



**Converse County School District #1**

615 Hamilton Street  
Douglas, Wyoming 82633

# **Virtual Education Handbook**

## **2021-22**

**CCSD#1 Mission Statement:** Working together to achieve excellence.

**CCSD#1 Vision Statement:** #LifeReady

*revised 8/16/2021*



## Qualification for Admission as a Virtual Education Student

Virtual education in our state are K-12 courses taught and delivered primarily through technology (W.S. 21-13-330(f)(i)). Instruction is provided by a Wyoming certified teacher (Wyoming Department of Education, 2020) through a contracted virtual education provider. **Virtual students are full-time students of CCSD#1 schools and must meet educational, activity, and handbook requirements for those schools.** The *Virtual Education Parent/Guardian Change Request & Parent/Guardian Contract* is intended for students seeking full-time virtual education learning status as the primary means of instructional delivery. Virtual education requires a great deal of discipline, self-motivation and commitment from both the student and parents. Please consider all of the information available very carefully before committing.

Successful candidates for virtual education are typically students who:

- Are self-motivated and can work independently with little direction.
- Frequently check email and are comfortable using technology, or in the case of an elementary student, have a parent/guardian who assists with this task.
- Consistently meets deadlines and successfully passes or shows proficiency in all courses.
- Can advocate for himself/herself and ask for assistance if he/she is having difficulty with a course.
- Possess solid communication skills needed to interact appropriately with classmates and teachers in an online setting.

Virtual education students may only apply for admission during the dates designated each semester by Converse County School District #1 (CCSD#1). Exceptions may be made with principal approval only.

Students must meet these criteria in order to *apply for* and *remain in* the virtual education option:

- Student must reside in the CCSD #1 attendance area and have primary enrollment in the school providing the instruction.
- Adequate student progress toward grade-level promotion and timely high school graduation is a condition of enrollment and a continuous expectation. Students are expected to participate in class instruction and work.
- CCSD #1 recognizes the importance of foundational skills established in grades Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade for future academic success. **Virtual education is strongly discouraged for these grades.**
- Students are required to take state-required assessments administered by the district. It will be necessary and required for the student to come to the school to take these assessments.
- Students taking courses virtually are subject to school and district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, discipline codes and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.
- Students with disabilities or other needs are not restricted from participation in the full-time virtual education program nor exempt from meeting entrance criteria. Current Individual Education Plans (IEP) and/or 504 plans of student applicants who meet the entrance criteria will be evaluated by the IEP team on an individual basis in order to determine the appropriateness of the virtual education option.

When making a virtual education change request, the student's parent/guardian is to complete the *Virtual Education Parent/Guardian Change Request & Parent/Guardian Contract*. The request must be received during the designated dates. The principal will:

1. analyze the request,
2. contact the Student Support Services Director to determine if a plan review is needed (convene if necessary) and approved for virtual education,
3. make a recommendation, and
4. submit the completed request to the Assistant Superintendent for consideration,
5. notify the parent/guardian of the decision regarding the virtual education change request.



## Appeal Process

Parents/guardians may submit a formal letter of appeal regarding the change request process within 10 days to the Superintendent of Schools. The chain of command for the appeals process is as follows:

- Superintendent
- Board of Education

Parents/guardians appealing the admission must meet with the Superintendent.

## Revocation of Virtual Education Status

Students must maintain an adequate academic performance level and learning behaviors as defined in the *Intervention Process* section of this document.

In the event the student does not maintain an adequate academic performance or learning behaviors, he/she will be required to return to in-person learning on a school campus. Exceptions may be made on an individual basis for students whose academic progress has been impeded by a chronic illness or medical emergency documented by a medical professional.

## Attendance

Attendance will be tracked through student participation in course activities. Students must participate each school day as defined by the district calendars. In case of absence, contact the attendance secretary by 10am.

A student will be considered present when demonstrating:

- Expected time on task each day/week.
- Maintain pace, complete assignments on time.

## Attendance Tracking

Attendance will be tracked each day in the learning management system provided by the contractor and recorded in PowerSchool (the CCSD#1 student information system) each week. Parent and students may login to PowerSchool via the parent portal to view attendance.

- Three attendance codes will be utilized in PowerSchool:
  - ALA – adaptive learning absent (unexcused)
  - ALE – adaptive learning excused absent
  - ALP – adaptive learning present
- On a weekly basis the Virtual Education Coordinator or designee will record attendance for the *prior* school week. If the student has not demonstrated adequate participation, they will be marked ALA. The attendance will be recorded each class period for all grade levels.
- If a parent excuses the absence (as defined in each school's student handbooks), the code will be changed to ALE by authorized attendance clerk.

Absences that are approved by the parent/guardian (through a note or phone call) will be considered excused. Any absence without the parent's approval will be considered unexcused and will be treated as such. It is the parent's/guardian's responsibility to see that their child(ren) attend school on a regular basis.

Students with excused absences may make up work in a reasonable period of time; however, it is the responsibility of the student to complete the work missed.

## EXCESSIVE ABSENCE

It is essential to participate in course activities in order to attain a quality education. All absences in excess of 10 days per semester without a written excuse from a health care provider will be considered excessive. Any student who misses ten *consecutive* days will result in a 10-day drop of enrollment and revocation of virtual education status.



### **TRUANCY (Code JHB)**

According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year. The principal of each school or designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student has accumulated five (5) unexcused absences, it shall be the duty of the attendance officer to counsel with the student and parent/guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification to the county attorney of the status of the student as a habitual truant.

## **Expectations for Students**

The virtual education curriculum is managed through a virtual education provider and covers the same Wyoming performance standards as on-site learning.

All students AND parents must attend the *Virtual Education Orientation Session*. Failure to attend will revoke approval of the virtual education contract.

Students have the following expectations:

### **Learning & Engagement**

- Commit to making school a priority and engage in learning every day. You can expect to spend at least:
  - four focused hours a day on course work and attendance in virtual sessions if in grades K-5,
  - or six focused hours a day on course work and attendance in virtual sessions if in grades 6-12.
- Check email and course communications **DAILY**.
- Ensure appropriate progression through the assigned coursework.
- Turn assignments in by the due dates established by the teacher.
- Engage with your mentor, coaches, and teachers.
- Participate fully, at the school building, in all mandated assessment activities.

### **Communication**

- Communicate with teachers and mentors.
- Reach out for technical and learning support as needed. It is your responsibility to make sure you complete your work.

### **Attendance & Conduct**

- Attendance will be tracked by participation documentation from the learning management system and verified by the teacher.
  - Students who do not participate in a course for more than 10 consecutive days shall be dropped from the school's enrollment on the 11<sup>th</sup> day, per Wyoming State Statute (206-8 Wyo. Code R. § 8-8) and appropriate legal action by the district will be taken.
- Students will follow the Code of Conduct as outlined in the student handbook.

### **Creating a Successful Virtual Education Environment**

Set up the virtual learning space to be successful. Here are some suggestions:

- Find a quiet space to login. Focus on and engage in the entire lesson.
- Consider putting a sign on the door so that family members know he/she is actively engaged in a class.
- Follow a "normal" schedule as much as possible, including completing school work daily.
- Make sure the microphone works (mute when not talking to avoid feedback).
- Minimize distractions, including siblings, pets, or any other items.



## Expectations for Parents

Parents of virtual learners have the following expectations:

### Communication

- Check email regularly and encourage the student to do the same.
- Contact teachers regularly regarding students' progress or any questions or issues that arise
- If the student is having trouble completing/submitted work, follow the guides to help your child contact technical or learning support. It is your responsibility to make sure your child completes work.

### Attendance & Conduct

- Make virtual education the priority for the student. Plan for the child to spend at least:
  - four focused hours a day on course work and attendance in virtual sessions if in grades K-5,
  - or six focused hours a day on course work and attendance in virtual sessions if in grades 6-12.
- Be responsible for their students' attendance and participation virtual classes.
  - **Daily participation is expected of all students.**
  - Follow attendance protocols outlined in school handbooks.
  - Students who do not participate in a course for more than 10 consecutive days shall be dropped from the school's enrollment on the 11<sup>th</sup> day, per Wyoming State Statute (206-8 Wyo. Code R. § 8-8) and appropriate legal action by the district will be taken.
  - Ensure student participates fully, at the school building, in all mandated assessment activities.
- Refrain from joining their student's online classes.

### Creating a Successful Virtual Education Environment

- Parents/guardians should create a comfortable, distraction-free virtual learning space for their student(s) to work and attend online classes, preferably at a desk or table in a common area of the home.
- Create a consistent schedule for their student(s) to complete classwork.
- Encourage their student(s) to attend and participate in activities and in-person events.
- Encourage their student(s) to take advantage of tutoring and other help resources to receive additional support.
- Minimize distractions for their student(s). Don't allow siblings or pets to distract the student.



## Intervention Process

Status	Interventions	Timeline
No intervention needed	No interventions needed when: <ul style="list-style-type: none"> <li>• Student is passing all courses/subjects.</li> <li>• Student has submitted all assignments for prior week.</li> </ul>	As long as virtual education is made an option by CCSD#1.
Performance Probation	Interventions needed when: <ul style="list-style-type: none"> <li>• Student is not passing courses/subjects.</li> <li>• Student is behind on assignment submissions.</li> </ul> Interventions will include: <ul style="list-style-type: none"> <li>• Teacher contact to parent/guardian and/or student.</li> <li>• Mentor will call/email parent/guardian and communicate intervention information to both student and parent/guardian.</li> </ul> Interventions may include: <ul style="list-style-type: none"> <li>• Mandatory attendance at office hours for course(s).</li> <li>• Mandatory attendance to live/synchronistic lessons.</li> <li>• Teacher-assigned interventions.</li> <li>• Administrative contact and/or SRO/DFS home visit.</li> </ul>	Ten school days at probation to either move back to <i>no intervention needed</i> or be required to <i>return to in-person learning on school campus</i> .
Mandatory return from virtual education to in-person learning on school campus	Failure to improve from <i>probation</i> status to <i>no intervention needed</i> status will result in the student's enrollment changing from virtual education to in-person learning on school campus. <ul style="list-style-type: none"> <li>• Parents/guardians will be notified by phone and communication for an expected return date to school will be mailed home.</li> <li>• Students will be expected to return to in-person learning on campus; if they do not attend, they will be considered absent.</li> <li>• Ten consecutive absences will result in a drop from the school's enrollment, per Wyoming State Statute (206-8 Wyo. Code R. § 8-8) and appropriate legal action by the district will be taken.</li> </ul>	

## Resources

### Technical Assistance:

- Follow the technical support directions provided by the virtual education provider.
- Contact your mentor in the event the technical issue is not resolved by the virtual education provider.
- Do not take a school-owned device to an outside agency for technical assistance.

### Emotional Support:

School	Counselor Name	Phone Number
Douglas High School	Nicole Carr Tiffany Henwood Cherie Lehner Beth Masten	(307) 358-2940
Douglas Intermediate School	Dee Ann McCarty Diana Lengkeek	(307) 358-5250
Douglas Middle School	Kerstin Armstrong Stacy Wood	(307) 358-9771
Douglas Primary School	Kassie Clements	(307) 358-2940
Douglas Upper Elementary School	Kate Anfinson Dianna Lengkeek	(307) 358-0025
Dry Creek School	Kate Anfinson	(307) 358-0025
Moss Agate School	Kate Anfinson	(307) 358-0025
Shawnee School	Dee Ann McCarty	(307) 358-5250
White School	Dee Ann McCarty	(307) 358-5250
Walker Creek School	Kassie Clements	(307) 358-2940



**Food/Nutrition Support:**

- CCSD #1 Nutrition Services Director: Monty Gilbreath
  - [mgilbreath@ccsd1.org](mailto:mgilbreath@ccsd1.org)
  - (307) 358-4158
- The King's Portion Food Pantry
  - (307) 359-9158
  - 1954 E. Richards St, Madora Plaza Suite #11 & 12
  - <http://thekingsportion.weebly.com>

**Mental/Emotional Crisis:**

- **Safe2Tell Wyoming:** Confidentially report anything that concerns or threatens you, your friends, your family or your community.
  - (844) 996-7233
  - <http://safe2tellwy.org>
- **Suicide Prevention Lifeline:** The national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.
  - (800) 273-8255

**Other Resources:**

- **School Resource Officer:** Officer Bryan Kelley (307) 358-2940.
- **Converse County Resource Directory:** The directory was developed to give people one place to find all the information he or she may need.
  - <https://www.cityofdouglas.org/203/Community-Resources>



### Virtual Education Change Request & Parent/Guardian Contract

This completed *Change Request & Parent/Guardian Contract* must be returned to the Assistant Superintendent of Schools (615 Hamilton Street) during the application window. A separate application must be completed for each student. The application window will be publicized on the [CCSD #1 website](#) and [Facebook](#) pages. *Please note completion of this application does not guarantee acceptance.*

**By signing this contract, the parent/guardian guarantees that:**

1. The student will get passing grades and demonstrate proficiency on learning standards:
  - a. the student is participating in classroom activities and assignments;
  - b. the student will make adequate student progress toward grade-level promotion and timely high school graduation.
  - c. the student will physical attend the school building and participate in all mandated assessment.
2. The student will follow the Code of Conduct as outlined in the student handbook.
3. The parent/guardian will follow attendance expectations as outlined in the student handbook.
4. The student will be present more than 90% of the time.

Student legal name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Reason for virtual education change request: \_\_\_\_\_  
\_\_\_\_\_

I have read and agree to the conditions set forth in the Virtual Education document:  Yes

I have filled out a returning or new student enrollment form (<https://bit.ly/CCSD1enroll>):  Yes

Is your child currently on an IEP plan?  Yes

Or 504 plan?  Yes

Or ESL plan (receiving services to learn English)?  Yes

I understand that I may seek readmittance to in-person learning on the school campus by speaking to the school's principal.  Yes

I understand that if my child is not successful, the principal may require my child to return to in-person learning on the school campus. My child will return on the date required. I understand that failure to comply will result in school absences. Ten consecutive absences will result in a drop from the school's enrollment, per Wyoming State Statute (206-8 Wyo. Code R. § 8-8) and appropriate legal action by the district will be taken.  Yes

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**District Use Only:**

IEP or 504 team convened:  Not applicable  Yes

\_\_\_\_\_  
Student Support Services Director Signature Date Approved / Denied

\_\_\_\_\_  
Principal Signature Date Approved / Denied

If approved, additional information/conditions (if any): \_\_\_\_\_  
\_\_\_\_\_

If denied: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent Signature Date Approved / Denied