to engage in conduct involving harassment, intimidation, bullying, discrimination or similarly offensive or harmful communications as defined and prohibited by Henderson County School Board Policies 1710/4021/7230-Prohibition Against Discrimination, Harassment, and Bullying.

Computer Accessibility – Each student must own or have access to a computer with Internet capabilities and access to the Henderson County Schools student email system.   Students without computer access may check one out from the media center at their home school. Henderson County Schools does not provide off-campus internet access.

Online classes require a strong working knowledge of computers and the Internet. Students are expected to be comfortable using these technologies before entering an online class. Computers must be able to access the Internet with an up-to-date browser with Java and Cookies enabled.

Students who are experiencing technical difficulty accessing their online course should email their teacher. It is very important that students notify appropriate personnel if they are having difficulty accessing content in an online class to ensure that they do not fall behind on class work and assignments.

Email – Students are required to use their Henderson County School System email account for all communications regarding their online class. Student use of email falls under the Henderson County School System technology policies.

Instructional Materials – Instructional materials required for a class, such as books and software, will be checked out and returned to their home school. Students will be responsible for any loss or damage in accordance with HCPS School Board Policies.

Student Success in Online Coursework - As in any course of study, student success in online courses is dependent upon the amount of attention the student gives to each assignment, assessment, or experience in the course and the assistance received while taking the course. Henderson County Schools encourages students to give each assignment their best effort, seek assistance from their teacher regarding course content, seek technical support regarding technical problems, and/or contact the HCVPS office for other needs or questions.

Due dates must be adhered to or the student may receive a reduction in points and possibly a zero on assignments. Communication between the student and the teacher will be through email. Upon enrolling in the course, the student will receive an introduction from his/her teacher. It is important that the student follow the instructions provided. Teachers will typically respond to email within 24 hours. Grades will usually be posted within 72 hours of completion. There will be exceptions to the standard response times and the teachers will notify students if they are unable to meet those timelines. Students are expected to maintain communication by logging in to their class and email daily. Parental support and supervision will support student success. Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The students and parents can obtain grades at any point through the PowerSchool Parent Portal.

Testing - End of Course tests, AP exams, and CTE exams will follow the same testing schedule as other high school courses. The student must be present to take the proctored final exam at the student's home school at the specified date and time.

Academic Honesty and Integrity

Academic Integrity is defined as "*the pursuit of scholarly activity in an open, honest, and responsible manner*". It is a basic expectation and guiding principle of all work done in HCVPS courses.

Behaviors defined as cheating:
- giving or receiving information, looking at someone else's work, or allowing someone else to see one's work during an exam, test or quiz
- unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key
- use of unauthorized resources such as notes during an exam
- taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual
- copying work assigned to be done independently or letting others copy one's work

Behaviors defined as plagiarism:
- misrepresentation of another's work as one's own
- copying of sentences, phrases, images, entire essays, passages from an undocumented source

Academic dishonesty will result in one or more of the following actions:
- loss of grade points
- removal from course
- failure in the course
- loss of eligibility to earn credits through virtual options

Students who violate any part of the expectations set forth in this handbook or engage in any other activity which school authorities consider inappropriate will be subject to disciplinary action consistent with Henderson County School System grading and reporting procedures, Student Code of Conduct, and the High School Student/Parent Handbook.

Frequently Asked Questions

Q: If students are already scheduled for face-to-face courses, can they switch to the virtual courses?
A: This is a site-based decision, but not recommended. Face-to-face is the first choice for students when available.

Q: Can the course be completed at home if it is scheduled as the student's 1st or 4th period?
A: Generally, yes, but this is a site-based decision. Please communicate with your school administration regarding check-in and check-out procedures. Students falling behind in coursework will be required to work at school.

Q: Can students take a full schedule and then take the HCVPS course as an additional class?
A: Oftentimes, yes. It depends on availability. Students that need the class to meet a graduation requirement will receive priority.

Q: Can students work on these additional classes at any time ?
A: Yes. These classes do not have a required time of day to be online and logged in.

Q: Do the additional classes count towards the student's GPA?
A: Yes.

Q: How do we sign up?
A: Contact your guidance counselor by visiting them or sending an email.

Q: Can students use iPads to complete these courses?
A: Students should be able to access most course content with an iPad, but there may be some components that require software unavailable on a tablet. Please consider library availability to complete those components.

Q: Where will students be stationed in the school building?
A: That will be a school-based decision. Most will report to a computer lab, media center, or classroom.

Q: When will students take final exams?
A: Students will take their exams at their home school during the school's regularly scheduled exam days.

Q: Are students guaranteed the ability to continue to take courses online?
A: As long as the students remain in good academic standing, they will be able to take online courses pending availability.

Q: There are currently no English classes being offered other than Creative Writing. Are there plans for more English options?
A: This is being discussed.

Q: Can students work at their own pace?
A: Teachers have been advised to allow for some flexibility in pacing, but classes may have specific deadlines for assignments and a final grade each nine weeks.

Q: Are there prerequisites for courses?
A: Some courses have prerequisite requirements. See the link here.

Q: What happens if you withdraw from the course?
A: Dropping the course after the 10-day drop/add period will result in a grade of F in most circumstances.

Q: Is there an enrollment cap on these courses?
A: Yes. It varies by course.