

BRIDGE CREEK  
VIRTUAL ACADEMY  
HANDBOOK



## Our Mission

**Whole Student. Whole Community: Creatively reaching each students' unique needs to create a successful life plan after school.**

### **PROGRAM SUMMARY**

A variety of factors are leading to an increase in demand of creative schooling options for young people, primarily virtual options. The Bridge Creek Virtual Academy provides a flexible, online educational experience for Bridge Creek Students grades K-12. Bridge Creek Virtual Academy provides an innovative way to provide these opportunities to students, and meet the growing needs of families while at the same time maintaining a connection with faculty, peers, and community.

Bridge Creek Virtual Academy will allow students to meet individualized educational needs and provide learning experiences though an online platform, Edgenuity. Students who attend Bridge Creek Virtual Academy will be enrolled as a student in Bridge Creek Public Schools and will be supported by a Bridge Creek Oklahoma Certified Teacher.

Please read the below expectations for each partner in the academy, school, student, and parent. Participation in the academy is based on fulfilment in those expectations and your application/enrollment process.

### **ENROLLMENT**

Request for enrollment in full time or supplemental virtual online courses are as follows

- Interested students are required to fill out a *Request for Enrollment* in online course(s) form
- The principal or designees shall evaluate the application and determine whether the virtual options/courses are educationally appropriate for the student.

#### **Criteria for Enrollment**

The following criteria is considered when enrolling students into BCVA. By filling out the Enrollment Request completely and the best of your ability allows us to assess the need of your student in the program.

- Teacher and administrator observation
- Poor academic performance in traditional school setting
- Attendance problems due to family emergencies or extenuating circumstances that require student to be available.
- Attendance problems due to mental and physical health concerns, as indicated by a health professional.
- Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance
- Religious beliefs/convictions that the traditional school setting compromises.
- The Need for Credit Recovery
- Inability to attend class during the school day
- Community Health Concerns

# **PARENT AND STUDENT EXPECTATIONS**

## **Student Eligibility and Requirements**

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Bridge Creek Public School System Grades Kindergarten – 12<sup>th</sup> Grade
- Have read the BCVA Handbook and fill out completely the BCAC Enrollment Request signing the contract at the end of the Handbook.
- Have access to consistent, daily internet service
- Care and maintenance of any property of Bridge Creek Schools given to students.
- Parents and students must successfully complete a virtual education orientation
- Parents must play an active role in holding student accountable to keep designated pace.
- Parents must be available for teacher to contact throughout the day to stay up to date on student's progress.
- Students must participate in all required state-level academic assessments (OSTP and ACT) in the same manner as other regularly enrolled students within the district.
- Student will be required to take some assessments on site in the physical presence of a BCVA Teacher
- Students must respond to school system communication in a timely manner.
- Students must have reliable transportation to and from scheduled resource times, tutoring times, test times, etc.
- Student must also follow school rules and expectations when on campus.

Contractual Agreements shall be established between the school district and parent(s), or legal guardian, and of the students participating in virtual instruction courses prior to the beginning of instruction

## **Attendance Policy**

Students participating in the virtual education program will be considered as being in attendance if the students are meeting one of the two following criteria.

- Students are on pace to finish the allotted courses by the prescribed finish date.
- Students are completing a **MINIMUM of 20 hours of ACTIVE Time OR the time needed to stay on predetermined pace** in their coursework from Sunday to Saturday. Attendance is measured by submission of assignments and communication with the BCVA Coordinator.

## **Accepted Pace Descriptions and Falling Behind Policy**

- Accepted pace will be communicated by the teacher for each individual student.
- Pace will be based on what % of each course they should complete each week.
- Students who fall behind their progress will be **REQUIRED** by their instructor to fulfill several time and attendance constraints to ensure they have every opportunity to catch up in their curriculum.
- If a student's grade falls below a 60 percent they will be expected to meet with the teacher at least 1 hour per week, during the designated times.
- If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.
- If a student falls behind in their progress and fails to catch up for 3 consecutive weeks will be moved back into day school and will not be allowed to take any online courses for the remainder of the school year.

### **Failure to Communicate**

- Students must reply within 24 hours of a teacher's email. If students do not communicate within a timely manner parents will then be contacted.
- Parents will be contacted via email or phone if a student fails to communicate with the teacher within 24 hours.
- We will then develop a plan with the student and parent to get the student back on track.
- If the student is not following the plan to get back on track, they will then be transitioned back to the traditional classroom.
- If failure to communicate continues, or the school is unable to contact parent to formulate a recovery plan, then student will have to be considered truant, and a letter will be sent to the district attorney for truancy.

### **Extracurricular Eligibility Policy (Secondary Students ONLY)**

- Students must be in attendance at their respective extracurricular each day on campus.
- Students must complete the drug testing agreement form and agree to report to the designated location when called for drug testing.
- Students enrolled in an extra-curricular must be enrolled in 6 courses simultaneously and will have to complete predetermined portions of those courses each week.
- Students in athletics or extracurricular activities have to meet predetermined weekly progress goals each week in all classes. If not, the first week, student is on probation, any consecutive week after, student is considered ineligible.
- In order to be considered present at school to participate in extracurricular competitions students must be in attendance of their activity on campus and logged into the online platform for a **MINIMUM of 20 hours or the time needed to stay on pace.**

### **Students on Campus**

- Students are expected to follow school rules and expectations when on campus, at the library or on field trips.
- When students get on campus they must wear their school badges.
- Students are expected to go directly to their designated location when on campus.
- Students must sign out when they leave campus and return the badge to the front office.

## **SCHOOL EXPECTATIONS**

- Certified staff member (Facilitator) will serve as liaison to online provider and assist students enrolling in online courses.
- Content specific face-to-face mentorship is available daily in BCAC and when requested by student for those in the virtual academy.
- Facilitator will maintain consistent communication with parent and student about student's progress.
- Facilitator will communicate with school administration regarding any student who is not meeting academic and/or attendance requirements through the online learning platform.
- Be available during school hours for parent and student to communicate with.
- Be consistent in on-site resource time, teacher office hours, and library events.
- For our secondary students enrolled in the BCVA, we will develop an individualized career academic plan to direct the students in postgraduate college, career, or technical school options.
- Computer and Wi-Fi if needed
- Breakfast/Lunch will be Grab-N-Go Only. A virtual student may not stay and eat on campus.

### **Daily Schedule/Office Hours:**

Monday -Thursday 8 AM-3:30 PM in HS room 107. Phone: (405) 387-3981 ext.

## **Assessments & Grading**

Student performance will be monitored and reported at regular intervals consistent with a traditional day program. Students of Bridge Creek Virtual Academy will be required to take all assessments in the physical presence of a Bridge Creek school staff member. These assessments must be taken on-site. Transportation is not provided outside the regular transportation times; therefore, students and/or parents must arrange transportation to and from school. Bridge Creek Virtual Academy students are NOT permitted to remain on campus outside their scheduled time. All students must sign in and out of the office.

## **Special Education**

Any student on a current IEP will be monitored. With the BCVA facilitator, SPED teacher, SPED Coordinator, home-site principal, student, and parent, an IEP will be followed and/or developed to best serve the student. Any student whom the IEP team feels would not benefit from virtual learning will be placed into the traditional school setting.

## **Student Responsibilities**

Students will spend the first days making sure the virtual setting is a comfortable transition. They should be sure to familiarize themselves with the online learning platform (Edgenuity.) Students are responsible for daily access to the internet. No internet connection or connection issues cannot be used as an excuse to meet deadlines. Students are expected to check daily for messages from facilitator. Students may contact the facilitator via phone, Facetime, or email during the hours of 8 am-3pm. Students should expect a reply from teachers or the coordinator within 24 hours.

## **Facilitator Responsibilities**

The facilitator will reach out proactively to address individual student progress. The facilitator will communicate with school administration regarding any student who is not meeting academic and/or attendance requirements through the online learning platform. The facilitator will support and communicate with student and parents.

## **Parent Responsibilities**

Parent communication with the facilitator and student is an integral part of the success of the course. They should expect to monitor their student's progress and communicate directly with the facilitator immediately when questions and/or concerns arise.

# Bridge Creek Virtual Academy SCHOOL CONTRACT

This contract is between \_\_\_\_\_ and Bridge Creek Public Schools. By signing this contract, I agree to abide by all of the rules, policies and procedures set forth by Bridge Creek Schools. I understand that failure to do so may result in loss of privileges or dismissal from the Virtual Academies. Initial all of the following as you read them:

- **I understand that if my progress falls behind, I will be placed on probation requiring attendance on campus as described by your instructor** until my progress comes up. \_\_\_\_\_
- After the first semester of the program, if I am unable to maintain regular daily progress and weekly attendance, I will be required to return to the face- to- face classroom at school. \_\_\_\_\_
- I understand that **I am responsible for abiding by rules in the student handbook regarding discipline, academic honesty and plagiarism.** \_\_\_\_\_
- I understand that an **email address is required** for communication and that **I need to check it daily.** \_\_\_\_\_
- I understand that the **program requires active participation with each course on a daily/weekly basis.** \_\_\_\_\_
- I understand that I will be expected to stay on target and maintain progress in my online coursework as determined by the due date for each lesson. **MINIMUM of 20 hours or time needed to stay on predetermined pace is required each week.** \_\_\_\_\_
- I understand that if my **grades fall below passing, I will be required to attend tutoring services** with a teacher in addition to my normal attendance date. \_\_\_\_\_
- I understand that there will be one-on-one communication with the program coordinator and teachers and my parent/guardian may be contacted if my progress requires attention. \_\_\_\_\_
- I agree to keep up with readings, assignments, labs, quizzes, and tests. \_\_\_\_\_
- I understand the **coursework is as rigorous as a face-to-face class** and I will pay attention to my progress and submit work in a timely manner. \_\_\_\_\_
- **I agree to do my own work and can expect to be dismissed from the program if I violate the cheating/plagiarism policy set forth by the district.** \_\_\_\_\_
- I understand that while on campus and **while using school resources I will be expected to abide by the District Internet Use Agreement.** \_\_\_\_\_
- I understand that **finals will be proctored by an instructor and scheduled in the BCVA classroom.** \_\_\_\_\_
- I understand that **any coursework not completed by the end of the semester could result in an F** on my transcript. \_\_\_\_\_
- As a student, I understand that failure to abide by this contract may result in removal from the Virtual Academy program and I will be required to return to On Campus classes. \_\_\_\_\_

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**BY SIGNING THE BELOW PORTIONS YOU ARE EXPRESSING YOUR COMMITMENT TO THE EXPECTATIONS AND PROGRAM DESCRIPTION WRITTEN ABOVE.**

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**STUDENT NAME**

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**DATE**

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**PARENT NAME**

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**DATE**