

Vestavia Hills City Schools Virtual Education Option Procedures

Enrollment

Students in grades 9-12 interested in pursuing Vestavia Hills City Schools Virtual Education Option must follow all enrollment and registration procedures, including those for residency, required for the traditional day program. Registration information and forms can be found on the district website: <http://www.vestavia.k12.al.us/domain/1343>.

There is a limited enrollment window for online classes. Students cannot pick up these classes in the middle of a term. Students must be enrolled in these classes within two weeks of the beginning of any semester term.

Application

Applications for Vestavia Hills City Schools Virtual Education Option will be reviewed by and eligibility determined by the Student Support Team (SST). When applicable, Virtual Education Option class fees will be required.

Virtual Platform

Vestavia Hills City Schools will use the ACCESS Virtual Learning platform from the Alabama State Department of Education. These courses are not taught by Vestavia Hills High School teachers. Vestavia Hills High School is the facilitator for enrolling students in these classes and administering the tests. Students must be responsible for their own pacing and course work. Questions about classes should be directed to the teacher of the specific class.

Transportation

Any necessary student transportation must be provided by parents/guardians or by the licensed virtual option student who has submitted proper documentation in accordance with Vestavia Hills City Schools transportation procedures.

Testing

Students will adhere to ACCESS Virtual Learning testing protocols, as well as any established by Vestavia Hills City Schools. The test administrator will be a certified educator, and **all** tests and assessments will be administered at Vestavia Hills High School. Students are expected to check-in at the front office on testing dates.

Grading

Vestavia Hills City Schools will follow grading policies set forth by ACCESS. If a student fails a Virtual Option course, the student can retake the course through summer school or 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's GPA for the academic year just completed will be recalculated. If the student's GPA is at least a 2.0, the student is still on track for graduation, and he/she meets all other requirements and expectations of Vestavia Hills City Schools, then the student will be permitted to continue his/her enrollment in the Virtual Option. A student will earn no credit for incomplete coursework and will be required to make up credit. Students are responsible for checking their own grades. VHHS is unable to monitor and communicate grade progress. This is solely the responsibility of the student. Virtual Education is not for all students. Students should be self-starters and highly motivated. We have found that students that struggle with attendance, organization, and self-directed learning struggle in an online platform.

Extracurricular Participation

Students enrolled in Vestavia Hills City Schools Virtual Option are eligible to participate in school-sponsored extracurricular activities, including athletics. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA)

requirements. Students' residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines. Students who participate in extracurricular activities must take any required corresponding course on campus during the traditional school day.

Academic Integrity

The Academic Integrity Agreement of Vestavia Hills City Schools Virtual Option combines the existing Academic Integrity policy of ACCESS Virtual Learning with the additional requirements of Vestavia Hills City Schools.

ACCESS Virtual Learning students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course and will be subject to other consequences as determined by ACCESS Virtual Learning and local school system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Cheating is not allowed in any form. See Vestavia Hills City Schools' Board Policy.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.
- Translators are prohibited in all Foreign Language ACCESS classes.

All ACCESS Virtual Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has cheated in any manner, the student will be subject to consequences determined by ACCESS Virtual 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.

Academic Integrity Agreement Acknowledgement Form

STUDENT AGREEMENT

I have read and understand the Vestavia Hills City Schools Virtual Option Procedures and the Academic Integrity Agreement. I understand that failure to comply with those procedures or the following may result in dismissal from the Virtual Option:

1. All work submitted will be my own work.
2. I will abide by all Vestavia Hills City Schools Virtual Option and ACCESS Virtual Learning policies and procedures.
3. I will maintain consistent, daily access to a device and the internet to complete by online course(s).
4. I agree to take all course tests and examinations at my zoned school with an ACCESS Virtual Learning facilitator or teacher.
5. I agree to take all Alabama mandated assessments as proctored examinations at my zoned school.
6. I will provide my own transportation to and from my zoned school to take virtual option tests and state assessments.
7. I will complete all assignments and meet all deadlines.
8. I will work cooperatively with my teacher and other students showing respect for all.

Student Name (print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

I have read and understand the Vestavia Hills City Schools Virtual Option Procedures and the Academic Integrity Agreement. As a parent/guardian of the above named student, I will support the policies, procedures, and expectations of Vestavia Hills City Schools Virtual Option as well as the following:

(parallelism)

1. All work submitted will be my student's work.
2. I have read ACCESS Virtual Learning policies and procedures.
3. I understand that I must maintain consistent, daily access to a device and the internet is necessary to complete the online course(s).
4. All course tests and examinations will be administered at my student's zoned school with an ACCESS Virtual Learning facilitator or teacher.
5. All Alabama mandated assessments will be taken as proctored examinations at my student's zoned school.
6. Any necessary transportation must be provided by parents/guardians or by the licensed virtual option student.
7. I understand that my student is responsible for completing all assignments and meeting set deadlines.
8. I understand that working cooperatively with the teacher and other students is essential.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Vestavia Hills City Schools Virtual Option Registration Form

Student
Name

Zoned School

Street Address

School Grade

City & Zip
Code

Student
Age/DOB

Parent/Guardian Name

Parent
Phone

Student Cell Phone

Parent
Email

Explain your interest in pursuing the Vestavia Hills City Schools Virtual Option:

ACCESS COURSES

Course Number	Full Course Name	Credits

ON-CAMPUS COURSES

Course Number	Full Course Name	Credits

Student receives IEP, 504, or EL services. YES NO Specify: _____

Student signature

Parent/Guardian signature

Counselor signature

Administrator signature

***Questions: Contact Dr. Aimee Rainey, Director of Student Services raineyat@vestavia.k12.al.us

LOCATION: Vestavia Hills City
Schools
1204 Montgomery
Highway
Vestavia Hills,
Alabama 35216

PHONE: 205.402.5100

Vestavia Hills City Schools must receive this completed registration form by the regular registration deadline.
There is no tuition, and when applicable, Virtual Education Option class fees will be required.
All semester tests, exams, and Alabama-mandated tests must be taken in the presence of a proctor at the student's zoned school.

