

Phenix City's Virtual (V) School

Purpose: To provide motivated, independent learners the opportunity to earn their Alabama High School Diploma through flexible, personalized learning experiences available online - anytime, anywhere.

As part of the mission of Phenix City Schools (PCS) to ensure each student develops into a responsible and productive citizen who is prepared for the challenges of the future, PCS offers a variety of online courses to meet the academic and career-oriented goals of eligible students. Course offerings, including advanced courses, are designed to address all Alabama high school graduation requirements.

The online courses offered by PCS have the same level of rigor and adhere to the same standards as the traditional PCS curriculum. The PCS online courses provide the additional benefit of preparing students for success in the 21st century environment.

The V-School is a viable educational opportunity for:

- home schoolers
- the traveling parent/family
- Students who are pursuing non-traditional careers (i.e. music and Broadway)
- Students with medical needs
- Students who are at risk of dropping out for reasons other than lack of credits

Enrollment

- Meet all other requirements for enrollment in Phenix City Schools
- Have consistent, daily access to the Internet (minimum 1.5 Mbs)
- Student must be a rising 9th, 10th, 11th, or 12th grade student
- Student must be on track to graduate
- Per the previous academic year, students must have
 - A minimum attendance rate of 90%
 - A minimum GPA of 2.0
 - No more than 2 intermediate or greater office referrals

Staff and Student Capacity

- Max enrollment- 24 students
- 1 designated teacher/coordinator

Location

- The Virtual School's home-base is located on the campus of Central High School. Students can choose to come to the site where the teacher provides tutoring in English, Science, Math and Social Studies.

Face-to-Face Requirement

- Face-to-face obligations for orientation, state-mandated assessments, and Career Preparedness
- All course tests must be taken on CHS campus and will be proctored by PCS staff
- Students should expect to report to campus 2-3 times per week

Transportation

- Upon submitting a signed Transportation Agreement, licensed sophomores, juniors and seniors may drive themselves to the Virtual School.
- All other students must be driven by a parent or guardian.

Attendance

- Virtual School students must “attend” class daily in accordance with the PCS school calendar. Students fulfill attendance requirements when they log in to their courses daily.
- Virtual School students are required to abide by PCS attendance policies and procedures.

Student Support Services

- Orientation - One week of online and face-to face activities for online learning preparation to include 2 face-to-face meetings and 4 days of online experiences.
- Guidance & Counseling - Academic and guidance counseling to include the development of a 4-year high school plan.
- Monitoring - Tracking of student attendance, course progression, grades, and exam proctoring.
- Tutoring - Face-to-face tutoring in addition to the supports provided by the online teacher.
- Assessment - All state-mandated tests, except the spring ACT and ACT Workforce Keys, are administered by the PCS teacher at the Virtual School.
- Digital Resources - Assistance locating and using digital resources provided by CS staff.

Pace

- Students complete course work at their own pace via Edgenuity.

Equipment

- All students are responsible for the provision of their electronic device.

Assessment

- Using the prescribed format of Edgenuity or ACESSS, all assessments are taken in the presence of the teacher on site.
- Only students of military families, who have completed junior requirements in the Phenix City School System and have been relocated out of state:
 - Must arrange a date and time with CHS for all assessments via Skype; and
 - Must take timed assessments.
- All V-School students must meet all ALSDE requirements in order to receive a CHS diploma.

Progress Monitoring

- Student must progress through the online course at a comparable rate of traditional courses at a minimum, but can work ahead at a faster pace.
- Students are expected to maintain a 60% overall average or be placed on academic probation.
- Academic probation requires the student to come to the Virtual school campus 2 days a week and receive weekly grade counseling.

- Students remain on probation for 4 weeks. If they achieve an overall 60%, they are removed from academic probation. If 60 % is not achieved, then they are re-enrolled at their base school.

Application Process (Application found at the high school or www.pcboe.net)

- Applicants who are currently enrolled in a PCS
 - If you are currently enrolled in a PCS, then the PCS Transfer Application Form should be completed at www.pcboe.net/transfer. Please indicate on this form that you are requesting to be transferred to **CHS's V-School**.
- Applicants who are **NOT** currently enrolled in a PCS:
 - If you are not currently enrolled at in PCS, then a completed New Student Registration Packet with all supporting documentation should be completed at www.pcboe.net/enrollment.
 - Additionally, new students should complete the PCS Transfer Application Form at www.pcboe.net/transfer. Please indicate on this form that you are requesting to be transferred to **CHS's V-School**.

Approval of Application

- Once your application is received by the PCS Virtual School, you will receive an acknowledgement email. Depending on the availability of your academic records, the determination may take 10 days. Applicants will be informed of the Admission Committee decision by email.

Next Steps

- Once the applicant receives email confirmation of admittance, the student and parent or guardian will:
 - Meet with a member of the PCS Virtual School staff to sign the required paperwork, discuss goals for graduation, and build the student's 2015-2016 course schedule.
 - Attend a required orientation session that will include guidance in virtual learning, introduction to navigating the course management system(s), and training on digital resources provided by PCS.
 - Complete all requirements associated with the one-to-one computer program and receive the system issued device from the PCS Virtual School staff, if a device needs to be provided.

Enrollment Period

- Applications for enrollment are accepted throughout the academic year and during the summer.
- Typically, it is best for a student to start the virtual school at the beginning of a semester (August, January, or June). However, it is sometimes possible to accept a transfer student during a semester. PCS School staff will evaluate the transfer student's current schedule and grades to determine the feasibility of enrolling in the PCS Virtual School after a semester has already started.