

# **Bullock County Schools**

## **Virtual School Program**

### **Student/Parent Handbook**



**Approved: November 9, 2023**

**108 Hardaway Avenue West • Union Springs, AL 36089**

**Phone: 334-513-1416**

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## **PURPOSE**

The purpose of the Bullock County Schools Virtual School Program is to provide motivated, independent learners with engaging, student-centered courses to meet the student's educational needs in an online environment that will allow flexible, individualized learning.

## **INTERNET USE POLICY**

The Bullock County Board of Education provides computers as tools to enhance students' learning. The district's computer network and the Internet, whether used on or off-campus; whether owned by the school district or by the student or his/her family; whether accessed on campus or off campus during or after school hours; may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet (commonly referred to as cyberbullying) are unacceptable and will be viewed as a violation of school board policy and the district's acceptable computer use policy and procedures.

Malicious use of the district's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Failure to adhere to Internet Acceptable Use Policy will result in the following disciplinary action: the loss of computer privileges and/or removal from the Virtual Program. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

## **GENERAL INFORMATION**

### **Location:**

The Bullock County Schools Virtual Program is located at:

Bullock County High School - 500 Building  
911 Sardis Road  
Union Springs, AL 36089

### **Hours of Operation:**

The hours of operation will be:

Monday thru Thursday - 8:00 p.m. until 12:00 p.m. for students in grades 7-12

### **Testing Schedule:**

All unit tests, quizzes, and term examinations must be taken in the physical presence of a Bullock County Schools Virtual School Program staff member. Students must report to the Bullock County Schools Virtual School Program site, to take these tests, quizzes, and exams. Transportation is not provided; therefore, students and/or parents must arrange for reliable and safe transportation according to the terms of the signed Transportation Agreement.

The Bullock County Schools Virtual School Program students will take all state-mandated assessments. Below is the tentative testing schedule for the 2023-2024 school year, specific dates will be available at a later date.

## STATE-MANDATED ASSESSMENT TESTING WINDOW

### South Highlands Middle School

<b>Assessment</b>	<b>Grade(s)</b>	<b>Testing Dates (Actual)</b>	<b>Testing Dates (Windows)</b>
<b>STAR Assessments (Fall)</b>	7th - 8th	Sept.11 - 14, 2023	August 1 - Nov. 30, 2023
<b>STAR Assessments (Winter)</b>	7th - 8th	Jan. 9 - 12, 2024	Dec.1, 2023 - Mar. 15, 2024
<b>ACCESS for ELLs (Online)</b>	7th - 8th	Jan. 16 - Feb. 9, 2024	Jan. 16 - Mar. 15, 2024
<b>ACAP Alternate</b>	7th - 8th	Mar. 4 - 8, 2024	Mar. 4 - Apr. 5, 2024
<b>ACAP Summative</b>	7th - 8th	Apr. 16 - 22, 2024	Mar. 18 - Apr. 26, 2024
<b>STAR Assessments (Spring)</b>	7th - 8th	May 8 - 11, 2024	Mar. 16 - July 31, 2024

## Bullock County High School

Assessment	Grade(s)	Testing Dates (Actual)	Testing Dates (Windows)
<b>Growth Measures (Fall)</b>	9th 12th	Aug. 28 - 31, 2023	Fall 2023
<b>PreACT</b>	10th	Oct. 18, 2023	October 16 - 27, 2023
<b>PreACT Makeup</b>	10th	Oct. 19, 2023	October 16 - 27, 2023
<b>ACT WorkKeys Online Testing</b>	12th	Nov. 1, 2023	October 18 - Nov. 13, 2023
<b>Growth Measures (Winter)</b>	9th - 12th	Jan. 23 - 27, 2024	Winter 2024
<b>ACCESS for ELLs (Online)</b>	BCHS	Mar. 4-15, 2024	Jan. 16 - Mar. 15, 2024
<b>Alternate ACCESS for ELLs</b>	BCHS	Feb. 27-28, 2024	Jan. 16 - Mar. 15, 2024
<b>ACAP Alternate</b>	10th & 11th	Mar. 11 - 15, 2024	Mar. 4 - Apr. 5, 2024
<b>ACT with Writing Online Testing - Initial</b>	11th	April 9, 2023	April 23 - May
<b>ACT with Writing Online Testing - Makeup</b>	12th	Apr. 15 - 19, 2024	Apr. 9 -12 & 15 - 19, 2024
<b>ACT WorkKeys Retest Online</b>	12th	Mar.5, 2024	Feb. 28 - Mar. 11, 2024
<b>Growth Measures (Spring)</b>	9th - 12th	Apr. 17-21, 2024	Spring 2024

### **Parking**

Only licensed students may drive themselves to the Bullock County Schools Virtual School Program, located at 911 Sardis Road, Union Springs 36089. All other students must be driven by a parent or guardian.

### **Grading Scale**

The Bullock County Schools Virtual School Program will utilize the following grading scale:

#### **GRADING SCALE**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

### **STUDENT BENEFITS, EXPECTATIONS, and REQUIREMENTS**

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.

#### **Benefits**

- Instruction from Alabama-certified teachers.
- No tuition and minimal fees.
- Accredited diploma upon satisfying all requirements for graduation.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Self-pacing and opportunity for accelerated advancement.
- Flexibility to pursue interests intensively.

## **Expectations**

### **Technology**

- Acquire and maintain consistent Internet access.

### **Attendance**

- Adhere to Bullock County Schools Board of Education's attendance policy.
- Attend class daily in accordance with Bullock County Schools calendar.
- Attendance requirement is satisfied by logging into ACCESS courses daily.
- Students are required to be physically present at the Bullock County Schools Virtual School Program site, at least one day per week.
- Students are required to participate in the 4-5 day orientation and training at the beginning of the school year.

### **Course Progression**

- Students must maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Students are permitted to work ahead of the standard course progression and finish courses early.

### **Proctored Examinations**

- All tests, exams, and Alabama-mandated tests must be taken in the presence of a proctor at the Bullock County Schools Virtual School Program. Students are responsible for scheduling testing appointments with the Bullock County Schools Virtual School Program staff.
- Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation and review by the Bullock County Schools Virtual School Program staff.
- Students must provide their own transportation to the testing site.

## **Minimum Requirements to Remain Enrolled**

- Reside in Alabama (9-12)
- Reside in Bullock County, Alabama
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbs)



- Minimum passing average in ALL courses taken during the current academic year.
- Accumulate no more than 5 unexcused, full-day absences during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Remain in good standing as a student of the Bullock County Schools Virtual School.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Bullock County Schools Virtual School.

### **Academic Integrity Contract**

The Academic Integrity Contract of the Bullock County Schools - Virtual School Program combines the existing Academic Integrity Policy of ACCESS Distance Learning and additional requirements posed by Bullock County Schools.

### **ACCESS Distance Learning**

ACCESS Distance 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 with a failing grade and will be subject to other consequences as determined by ACCESS 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.
- Plagiarism will not be allowed in any form. This will include copying using the ideas or words of others and presenting them as one's own.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

All ACCESS Distance Learning teachers 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.

## **BULLOCK COUNTY SCHOOLS – VIRTUAL SCHOOL PROGRAM**

Bullock County Schools Virtual School students must take all unit tests, course examinations, and Alabama-mandated assessments in an environment proctored by Bullock County Schools Virtual School staff. Students are responsible for the following:

- Completing unit tests and course examinations in a proctored environment without the use of study aids or computers helps unless allowed by the online teacher.
- Provide reliable transportation to and from the testing site(s) designated by the Bullock County Schools Virtual School staff.
- If students are special needs or English Language Learners, an IEP meeting or IELP will be held to determine feasibility.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subject to invalidation and review by the Bullock County Schools 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 Bullock County Schools Virtual Program.

### **VIRTUAL SCHOOL PROGRAM PROCEDURES**

#### **ATTENDANCE & TRUANCY**

Students are required to adhere to the attendance policy as stated in the Bullock County School Attendance Policy. Virtual School students' attendance requirement is satisfied by logging in daily. Students are required to virtually report to the Virtual School Program site at least one day per week. If a student fails to physically report to the Virtual School Program site for two (2) consecutive weeks, disciplinary action will be taken.

In the event of a virtual absence, students are to provide a written excuse note of absences to the Virtual School Program teacher within three (3) days of a recorded absence, in accordance with the Bullock County Schools Attendance Policy. In cases of chronic absence or truancy (5 total days of unexcused absences), and after consultation with the appropriate staff, in accordance with policy and procedures, the Virtual School Program teacher will take action including but not limited to removal from the Virtual School Program, referral to the truancy office, issuance of legal notices, and juvenile court intervention. These actions will take place in an effort to remedy any social, emotional, or family support issues that may contribute to a student's excessive absences.

## **DRESS CODE**

Students are expected to dress according to the Bullock County Schools Code of Conduct.

## **DISCIPLINARY DUE PROCESS**

For any disciplinary violations made by Virtual School Program students, a referral will be written by the Virtual School Program teacher, who will contact the parent concerning the offense. The referral will be submitted to the Virtual School principal or designee. The principal/designee will investigate a student's alleged misconduct and determine whether disciplinary action is necessary. The principal or designee will provide the due process by explaining the program's view of the offense, the information gathered during the investigation, and the consequences or other behavioral intervention as determined by the principal. The principal/designee will allow the student to explain his/her side or view of the offense. If the principal or designee has knowledge of any serious student misconduct, the principal/designee may immediately remove the student from the Virtual School Program. If it is determined that disciplinary action is not warranted, the incident will be deleted and any suspension days will be changed to excused absences. Parents will be provided written notice of suspensions and/or removal from the Virtual School Program.

## **GRADING/RETENTION IN VIRTUAL SCHOOL PROGRAM PROCEDURES**

In order to remain enrolled in the Virtual School Program, students must maintain passing grades in all courses for grades 9-12. Grades will be reviewed bi-weekly by the Virtual School Program teacher in grades 9-12. Failure to maintain passing grades in any course will result in the following for grades 9-12:

- 1<sup>st</sup> week - Conference with parent and student.
- 2<sup>nd</sup> week – If any grade is below a 60 average, for a second consecutive week, the student will be required to report to the Virtual School Program site for a minimum of one (1) week, for monitoring. (Conference with parent and student.)
- 3<sup>rd</sup> week – If any grade is below a 60 average, the student will continue to report to the Virtual School Program site for mandatory monitoring. (Conference with parent and student.)
- 4<sup>th</sup> week – If any grade is below a 60 average, the student will be withdrawn from the Virtual School Program and enrollment into Bullock County Schools. (Conference with parent and student.)
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\*Note: Enrollments and withdrawals after the 1st semester WILL NOT be allowed.

## **FIELD TRIPS**

The Bullock County Board of Education, recognizing that educational field trips and trips to various types of tests for instructional purposes help provide desirable learning experiences, shall delegate to the superintendent the responsibility for the development of administrative criteria governing field trips. Only those field trips that grow out of the instructional program or are otherwise related to the instructional program are to be permitted during school time. Parents are to submit to the Virtual School Program, the purpose of the field trip for their child, at least 10 days in advance for approval. The cost of the field trip will be the responsibility of the parent.

## **OFF-CAMPUS BEHAVIOR**

Students may be subject to disciplinary action that may include suspension/removal from the Virtual School Program for off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

## **LOST & STOLEN EQUIPMENT**

The equipment is provided for use only while a part of the Bullock County Schools Virtual School Program. In the event that the student leaves the Virtual School Program or moves out of Bullock County, the equipment must be returned to the Virtual School Program teacher or administrator. Failure to return the computer with assigned accessories will result in the equipment being considered stolen and a police report will be filed. *If equipment is lost/stolen during the course of the school year, a replacement will only be considered after a copy of the police report has been received by the Virtual Program (depending on the circumstances, a replacement may NOT be available).*

### **Frequently Asked Questions**

- Q.** Where is the Bullock County Schools Virtual School Program located?
- A.** The Bullock County Schools Virtual School Program is currently located at 911 Sardis Road, Union Springs, AL 36089. The Bullock County Schools Virtual School Program is open Monday through Friday from 8:00 a.m. to 3:30 p.m. for monitoring, guidance counseling, and proctored testing.
- Q.** What are the enrollment criteria for the Bullock County Schools Virtual School Program?

- A.** The requirements for student enrollment are that the student:
- Reside in Alabama (9-12) and reside in Bullock County, Alabama
  - Be a rising 9<sup>th</sup> - 12th grade student
  - Be on track for graduation
  - Have consistent, daily access to the Internet (minimum 1.5 Mbs)
  - Meet all other requirements for enrollment in Bullock County Schools and students must have passing grades in all core subjects.

**Q.** What does On Track for Graduation mean?

- A.** A student who is on track for graduation has earned the appropriate amount of Carnegie units necessary for grade placement above 9 as indicated below:

10th - 6 credits

11th - 11 credits

12th - 18 credits (and must be able to complete ALL graduation requirements within the year)

**Q.** What curriculum does the Bullock County Schools Virtual School Program use?

- A.** The Bullock County Schools Virtual School Program uses the curriculum of ACCESS Distance Learning, a program administered by the Alabama State Department of Education. All course curricula are aligned to Alabama Courses of Study.

**Q.** Who are the teachers for the Bullock County Public Schools Virtual School Program?

- A.** The Bullock County Schools Virtual School Program utilizes Bullock County Schools' and ACCESS Distance Learning teachers. All teachers are Highly Qualified and certified in their content areas in accordance with the Alabama State Department of Education policy.

**Q.** What type of diploma does the Bullock County Schools Virtual School Program offer?

- A.** Bullock County Schools Virtual School Program offers the Alabama high school diploma. We offer Advanced Placements courses, which meet the standards of the College Board's Advanced (AP) curriculum.

**Q.** Do Bullock County Schools Virtual School Program students have face-to-face requirements?

- A. Yes, Bullock County Schools Virtual School Program students have face-to-face obligations for orientation and state-mandated assessments. All course tests must be taken on campus and will be proctored by Bullock County Schools Virtual School Program school staff.
- Q. Is transportation provided for students to report to the Bullock County Schools Virtual School Program?
- A. No. Upon submitting a signed Transportation Agreement, licensed students may drive themselves to the Bullock County Schools Virtual School Program, located at 911 Sardis Road Union Springs, AL 36089. All other students must be driven by a parent or guardian.
- Q. What is involved with proctored examinations?
- A. All unit tests and term examinations must be taken in the physical presence of a Bullock County Schools Virtual School Program staff member. Students must report to the Bullock County Schools Virtual School Program site, to take these tests and exams. Transportation is not provided; therefore, students and/or parents must arrange for reliable and safe transportation according to the terms of the signed Transportation Agreement. Students in grades K-8 take and complete all exams using their virtual platform.
- Q. How is attendance recorded for Bullock County Schools Virtual School Program students?
- A. Bullock County Schools Virtual School Program students must “attend” class daily in accordance with the Bullock County Schools’ calendar. Students fulfill attendance requirements when they login to their courses daily. Bullock County Schools Virtual School Program students are required to abide by the Bullock County Schools attendance policies and procedures.
- Q. How are grades recorded on the transcript for Bullock County Schools Virtual School Program?
- A. When students complete their distance learning courses, documentation regarding the students’ final grades are downloaded from iLive and entered into PowerSchool by the Virtual School Program counselor or facilitator. The counselor posts the final grades to students' transcripts and places the documentation from iLive into the students’ cumulative folders.

- Q.** Are Bullock County Schools Virtual School Program students required to take state assessments such as the ACT Pre-Assessment, ACT Plus Writing, or ACT WorkKeys?
- A.** Yes, all Bullock County Schools Virtual School Program students are required to take all state-mandated assessments. All 11th-grade students will take the ACT Plus Writing in the Spring term, and all 12th-grade students take the ACT WorkKeys in the Fall and Spring terms.
- Q.** Does the Bullock County Virtual School Program follow the Bullock County School's academic calendar?
- A.** The Bullock County Virtual School Program operates on a standard semester system in accordance with the Bullock County Schools' academic calendar. The starting and ending date of ACCESS classes (regardless of the format) is determined by the Alabama State Department of Education and is closely aligned with the Bullock County Schools' academic calendar. The K-8 program follows the Bullock County Schools' academic calendar exactly.
- Q.** Are Bullock County Public Virtual School Program students permitted to graduate early?
- A.** Yes, students are permitted to accelerate their high school course progression. The Bullock County Virtual School Program operates as a 12-month school (fall, spring, and summer terms). Students are allowed to take additional courses during the regular school year and summer months under the condition that they maintain the minimum pace across all currently enrolled courses.
- Q.** Does the Bullock County Virtual School Program have any extracurricular or sports programs?
- A.** Yes, school-sponsored extracurricular activities, including athletics, are available at the virtual student's zoned school.
- Q.** Does the Bullock County Virtual School Program offer a summer program?
- A.** The Bullock County Virtual School Program operates a summer program for students who wish to earn additional credits toward early graduation and promotion.
- Q.** What types of student support services are offered?

A.

- Orientation – Five (5) days of face-to-face activities for online learning preparation to include 2 face-to-face meetings and 3 days of online experiences (depending upon the beginning of the school calendar).
- Monitoring - Tracking of student attendance, course progression, grades, and exam proctoring.
- Assessment - All state-mandated tests are administered by the zoned school administrators.

Q. What are the minimum requirements to remain enrolled in the Bullock County Virtual School Program?

A.

- Reside in Alabama (9-12) and reside in Bullock County, Alabama
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbs)
- Maintain minimum passing grades in ALL courses taken during the current academic year.
- Remain on track for graduation (evaluated at the end of the summer semester immediately following the current academic year) or promotion to the next grades.
- Maintain consistent transportation to the Bullock County Schools Virtual School Program for testing and other services.
- Accumulate no more than 5 unexcused, full-day absences during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the Bullock County Virtual School Program by adhering to all expectations, procedures, and policies of the Bullock County Virtual School Program, Bullock County School District, the Alabama State Department of Education, and ACCESS.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Bullock County Virtual School Program.
- Students who fail more than one class per academic year will be removed from the Bullock County Virtual School Program.

Q. I have more questions; how should I contact the Bullock County Virtual School Program?



A. If you have additional questions, please contact:

Phillips Brooks at the listed email address below or call 334-651-0183, Grades:7-8

Cameron Whitlow or Tara Pickett at the listed email address below or call 334-651-8264,  
Grades: 9-12.

[Phillip.Brooks@BullockCo.org](mailto:Phillip.Brooks@BullockCo.org)

[Cameron.Whitlow@BullockCo.org](mailto:Cameron.Whitlow@BullockCo.org) or Tara Pickett at [Tara.Pickett@BullockCo.org](mailto:Tara.Pickett@BullockCo.org)

**Bullock County Schools**  
**Student Driver Agreement**

Student Information

Student Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Grade: 9th 10<sup>th</sup> 11<sup>th</sup> 12th

\*Driver's License State: \_\_\_\_\_ Number: \_\_\_\_\_ Destination: BCS Virtual School

Vehicle Information

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color of Vehicle: \_\_\_\_\_ Tag Number: \_\_\_\_\_ State: \_\_\_\_\_

\*Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Terms and Conditions

1. I agree to drive to the above-mentioned destination without making unauthorized stops.
2. I agree to park in the approved spaces at the above-mentioned destination.
3. I agree I will not transport any passengers unless pre-approved by school officials.
4. I understand any violation of these terms and conditions may result in having driving privileges revoked.

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

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian Permission and Release**

I, \_\_\_\_\_, permit my child to drive to the above-mentioned destination and hereby release Bullock County Schools from any and all liabilities.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

\*Attach a copy of Driver's License and Proof of Insurance\*

**BULLOCK COUNTY SCHOOLS VIRTUAL SCHOOL PROGRAM**

**STUDENT COMPUTER RESPONSIBILITY AGREEMENT**

Date Issued: \_\_\_\_\_ Name: \_\_\_\_\_

Username: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Computer Serial No: \_\_\_\_\_

By signing this document, I agree to use the computer and the software in connection with my affiliation with the Bullock County Schools Virtual School Program and shall not permit any other person to possess the computer or the software. I shall not sell, lease, or otherwise grant anyone rights to the computer or the software. I shall adhere to the school district's rules and regulations governing the use of this computer and comply with all applicable copyright and other regulations regarding the software.

I acknowledge that I will be responsible for backing up all work needed for the ACCESS Program.

I acknowledge that I will bring my Virtual School Program-issued laptop with me every time I visit the Virtual School Program classroom.

I agree to promptly inform the Virtual School Teacher if the computer is damaged/inoperable, lost, or stolen. I also agree to cooperate with Bullock County Schools in filing a police report and to fully cooperate in any ensuing investigation.

I acknowledge that the computer is provided for my use only while I remain a part of the Bullock County Schools Virtual School Program. In the event that I leave the Virtual School Program or move out of Bullock County, I will return the computer to the Virtual School Program Teacher or Administrator. Failure to return the computer with assigned accessories will result in the computer being considered stolen and a police report will be filed.

Student Name (Printed) \_\_\_\_\_

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

Parent or Guardian Name (Printed) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_