

WELCOME TO

# Charlotte Virtual School



# Student and Parent Handbook

2015-2016

HTTP://tinyurl.com/virtualccpscvs  
941-255-7507  
Email: [tara.whisenant@yourcharlotteschools.net](mailto:tara.whisenant@yourcharlotteschools.net)  
Address: 18150 Murdock Cir.  
Port Charlotte, FL 33948

About Charlotte Virtual Instruction School .....	3
CVS Full Time Student Enrollment Criteria .....	3
Conditional Enrollment/Re-enrollment Agreement.....	5
Academic Integrity .....	6
Student Contact and Drop Policy.....	8
Full Time Student Expectation Summery.....	8
A Day in the Life of a CVS Student .....	11
Charlotte Virtual School Scheduling Guide.....	13
Computer Request Form.....	14
Charlotte Virtual School FAQ .....	15

# About Charlotte Virtual School

Charlotte Virtual School includes a variety of assessment techniques that address various learning styles and intelligence types. Online learning through Charlotte Virtual School enables students to assume responsibility of their own learning.

All courses offered are taught by highly qualified full time/adjunct Charlotte County teachers with regular online and phone office hours. Students and parents are encouraged to speak with their teachers regularly to enhance the educational experience of their child.

## CVS Full Time Student Enrollment Criteria

Charlotte Virtual School is a school of choice and offers a full-time program for students in grades K-12. Full-time CVS students are registered as public school students, take part in district and state testing, and have the opportunity to earn a standard Charlotte County diploma. In order to be a successful full-time student with Charlotte Virtual School students should:

- 1) Have been successfully promoted to the next grade level at the end of the previous school year with a 2.0 GPA or better. For mid-year entrance, student must have demonstrated success in first semester courses (grades of C or better)
- 2) Attain one of the following minimum scores on previous year standardized tests:
  - a) FCAT Level 3 or higher
  - b) Grade level proficiency on an official standardized test administered by another state public school system
  - c) Homeschool students that have demonstrated a minimum grade level reading skill

\*Accepted students must meet all of Charlotte County criteria as specified in the Charlotte County Public School Pupil Progression Plan in order to participate in our full-time program. Such criteria includes meeting minimum FCAT scores, course requirements, immunization, etc. Students who meet these requirements must attend an orientation and submit a full time student application online.

***Special Note to applicants currently enrolled and receiving services in an Exceptional***

***Student Education program (ESE):***

Charlotte County Public School ESE Special Programs and Procedures states, “The district assures provision of full educational opportunity to all children with disabilities, aged three through twenty-one, using the kind and number of facilities, personnel, and services necessary to meet this goal. A free appropriate public education (FAPE) is available to all students with disabilities upon determination of need.” Charlotte Virtual School is considered a “school of choice.” This means that the special education or related services which were provided to your child at his/her previous school of enrollment may not be provided to him/her at Charlotte Virtual School. It is important that the child’s zoned school meet to determine whether or not virtual school would be an appropriate placement for the child. Please utilize this information to make appropriate academic placement choices for your student for this coming this school year and beyond.

# Conditional Enrollment/Re-enrollment Agreement

As the parent(s)/guardian(s) of \_\_\_\_\_

(Print Student's name)

I understand that Charlotte Virtual School requires my child to meet all conditions that foster a successful online education. During the first 28 days of my child's activation, he/she will be evaluated by teachers based on those conditions listed below.

Conditions defining a successful online student:

- 1) Consistent parent/guardian supervision of student
- 2) Maintaining pace in all courses
- 3) Daily engagement in course activities
- 4) Establishing regular communication with all teachers via email and/or phone
- 5) Earning and maintaining grades of C or higher
- 6) Earning appropriate credits/standards for end of year grade promotion
- 7) Participating in all district/state standardized testing
- 8) Honoring all rules and procedures established by Charlotte Virtual School and Charlotte County Public Schools for student conduct, academic integrity, and netiquette

If during the initial 28 days, it is determined by Charlotte Virtual School that my child is **not recommended** for online education, he/she will be withdrawn with no grade penalty and referred to school assignment to pursue a different instructional venue.

If I choose to keep my child enrolled after the 28 day grace period, and Charlotte Virtual School has **not recommended** him/her for online education, I understand that this may result in failing grades and possible future withdrawal for which I will not hold Charlotte Virtual responsible.

**Meeting the listed conditions is a requirement for continued enrollment.**

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Student Name (Print)

# Academic Integrity

CVS expects a full commitment to academic integrity from each CVS student.

## Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will not provide assistance to anyone scheduled to take the same course semester/final exams in the future
- Your parent/guardian will attest to the fact that your work is completely your own

## CVS Academic Integrity: Violations and Consequences

### Level 1

Plagiarism: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own; submitting another student's work or sharing files with other students, and/or inconsistencies between written assignments and oral assessments.

### Level 2

Security breaches such as: misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes.

## Procedure for Level 1 & 2

### First Offense:

- Phone Call or conference with parent, teacher and student.
- Teacher advises student and parent of violation, student must resubmit assignment(s) using his or her original ideas and work before proceeding to next assignment.
- The online teacher must notify the student and parent of the future consequences at the time of first offense.
- Teacher must log offense and parental contact in VSA using the "Notify Current Teachers" feature.

### Second Offense:

- Mandatory conference with administrator, parent, teacher and student.
- Use same procedure as 1<sup>st</sup> Offense with the additional consequence of teacher issuing a "0.1" (F) on the assignment(s) in question.
- For inconsistencies between written assignments and oral assessments, teachers will advise student that proctored exam(s) will be required at teacher's discretion

### Third Offense:

- Mandatory conference with parent, student, teacher and administrator.
- Student is withdrawn from course with an F. Student may continue enrollment in any other active courses until completion, at which point the student will be withdrawn from Charlotte Virtual School.
- Student may lose the privilege to enroll in any additional Charlotte Virtual School courses from this point on.

## Student Contact and Drop Policy

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact.

Every student has a grace period during the first 28 consecutive days of being activated into a CVS course. During that period, students may drop the course without penalty and teachers can also withdraw unproductive/unsuccessful students from their course to allow them to pursue other educational means without penalty.

***Once a student is removed from a course, re-enrollment may not take place***

Case by case evaluation is conducted.

(Disclaimer: It is the responsibility of the student/parent to be informed of Charlotte County Public School Board Policies. The Code of Student Conduct Book can be found at <http://yourcharlotteschools.net/students/documents/15-16/CodeOfStudentConduct.pdf?t=1442334675008>

The Charlotte County Student Progression Plan can be found at <http://yourcharlotteschools.net/parents/documents/15-16/StudentProgressionPlan.pdf?t=1442334675008>

## Full Time Student Expectation Summary

### Academic Expectations:

Because of the school's unique nature, students must take primary responsibility for their own learning. Self-motivation, dedication to learning, and regular participation are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and expect to work hard, but at their own pace within the set guidelines. They'll use discussion boards, chat rooms, and other communication tools to work with teachers and other students. These tools, which may have been used for social purposes, will be used for genuine academic communication to support learning goals as students work toward a Charlotte County Public School's standard high school diploma.

Full-time Charlotte Virtual School students will be provided with a pace chart (due dates for assignments). If assignments are not submitted on the outlined due dates, a zero will be placed in the gradebook.

### Attendance

Full-time Charlotte Virtual School students are required to log in for attendance daily (Monday – Friday) on the Charlotte Virtual Attendance website:  
<https://cvstudents.yourcharlotteschools.net>

## Time & Learning Requirements:

The amount of time students spend on courses will vary from student to student, and even course to course. However, students will have the time they need to complete the coursework (within reason). On average, students should expect to spend approximately 45 minutes to one hour per day per course if they wish to complete the course in the typical time periods for 0.5 or 1.0 credit courses.

## School Calendar:

All credits must be complete by the end of each semester. Charlotte Virtual School operates on the same calendar as all other Charlotte County Public Schools. There are no summer courses offered through CVS to full-time students. All students are expected to be enrolled in 6 courses and must meet the requirements of the Charlotte County Student Progression Plan. Those failing to earn the necessary credits for grade promotion will not be allowed to continue virtual enrollment. Students who do not complete a course by the last day of each semester may receive a zero on each assignment that is incomplete and given the resulting grade.

## Communication & Login (including “attendance” and absences):

Regular participation in classes is critical to student success. It will help to keep students motivated and keep them in touch with their teachers and peers. Virtual “attendance” is taken each school day in two ways. Students are required to log into the attendance portal every day at: <https://cvstudents.yourcharlotteschools.net> Students should log in to each of their courses for substantive participation no less than three times each week, preferably daily. Teachers and virtual school staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If such efforts do not succeed in reengaging the student, the parent will be notified in writing and **may receive a home visit from a social worker or administrator**. If a student does not participate in the course within three weeks, the family may be reported to the School District, Department of Highway Safety and Motor Vehicles, and/or the office of the State Attorney as truant. To have satisfactory “attendance”, work must be submitted weekly and students must be on pace, unless arrangements are made in advance with the CVS teachers and staff.

Students who know they will not be participating in a course due to vacation, travel or other commitment must be ahead of pace and notify their teachers and school office **at least two weeks** in advance of the planned absence, and discuss the completion of assignments and pacing beforehand. In the case of a prolonged emergency absence, the student and/or parent should notify school administration as soon as possible.

## Academic Counseling:

Once each semester, full time students will receive a review of their academic progress toward completing middle school and/or obtaining a standard high school diploma and be advised of course selection, career and post-secondary planning. An evaluation of each student will be conducted at the end of each school year to determine their continued enrollment for the next

school year. *To maintain continuous enrollment at Charlotte Virtual School, a student must earn grades of C or higher in each course, maintain consistent pacing in every class, communicate successfully with teachers, and participate in all standardized testing.*

## **Standardized Tests:**

Charlotte County Virtual School expects full-time students to take all standardized tests instituted by the School District of Charlotte County and the State of Florida. The tests are not administered online; students must provide their own transportation to the Charlotte Technical Center. The Charlotte County Public Schools district-wide testing can be found on the Charlotte Virtual School website <http://tinyurl.com/virtualccpscvs>

## **Transfer Grades:**

Any grades earned at a non-public school are subject to Charlotte County Public School's accreditation policy and course codes and credits are determined by the district's course code directory. There are no guarantees of identical course transfers. All Charlotte Virtual grades are transferrable to any Florida public school upon completion. Transfers that occur prior to the completion of a course will receive no credit and no grade.

## **Participant Roles:**

**Student:** Students are primarily responsible for their learning. They must take the initiative to log in to the school, participate in discussions, and complete their work at the highest possible level of quality. Students must seek help when they need it, establish their own daily schedules, and take responsibility for meeting deadlines.

**Parent/Guardian:** Parents are critical for successful participation. They are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. With the parent account, parents also have access to many aspects of the school, including grade and participation reports. They will probably find themselves more involved in their child's education than they have been before – and more in touch with their student's progress. It is expected that parents monitor their child's academic activities daily through direct supervision as well as the online guardian account.

## **Senior Student Responsibilities:**

- Complete all graduation requirements
- Attend senior interview with guidance counselor
- Pay all obligations
- Order Cap & Gown
- Attend Graduation Ceremony- Optional

**Graduation Ceremony:** Qualifying seniors are strongly encouraged to participate in the High School Commencement Ceremony at the end of the year. Completion of 24 credits, appropriate courses, 2.0 GPA, and purchase of a cap & gown are required.

## Staying Current:

All students and parents are responsible for regularly viewing updated announcements and information on the school's bulletin board/webpage:

<http://tinyurl.com/virtualccpscvs>

*CVS advises all students to select, type, print, post, and follow a daily schedule of course activity suitable to make it a routine part of their daily lives.*

While times and days to work are flexible, students are required to submit a MINIMUM number of assignments each week per course.

## A DAY IN THE LIFE OF A CVS STUDENT

### SAMPLE SCHEDULE A (ALL COURSES EVERY DAY):

- 1) This schedule is based on a six-course day. Students can adjust the hours based on their schedule. This schedule allows for breaks in between courses as well as a liberal lunch.
- 2) Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject, ie: If Johnny has 20 minutes left assigned to English but he has finished the pace work for the week he is encouraged to work ahead into the next pace week for the remaining time in the English slot. Students are encouraged to move to the next course when the time is up for the day. They are encouraged to finish the work the next day during the appropriate time slot.

### MONDAY – FRIDAY

8:00 AM – 9:00 AM	-	MATH
9:15 AM – 10:15 AM	-	ENGLISH
10:30 AM – 11:30 AM	-	SOCIAL STUDIES
11:30 AM – 12:30 PM	-	LUNCH
12:30 PM – 1:30 PM	-	SCIENCE
1:45 PM – 2:45 PM	-	ELECTIVE 1
2:50 PM – 3:50 PM	-	ELECTIVE 2 (IF THERE IS ONE)
3:50 PM – 4:00 PM	-	CLOSE OUT THE DAY: CHECK EMAIL ETC.

### SATURDAY & SUNDAY

THIS TIME IS RESERVED FOR ANY WORK THEY DID NOT COMPLETE DURING THE WEEK.

## **SAMPLE SCHEDULE B (Alternating course days):**

- 1) This schedule is based on an alternating course day. Students can adjust the hours based on their schedule. This schedule allows for breaks in class work well suited to athletic practices, faith based activities, medical appointments and other non- school commitments.
- 2) Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject, ie: If Suzy has 20 minutes left assigned to English for the day but she has finished the pace work for the week she is encouraged to work ahead into the next pace week for the remaining time in the day.

*The following schedule assumes a student attends a non-school activity on Tuesday and Thursday from 1:00 – 5:00 PM.*

### **MONDAY**

<b>8:00 AM - 10:00 AM</b>	-	<b>English</b>
<b>10:00 AM - 12:00 PM</b>	-	<b>Math</b>
<b>12:00 PM – 1:00 PM</b>	-	<b>Lunch/Break</b>
<b>1:00 PM – 3:00 PM</b>	-	<b>Spanish</b>
<b>3:00 PM – 5:00 PM</b>	-	<b>Science</b>

### **TUESDAY**

<b>8:00 AM – 10:00 AM</b>	-	<b>PE</b>
<b>10:00 AM – 12:00 PM</b>	-	<b>History</b>
<b>12:00 PM – 1:00 PM</b>	-	<b>Lunch/Break</b>
<b>1:00 PM – 5:00 PM</b>	-	<b>Non-School Activity</b>

### **WEDNESDAY**

<b>8:00 AM - 10:00 AM</b>	-	<b>English</b>
<b>10:00 AM - 12:00 PM</b>	-	<b>Math</b>
<b>12:00 PM – 1:00 PM</b>	-	<b>Lunch/Break</b>
<b>1:00 PM – 3:00 PM</b>	-	<b>Spanish</b>
<b>3:00 PM – 5:00 PM</b>	-	<b>Science</b>

### **THURSDAY**

<b>8:00 AM – 10:00 AM</b>	-	<b>PE</b>
<b>10:00 AM – 12:00 PM</b>	-	<b>History</b>
<b>12:00 PM – 1:00 PM</b>	-	<b>Lunch/Break</b>
<b>1:00 PM – 5:00 PM</b>	-	<b>Non-School Activity</b>

### **FRIDAY**

<b>8:00 AM - 10:00 AM</b>	-	<b>English</b>
<b>10:00 AM - 12:00 PM</b>	-	<b>Math</b>
<b>12:00 PM – 1:00 PM</b>	-	<b>Lunch/Break</b>
<b>1:00 PM – 3:00 PM</b>	-	<b>Spanish</b>
<b>3:00 PM – 5:00 PM</b>	-	<b>Science</b>

## SATURDAY & SUNDAY

***THIS TIME IS RESERVED FOR ANY WORK THEY DID NOT COMPLETE DURING THE WEEK.***

# Charlotte Virtual School Scheduling Guide

## CVS SCHEDULING EXPLANATION

The basic intent of this scheduling process is to allow students to broaden their access to classes. Students choose six credits to be studied over the school year. The school year will be divided into two semesters. During each semester a student will typically be assigned no less than six courses.

All CVS full-time students are required to participate in all district-wide testing.

- 6 credits per year
- 1 credit (36 weeks of study) or .5 credit (18 weeks of study) per class
- 6 credits at a time

Charlotte Virtual School may enroll full time students only during open enrollment periods.

## GENERAL INFORMATION

### Grading System (4.0 scale)

#### Grade Scale Points

A	90-100	4
B+	87-89	3
B	80-86	3
C+	77-79	2
C	70-76	2
D+	67-69	1
D	60-66	1
F	50 or below	0
I	Incomplete	0

# Charlotte Virtual School

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18150 Murdock Cir., Port Charlotte, FL 33948

Phone: 941-255-7507 Fax: 941-255-7511

School Year 2015-2016

Dear Parent/Guardian:

Your student, \_\_\_\_\_, has indicated that he/she does not have the availability of a home computer. If this is the case I have wonderful news!

The Charlotte County Computer Group has refurbished computers that can be provided free of charge to students who need them and will take care of them. Each computer is complete with Microsoft Computer System and XP Professional.

If you would like to be contacted by The Charlotte County Computer Group and given this opportunity, please fill in the information below. Please sign your name indicating that you give your approval for me to give the information to this group who will contact you when a computer is available for you to pick up.

Sincerely,

Tara Whisenant

Charlotte Virtual School Manager

.....

Please print:

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or cell \_\_\_\_\_

I give permission for CVS to give the above information to The Charlotte County Computer Group.

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Date

\*\*\*Please return form to Mrs. Whisenant or Ms. Eastman in the CTC office.

# Charlotte Virtual School Full-time FAQ

## **HOW DO I ENROLL FULL-TIME IN CHARLOTTE VIRTUAL SCHOOL?**

Enrollment in our full-time program takes place before the first and second semesters of the school year. Students/parents are required to attend an orientation and submit a complete application. Applications must be completed in full online.

## **CAN I ATTEND CVS ON A FULL OR PART-TIME BASIS?**

It is our goal to provide students with a level of service they require. We can offer a full curriculum for grades K-12; or just one or two courses to satisfy your current private or public school graduation requirements; or supplement your home school curriculum.

## **WHAT IS THE COST?**

Free to Charlotte County Residents.

## **WHO TEACHES THE ONLINE COURSES AT CVS?**

All online high school courses and programs are taught by highly qualified Charlotte County Public School instructors that meet Florida Department of Education certification requirements. You can be sure that quality in education is our #1 goal!

## **WHAT IF THE STUDENT HAS QUESTIONS OR PROBLEMS WHILE TAKING A COURSE?**

Students are assigned an instructor for each course. Instructors are available daily via web conference, email, or telephone.

## **WHAT IS THE DIFFERENCE BETWEEN CVS AND TRADITIONAL BRICK-AND-MORTAR HIGH SCHOOLS?**

There is no difference in the curriculum between CVS and traditional high schools. There is a significant difference in the flexibility offered to all CVS students in the way they can earn their courses/ credits online.

## **IS CVS LESS CHALLENGING THAN OTHER TRADITIONAL ACCREDITED HIGH SCHOOLS?**

No. As an accredited school, CVS offers a flexible alternative for students. It is not an easier option than traditional accredited high schools. All courses are written at or above grade level and require an average of one to two hours of focused study on a daily basis to complete one course within the traditional semester time frame. Our courses engage students in real-life projects, requiring the use of critical thinking, problem-solving skills, and the ability to apply the knowledge they have acquired.

## **AS A PARENT, WILL I BE KEPT INFORMED OF MY STUDENTS' PROGRESS?**

Absolutely. As a parent, you will likely receive more updates and information about your student's progress than ever before. We strongly feel that a parent's involvement in a child's education is critical. Our teachers provide frequent online reports to parents. You can always see how your child is performing by logging in to the parent/guardian account.

**WHO ARE CVS STUDENTS?**

Any student seeking a quality education through a flexible format is a potential CVS student. CVS students are students who benefit from individualized instruction, athletes, performers, highly motivated students who prefer to accelerate, part-time students, students who travel, students with medical issues, or home school students.

**WHAT IF I WANT TO WITHDRAW FROM CVS?**

- Contact the online Guidance Counselor to review post-withdrawal options
- Inform online Teachers
- Contact Student Assignment office (or other school) for enrollment information
- Complete the CVS full time student withdrawal/termination form

**FURTHER QUESTIONS?** Please contact us: (941) 255-7507