

St. Martin Parish Virtual Learning Program



Allen Blanchard Jr, Superintendent
ST. MARTIN PARISH SCHOOL BOARD

2022-2023

MISSION STATEMENT

The mission of the St. Martin Parish School District's Virtual Learning Program is to address the educational needs of students via a non-traditional approach to achieve a world-class education.

Program Description

What is the St. Martin Parish Virtual Learning Program?

The St. Martin Parish Virtual Learning Program is a schooling option to the traditional public school, operated by the St. Martin Parish School Board. The program provides its students access to standards-based courses delivered by highly-qualified/certified instructors.

What is the target audience for the Virtual Learning Program?

The St. Martin Parish Virtual Learning Program is open to all students in grades 3 to 12 who reside within St. Martin Parish. Due to the critical importance of the foundational skills required for reading and math that are taught in Kindergarten, first and second grade, the St. Martin Parish Virtual Learning Program does not offer a virtual learning option for those grade levels to our students. Exceptions to this policy can only be made with approval from the Director of Curriculum and the Superintendent of St Martin Parish Schools. Although the program is open to all students in the designated grades listed above, it may be most beneficial to students who possess the following:

- Self-motivation
- A desire to learn independently
- Good time management skills
- A preference for asynchronous learning versus the traditional classroom
- A preference for completing assignments ahead of time
- Technical skills (comfortable working on a computer)
- A medical condition that interferes with attendance
- A desire to seek an advanced course program not available in their assigned schools
- A need for flexibility
- A desire to graduate early

What are the criteria for enrollment?

Students desiring to participate in the St. Martin Parish Virtual Learning Program must be enrolled at the local public school for which they are zoned to attend. Students must obtain a Virtual Learning Program Notification Letter from their school's counselor/curriculum coordinator prior to applying for the Virtual Learning Program. Once the student is accepted into the Virtual Learning Program, he/she will remain a student of the school where he/she is zoned to attend.

What enrollment options are available within the program?

A. Full-Time Virtual – students will complete all courses through the district-provided virtual learning program. All 3rd through 8th grade participants must be full-time virtual and must take the courses assigned in accordance with Bulletin 741. Exceptions must be approved by the superintendent with recommendation from the principal of the assigned site. Virtual Program Facilitators will work with curriculum coordinators /counselors to ensure all necessary courses are scheduled and meet the guidelines of Pupil Progression.

Admission into the St. Martin Parish Virtual Program is not guaranteed, and the following criteria will be considered in the admission process:

- Any student who **failed a core academic subject during the 2021-22 school year** is prohibited from enrolling in the Virtual Program as a full-time virtual student, and instead is required to attend their home-based school for face-to-face instruction to address their deficits.
- Any student enrolled in the SMPSB Virtual Program during last school year (2021-22), who did not take their assigned LEAP 2025 tests as mandated by the superintendent, is prohibited from enrolling in the Virtual Program as a full-time virtual student for the 2022-23 school year.
- Students must be registered by the established deadline in order to be enrolled as a full-time virtual student for the start of the school year.
- Once the deadline for enrollment into the Virtual Program has passed, your child will not be allowed to enroll in the Virtual Program until they

complete the 1st 9 weeks grading period successfully at their assigned school.

B. Blended Model - students will complete coursework through a combination of traditional and virtual curriculum. Only high school students are eligible to participate in the blended model. Each high school will make the necessary arrangements to schedule and facilitate the virtual learning of students in the blended model. Blended students will be allowed time during the school day on their campuses to complete individual coursework. This opportunity shall be available for all high school students.

All students considering enrolling in a virtual course must first meet with their counselor to review their schedule and get the verification letter for enrollment. Students then go to the Virtual Learning Center to complete the registration process. Parents are required to be present for this initial enrollment meeting.

Blended students are allowed to work on course work during the school day in the school's designated location. Students are required to make arrangements with the proper virtual facilitator at the school for testing.

Each high school will provide a virtual facilitator each block on their campus (if necessary) to monitor students working in their virtual course(s) or when taking assessments during the school day. This facilitator will be dedicated to only monitor virtual students at that time. These facilitators will be the only personnel on a school campus authorized to open assessments for students. They will be required to attend training by the Supervisor of Virtual Learning. Once students are enrolled in a virtual learning course, they must start working on the course immediately. Any student who has not started working in a course within a week of enrollment will be automatically dropped from the course.

SCHEDULING FOR FULL-TIME AND BLENDED HIGH SCHOOL STUDENTS:

The Virtual Program Facilitator will work closely with guidance counselors when scheduling student courses to ensure graduation requirements are met. **School counselors will not change student schedules to VS courses until the student has officially enrolled in the Virtual Learning Program.** The counselor will be notified by email from the Virtual Learning Facilitator once a student is officially enrolled in the Virtual Learning Program.

Blended students MUST obtain a Virtual Learning Program Notification Letter from their school's counselor prior to registering for the Virtual Learning Program. Blended students MUST bring this signed letter to the Virtual Center IN-PERSON to complete the registration process. Parents are required to be present for this initial enrollment meeting.

TESTING FOR ON-CAMPUS BLENDED STUDENTS:

1. Late arrival and early dismissal students need to make arrangements in advance with the virtual facilitator on campus for work time & testing.
2. Blended students who need block or additional time scheduled must make arrangements with the facilitators, counselors and administration.
3. Students will NOT be allowed to leave a scheduled class to go work in the library on a virtual course.

What is the location of the Virtual Learning Center?

The St. Martin Parish Virtual Learning Center will be located on the campus of Breaux Bridge Junior High School in Breaux Bridge, Louisiana, next to the Breaux Bridge Health Center for all students from the Breaux Bridge area schools.

Satellite Centers will be located as needed in the areas as follows:

- St. Martinville – satellite center will be located on the campus of St. Martinville Sr. High School.
- Cecilia – satellite center will be located on the campus of Cecilia Sr. High School.
- Breaux Bridge – satellite center will be located on the campus of Breaux Bridge High School.

Hours of Operation:

7:30 A.M. – 7:00 P.M. Monday – Thursday

7:30 A.M. – 3:00 P.M. Friday

Days of Operation:

The Virtual Learning Center will follow the St. Martin Parish School District calendar for school days and holidays. However, students will have virtual access at any time, 24/7. Arrangements for testing during holidays will be arranged by

the virtual facilitators on an as needed basis. Students will be notified by email of times and dates for additional testing during the holidays.

Who will staff the Virtual Learning Center?

The St. Martin Parish Virtual Learning Program will be facilitated by at least one certified, highly qualified teacher. Special Education instructors will be available to meet IEP requirements once approval is received from the IEP committee.

What are the attendance requirements?

The St. Martin Parish Virtual Learning Program will follow the Distance Education Policy as per Bulletin 741(\$2395) regarding attendance. Class/seat time is waived and students work at their own pace from home or the virtual site.

- All NEW FULL-TIME VIRTUAL STUDENTS are required to attend IN-PERSON at the Virtual Center from 8:00am-2:00pm for their first 2 weeks in the program to support/assimilate them to the virtual platform and the virtual learning experience.
- All virtual students who fall 5% behind or more in a virtual course(s) will be notified by their Virtual Facilitator that they have one (1) week to get back on target in their course(s). If after a week, a student remains 5% behind or more in their course(s), they will be placed on a 2-week probationary period and required to attend IN-PERSON at the Virtual Center from 8:00am-2:00pm until they catch up in their course(s).

What are the testing procedures for virtual students?

Students in grades 6-12 will be required to take all Topic Tests, Unit Tests and Course Exams at the St. Martin Parish Virtual Center (or one of the high school Satellite Centers) **without exception**. These tests/exams assess students on the topics that are covered in the current grading period.

- Any student in grades 6-12 who require an exemption from testing in-person for medical reasons, are mandated to address this serious health/medical issue within their home-based school's SBLC process and seek this accommodation through Homebound Services rather than with the St. Martin Parish Virtual Program.

Students in grades 3-5 will not have to come in-person to take any of their tests/exams at the St. Martin Parish Virtual Center. Tests/Exams and weekly progress monitoring can be accomplished through a Google Meets session with the assigned Virtual School Facilitator.

How will student grades be reported/recorded?

Edgenuity progress reports and status reports for students in grades 6-12 will be sent to parents on a weekly basis. High school students will receive a St. Martin Parish report card at the end of each 9 weeks reporting period from their home-based school.

Students in grades 3-5 will receive grades from Imagine Edgenuity. They will receive a report card at the end of each 9 weeks reporting period from their home-based school.

School Counselors/Curriculum Coordinators MUST notify the Virtual Center immediately when a virtual student drops from their campus so that the student's virtual courses can be disabled and their account archived.

CURRICULUM

Educational courses and software management will be provided by Imagine Edgenuity, for grades 3-12. Imagine Edgenuity Instructional Services partners with schools and districts around the country to provide standards-aligned online courses and curriculum for 3-12 students taught by Imagine Edgenuity's highly qualified, state-certified virtual instructors.

Edgenuity Content 3-5

Imagine Edgenuity provides an online curriculum for elementary school students who complete all of their learning online through Coursewhere 3-5.

Lessons are age-appropriate and engaging, and feature supports and tools to help students along the way. This online curriculum meets all of the district's virtual instruction needs, while also helping you give our youngest students more ownership over their learning.

With this curriculum, we are giving all of our students a well-rounded, high-quality education and more ownership over their learning, which is one of the first steps in developing a lifelong desire to learn.

****See Updated Imagine Edgenuity Licensing Agreement for a listing of provided courses for the 2022-23 school year.**

Edgenuity Content for grades 6-12

- Lessons contain student-centered objectives across Bloom's Taxonomy of Learning Domains
- Prescriptive, formative & summative assessments
- Individualized study plan
- Direct instruction by highly qualified teacher
- On-demand feedback
- eWriting & eNotes

- Show me tutorials
- Integrated online content
- Reports to monitor performance and progress
- Progress reports sent to parents, school administrators & counselors
- Attendance is automated
- Determines activity levels and idle time
- Management system to assign courses, course lessons and assessments
- Grades issued by Distance Education Provider
- Includes National Test Prep, ACT Prep, EOC Prep, High Stakes Testing Prep & GED Prep
- Dropout Prevention
- Credit Recovery
- Alternative & At-Risk
- Summer School

****See Updated Imagine Edgenuity Licensing Agreement for a listing of provided courses for the 2022-23 school year.**

GUIDELINES AND EXPECTATIONS

The St. Martin Parish Virtual Learning Program is a multimedia classroom with interactive activities. In some ways, it is like a traditional classroom. The lessons include lectures, online content, homework practice, lab activities, and online quizzes and tests. The advantage is that students may work according to the demands of their own schedule however they must maintain a minimum amount of weekly progress to stay in the program. Since this is a program run by the St. Martin Parish School Board, there are certain guidelines and expectations required of the participants.

- Parent must specify how student(s) will get to and from school (virtual site or zoned school site).
- When parents are dropping off students at the VLC, they must get down and come in the VLC to sign their child in. Students will not be allowed to leave until the parent comes in and signs them out.
- Parents must give written permission for students to drive themselves to the Virtual Learning Center.
- Although the Virtual Learning Center is available to students for the entire school day, it is not recommended that students attend the site for the entire day, every day.
- Students must follow district and school rules as outlined in the St. Martin Parish Student Handbook and Discipline Policy with the exception of the uniform policy while at the St. Martin Parish Virtual Learning Center. However, **when testing on a school campus, they must be in uniform.**
- Students must attend either the virtual lab or the zoned school site (by appointment only) to complete all tests.
- Students must score a minimum passing grade (67%) on their practice tests for a course in order for their actual test to be unlocked by their Virtual Facilitator.

- Students entering zoned school campus for testing or other school related business, must report in full approved uniform **AND** must sign in and out in the office and classroom.
- Students in good standing are able to participate in all extracurricular activities offered by the school and district, for which he/she is eligible.
- Students who meet LHSAA (Louisiana High School Athletic Association) Guidelines will be eligible to participate in all LHSAA sponsored activities (It is the student/parent's responsibility to get clearance from LHSAA).
- Any Virtual Program student who enters the zoned school campus prior to the ringing of the last dismissal bell must report in full uniform.
- Students eligible for college athletic scholarship consideration will need to check with the university for course acceptance prior to enrolling in classes.
- If at any time it is determined the student's educational progress is being compromised, the administrator or designee has the right to intervene and the student may be transferred back to a traditional classroom setting.
- Students may opt out of the Virtual Learning Program with the approval of the superintendent based on a recommendation from the principal/SBLC.
- As an integral part of the success of the Imagine Edgenuity for grades 3-5, the parent/guardian of elementary grade students must agree to serve as the "Learning Coach." The Learning Coach works closely with the teacher to make sure assignments are completed, schedules are met, and students are engaged and motivated. Therefore, students in grades 3-5 must be accompanied by their learning coach while at the Virtual Center.
- Upon entrance into the Virtual Learning Program, facilitators will receive input from school personnel.
- Students who are unable to complete their coursework during the academic school year can apply for an extension to complete their coursework during summer school at a cost of \$100 per course.

- Virtual JCEP students will test at JCEP. These students must report to the office to check in when entering the JCEP campus for testing.

The St. Martin Parish School Board does not discriminate against students with disabilities within its Virtual Learning Program. Criteria have been established for admissions into the program and dismissal from the program. These criteria are applicable to all students.

A student with an IEP or IAP may enroll in the Virtual Learning Program once the student's IEP committee concurs that such a placement is educationally appropriate. If the Committee recommends the placement of the student in the Virtual Learning Program, the student will be admitted and/or exited under the same conditions applicable to regular education students, inclusive of 504.

In the event that students with disabilities are not progressing in the Virtual Program the IEP committee should be reconvened to address the individual concerns and modify the program and/or services. SPED Services will be provided while the students are on their school campus or at the Virtual Learning Center.

Complaint and Dispute Resolution

If a parent disagrees with the school district about their child's special education program, there are several formal and informal processes for resolving the disagreement. Contact St. Martin Parish Supervisor of Special Education for questions and concerns regarding the provision of services for students with disabilities enrolled in virtual schools at (337)332-3388.

APPENDIX A – STUDENT FORMS



St. Martin Parish Virtual Learning Program

- The counselor completes a Virtual Program Enrollment Letter.
- This letter is given to the student.
- The student and parent must visit the Virtual Learning Center in-person to enroll. **Students cannot skip this step.**
- A Virtual Facilitator meets with the parent and student to outline our expectations and procedures. We provide them a contract to sign along with their username and password.
- The Facilitator from the Virtual Learning Center will then email the counselor to have the student's schedule adjusted to reflect that they are actively enrolled in the Virtual Learning Program.
- The counselor will then make a change in the student's schedule. Schedules can NOT be changed until verification is received that the student and parent have signed their Virtual Learning Contract.

You have been enrolled in online courses that will be completed from your home, the Virtual Learning Center, or from your assigned school during specified hours via computer.
You will have the opportunity to receive individualized face-to-face teacher assistance, use a computer lab, and utilize counseling services during the designated hours. A teacher will be available through email for student and/or parent questions during regular school hours and for face-to-face help during daily lab hours. The teacher will monitor your progress and use of the program and make interventions as needed.

Virtual Center hours of operation: Monday-Thursday 7:30 A.M. – 7:00 P.M.
Friday 7:30 A.M. – 3:00 P.M.

You have been enrolled in the following courses:

- (1) _____ (5) _____
(2) _____ (6) _____
(3) _____ (7) _____
(4) _____

Please follow these instructions to access Edgenuity.

- Turn on your computer and access the internet.
- Open [Google Chrome](#).
- Type the following into your address bar: 3-12 grades = <http://www.edgenuity.com>
- This will take you to the website for Edgenuity. Once the website appears, select log in and then select Student Login. Type your username and password to access your assignments.
 - Username: _____
 - Password: _____
- Accessing the Course Map will list your assignments. Click on the assignment you need to work on and follow the online directions. Remember, your grade for your class will be determined by this program. You should do your best on each section.
- When you are ready to take a test, you must prepare to attend the Virtual Learning Center or make an appointment with your assigned school in order to take the test. All tests must be taken under the supervision of the Virtual Learning Center instructor or local

school facilitator. Students must score a minimum passing grade (67%) on their practice tests for a course in order for their actual test to be unlocked by their Virtual Facilitator.

- All high stakes testing (i.e. EOC, LEAP2025, etc.) must be taken at your zoned school. If you do not take your assigned LEAP/ACT tests, you will not be allowed to enroll in the Virtual Program the following year.
- Parents of elementary students (grades 3-5)** participating in the Virtual Learning Program agree to serve as an academic coach for their children in this program. Instructions to access the 3-5 Virtual Learning Program for elementary students will be provided by the Virtual Learning Program Facilitators. Students (3-5) will be required to take the i-Ready Test three times during the year (beginning, middle, end).
- All courses must be completed in accordance with the St. Martin Parish School Year Calendar. **All students have Parts A, B, C, and D for each of the four nine-week periods and must complete 100% of the work each nine weeks.**
- You will be at RISK of being DROPPED FROM THE VIRTUAL PROGRAM for the following policies:
 - student has not worked diligently at least one hour per day, five days a week, on each course;
 - student has not maintained a 75C average;
 - student has not reached individual goals set by their facilitator;
 - student is not on Target and/or did not complete class(es) on time;
 - student must take Test (Unit/Prescriptive) at Virtual Center or with school facilitator.

If you are having any technical difficulties with the program, please contact one of the Virtual Learning facilitators for assistance. Their information is provided below.

Mr. Todd Angelle Facilitator (337)909-3061 todd_angelle@saintmartinschools.org	Mrs. Karen Dupont Facilitator (337)909-3062 karen_dupont@saintmartinschools.org	Mrs. Ashley Green Facilitator (337)909-3063 ashley_green@saintmartinschools.org
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Virtual Learning Program Facilitator

Virtual Learning Center Administrator



St. Martin Parish Virtual Learning Program Student Contract

Student Name:	Date:
School:	Grade level:
OFFICE USE ONLY:	
Previously in the SMPSB Virtual Program: <input type="checkbox"/> yes <input type="checkbox"/> no	
21-22 School Year Results: <input type="checkbox"/> pass <input type="checkbox"/> fail (retained or core course)	
<input type="checkbox"/> Currently receives accommodations/modifications on an IEP/IAP	
Edgenuity course(s): Please check all that apply	
<input type="checkbox"/> Zoned School <input type="checkbox"/> JCEP <input type="checkbox"/> Homebound <input type="checkbox"/> Virtual/Summer School	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Facilitator notes:	Facilitator signature:
<input type="checkbox"/> Full-time Virtual Course(s):	<input type="checkbox"/> Blended Model Course(s):

Virtual Students in grades 6-12:

- My child will be dropped off and picked up at the center by a parent/grandparent.
- My child has my permission to walk/ride their bike to and from the center and can sign themselves in and out of the center.
- My child has my permission to drive to the center and can sign themselves in and out of the center.

Make and Model of vehicle student will be driving: _____

License Plate # _____ Driver's License # _____

Student's Signature: _____ Date: _____

Parent Phone Number(s): _____

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Phone Number(s): _____

Parent/Guardian's E-mail Address: _____

I, _____, accept and agree to abide by all rules and expectations set forth by the St. Martin Parish

Virtual Learning Program, including those listed below. I understand that failure to comply with the rules and expectations could result in disciplinary action in accordance with parish policy. **ALL CELL PHONES MUST BE TURNED IN to a facilitator UPON ENTRANCE TO THE VIRTUAL LEARNING CENTER/DIAL.**

I agree to protect my username and password. I will not share my login information with others.

I have daily access to a computer/Chromebook and the internet.

I agree to work diligently on my online course(s) in order to complete all course requirements. Student should work as they would on a "normal" school day – five days a week on each course they are enrolled in to stay on target. (Students can work on weekends/holidays to get on target or ahead)

I understand there is a three week "probationary" period. At the end of these three weeks, if I am not meeting the expectations of the Virtual Program, I will be removed from the Virtual Program and returned to face to face schooling.

I understand all courses must be completed in accordance with the St. Martin Parish School Year Calendar. **All students have Parts A, B, C, and D for each of the four nine-weeks and must complete 100% of the required work for each nine weeks.**

I understand if I fall 5% behind or more in a virtual course(s), I will be placed on a 2-week probationary period and required to attend IN-PERSON at the Virtual Center from 8:00am-2:00pm until I catch up in my course(s).

While on the school campus or at the Virtual Learning Center, I agree to follow all rules, as outlined by the St. Martin Parish School Board Student Handbook and Discipline Policy, and individual school.

I understand that I may opt out of the Virtual Learning Program with the approval of the superintendent based on recommendation from the principal/SBLC.

I understand I must sign in and out of the Virtual Learning Center, and if I am dropped off by a parent/grandparent, they will have to sign me in and out of the center. Once in the Center, I must remain until leaving for the day (cannot go in and out).

I understand when I am ready to take a test, I must prepare to attend the Virtual Learning Center or make an appointment with my assigned school in order to take the test. All tests must be taken under the supervision of the Virtual Learning Center instructor or local school facilitator. I must score a minimum passing grade (67%) on my practice tests for a course in order for my actual test to be unlocked by my Virtual Facilitator. Once the test is started, I may not leave the computer until the test is finished.

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I understand I must sign in and out of the Virtual Learning Center, and if I am dropped off by a parent/grandparent, they will have to sign me in and out of the center. Once in the Center, I must remain until leaving for the day (cannot go in and out).

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