



Baldwin County Secondary Virtual School

605 Highway 98
Daphne, Alabama 36526

STUDENT GUIDE: Expectations and Procedures

*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.***

Expectations

- Acquire consistent Internet access. Extended internet outage is not an excuse for not logging in to classes.
- Attend class daily in accordance with Baldwin County school calendar by logging in to MOODLE or ACCESS.
- Complete assignments daily to stay on pace with online coursework. Completing five graded assignments daily is suggested to stay on pace with coursework.
- Progress through coursework at a rate assigned by online teachers; progress through coursework at the teacher's outlined pace or faster.
- Complete coursework before exam week begins to ensure that all work will be graded prior to the class closing at the end of the term.
- Take all tests, exams, and Alabama mandated tests at a BCVS testing site.
- Read and respond to email, text, or other communication from BCVS staff.
- Update contact information.
- Have appropriate transportation to the testing site or any mandatory attendance event.
- No cell phones can be used in the testing sites. Students need to step outside the classroom to make calls or text.
- Maintain a quiet working and testing environment at the testing sites.
- Follow Baldwin County Public School's dress code.
- Advocate for yourself by asking for help when you encounter difficulties with technology or academics.
- Have school supplies needed to keep notes for each of your online classes.

At the conclusion of the school year, students are evaluated according to the following criteria to determine their eligibility to remain enrolled at Baldwin County Virtual School:

- Reside in Baldwin County, Alabama.
- Maintain consistent, daily access to the Internet.
- Maintain a minimum overall GPA of 2.0 in courses taken during the current academic year.
- Accumulate no more than 9 unexcused, full-day absences during the current year.
- Maintain appropriate course progression by completing weekly assignments.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the Baldwin County Virtual School. *Students with discipline infractions resulting in suspension or expulsion will be removed from the BCVS.*

ACADEMIC INTEGRITY POLICY: No Cheating Policy

The Academic Integrity Contract of the Baldwin County Virtual School combines the existing Academic Integrity Policy of ACCESS Distance Learning and additional requirements posed by Baldwin County Public Schools. Baldwin County Virtual School students are expected to adhere to academic integrity regarding each of the following topics. If a student fails to abide by these expectations, the student can be removed from the course with a failing grade and will be subject to other consequences as determined by ACCESS and BCVS administrators.

Expectations

- All work must be completed by the student alone. No sharing of assignments or “working together” or having a tutor complete assignments for the student.
- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying, using, purchasing, or stealing the ideas, words, or work of others and presenting them as one’s own.
- Students will not allow others to copy their work. When a student’s work is found to be copied, he/she is subject to the same disciplinary procedures as the student who turned in the copied work.
- Content from the Internet will not be misused or misrepresented including, but not limited to, searching test/quiz answers while taking a test/quiz, turning in completed worksheets found online, copying and pasting information, etc.
- Students will not share copyrighted assignments or lessons with other students or online entities.
- Students must complete unit tests and exams in our proctored environment. Tests or exams taken at home can be invalidated and a zero assigned for the test or exam taken at home.
- Cell phones cannot be out or used when a student is testing (we have calculators students can borrow).
- Student will not give login information to another student or adult who is not a parent/guardian or BCVS teacher.
- Provide reliable transportation to and from the testing site(s) designated by the BCVS staff.

Procedures and Consequences

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

When a student has been found in violation of Academic Integrity, the following will be enacted:

First Occurrence	<ul style="list-style-type: none">▪ Zeros assigned for the suspect work (teacher discretion for work re-submission)▪ Parent/guardian notified of the event▪ Discipline warning recorded
Second Occurrence	<ul style="list-style-type: none">▪ Above, with discipline infraction recorded plus▪ Academic Intervention assigned
Third Occurrence	<ul style="list-style-type: none">▪ All Second Occurrence listed above▪ Parent meeting with administration▪ Parent meeting to plan for student’s removal from BCVS at the semester

All ACCESS Distance Learning teachers and local teachers using learning management systems such as MOODLE utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by ACCESS Distance Learning administrative staff, the distance learning teacher, and the local school system, and will be subject to removal from the course with a failing grade. ACCESS and Baldwin County Virtual School reserve the right to deny enrollment to students who have been removed from previous courses due to misconduct or failure to abide by expected academic integrity or the Baldwin County Public School Acceptable Internet Use Policy.

ACADEMIC INTERVENTION: Academic Support Policy

Academic Intervention is a strategy used by BCVS staff to monitor students' progress through their coursework and help students who struggle to keep up with the pace of classwork.

Procedures

1. BCVS administration completes grade monitoring monthly as indicated by Baldwin County Public School calendar. The dates of grade monitoring are shared on the school-wide calendar available on baldwinvirtual.com.
 - a. Academic Intervention lasts until the next grade monitoring, unless students earn their way off by raising their grades above a passing level.
2. BCVS administration sends emails to parents and students who fall below the required passing average and are required to come in for Academic Intervention meetings. Mentor teachers contact parents and students. Meetings and scheduled attendance follow the process listed below.

Academic Intervention Meetings

Students are required to attend a face-to-face meeting with mentor teacher, set by appointment, once weekly while on Academic Intervention. These academic coaching sessions are designed to help students get back on track. Consecutive occurrences on Academic Intervention require additional days of attendance. See the chart below.

Absences

Absences accrue when students miss assigned Academic Intervention days. Parents are contacted when absences occur.

1. To be counted present, students need to stay at least three hours per Academic Intervention attendance day. Date and time of Academic Intervention will be recorded by students clocking in and out electronically at the testing site. Students who do not clock in and clock out will not be counted as present.
2. When a student misses an Academic Intervention attendance day, staff reviews login history and records absences.
3. Parents are contacted about the absences. If an excuse is provided, absences are excused. BCVS follows the protocol for excusing absences outlined in school board policy.
4. When student accrues 10 absences, the student's name is reported to the attendance office and truancy officer.

Consequences for repeat appearances on Academic Intervention

First occurrence	Must report to a BCVS location <i>one</i> day per week and meet with mentor teacher
Second consecutive occurrence	<ul style="list-style-type: none">• Must report to a BCVS location <i>two</i> days per week• Parent meeting with mentor teacher and student.
Third consecutive occurrence	<ul style="list-style-type: none">• Must report to a BCVS location <i>three</i> days per week• Parent meeting with mentor teacher, student and administration.
Fourth consecutive occurrence	<ul style="list-style-type: none">• Must report to the Daphne location for specific sessions <i>four</i> days per week• Scheduled parent meeting with mentor teacher, students, & administrator to discuss eligibility for continued enrollment.

Inactivity

ACCESS sends a weekly Inactivity/Alert report. This report lists students, by each class, who are on alert (have less than a 70 average in one term) or are inactive (no work submitted in over 13 days). The report comes every Wednesday. Mentor teachers reach out to parents and students to let them know students' status as inactive or on alert or both.

Procedure

1. Administration receives the Inactivity/Alert Report from ACCESS on Wednesday.
2. Mentor teachers send emails to students and parents asking students to submit work.

Consequences

When a student is INACTIVE in a class for more than 35 days, administration/counselor schedules a meeting with parent, student, and mentor teacher to discuss potential dismissal from BCVS at the semester.

PARENT GUIDE: Monitoring Student Progress

Checking student grades

In INOW: INOW shows only course averages from ACCESS classes at the semesters, and final grades. Through INOW, you can also see and print unofficial transcripts. To see grades while they are in progress (during the school year), login to your student's ACCESS account and check each course's gradebook.

IN INOW: Course averages from MOODLE courses, zoned school courses, & Technology Center courses will appear in the grade section of INOW. These gradebooks will have individual grades for each class.

- Login from the BCVS webpage (bcbe.org/bcvs). Under "Resources>INOW Grades Link", follow the instructions. (Login information from a previous Baldwin County school will remain the same.)
- If you need new login information, please call the BCVS office.

In ACCESS: ACCESS course averages are real-time grades. They show your student's current course average.

- Login from the BCVS webpage (bcbe.org/bcvs). Under "Academics>ACCESS link" use your student's username and password to login. From your student's homepage, click on the class's picture to go into the class. Then click on "Grades" tab at the top of the page. Averages appear at the top followed by individual grade for assignments.

Dual Enrollment: Dual Enrollment course final grades will be entered into INOW at the conclusion of the college semester. Dual Enrollment grades can only be checked through the student's online college account. BCVS does not have access to those grades until the end of the college semester.

Checking student progress in ACCESS classes

Use the same login instructions for checking grades in ACCESS. When you get into the course, click on the "Assessment" tab, then scroll down to "Dropbox." A list of every dropbox assignment will appear. If the submissions column has a "1", then the assignment has been turned in. If it's graded, the grade will appear in the score column. Click on the "1" to see when the assignment was uploaded and to view the assignment itself. The feedback column shows the teacher's comments on the assignment.

Withdrawing to attend another school

Students must be withdrawn from Baldwin County Virtual School before enrolling in another school, including a different Baldwin County Public School. Students withdraw in two instances: when they choose to attend another school or when they no longer meet the eligibility requirements to attend BCVS.

When withdrawals are needed, parents need to make an appointment with BCVS's counselor to complete the withdrawal paperwork. Contact the school to schedule the appointment.

Clock-in/Clock-out Procedures

For student safety, students are required to clock in when arriving and clock out when leaving. Clock in using the following steps.

1. Upon arriving at any testing site, locate the sign-in computer by the entrance.
2. Sign in using your BCVS identification number, beginning with an S.
3. Wait for an acknowledgement; the system will greet you with your name. If you see a different name, try your login again. If you have trouble, see BCVS staff.
4. When leaving, go to the sign-in computer again, change to "Check Out", put in your S number, and wait for an acknowledgement.

*You must check in upon arrival to be counted present. You must check out when leaving to record the time spent at the testing center. Without checking out, your attendance time may be invalidated.

Agreements & Commitments: Please read, sign, and return. This is kept in your BCVS student file.

Student

I have read the Baldwin County Virtual School enrollment documentation. I agree to submit 100% of my own work and abide by the Academic Integrity policy. I also agree to take all course tests, course examinations, and Alabama mandated assessments as proctored examinations at the Virtual School or other appropriate site designated by Baldwin County Virtual School administration and to provide my own transportation to and from the test site. I agree to maintain consistent Internet access. I agree to comply with all of the policies and procedures of Baldwin County Public Schools, Baldwin County Virtual School, and Alabama Connecting Classrooms, Educators, & Students Statewide (ACCESS) Distance Learning. Failure to comply with Baldwin County Public Schools and Baldwin County Virtual School policies, procedures and expectations, to adhere to the Academic Integrity Contract, to take tests and exams in the proctored environment, to provide reliable transportation or Internet access, could be grounds for ineligibility to remain enrolled at Baldwin County Virtual School.

Student Signature: _____ Date: _____

Parent/Guardian

I have read the Baldwin County Virtual School enrollment documentation. As a parent/guardian of the above named student, I understand the student requirements of compliance with Baldwin County Public Schools and Baldwin County Virtual School policies, procedures and expectations including the Acceptable Internet Use Policy and ACCESS policies and procedures. I also understand the grounds for ineligibility for continued enrollment at the Baldwin County Virtual School. I authorize the enrollment of the student in the Baldwin County Virtual School according to the policies and procedures of Baldwin County Public Schools, Baldwin County Virtual School, and ACCESS Distance Learning.

Parent Signature: _____ Date: _____