

# High School Virtual Learning Academy

School Handbook  
2021-2022



High School Virtual Learning Academy

Gilroy Unified School District  
7810 Arroyo Circle • Gilroy, CA 95020  
(669) 205-4028

[GUSD Parent Handbook](#)

# **Acknowledgement of Responsibilities High School Virtual Learning Academy**

I voluntarily request participation in GUSD High School Virtual Learning Academy and have read and understand the terms of the VLA agreement. I will complete all course work outlined in the VLA agreement, and as assigned to me through the course program and supervising teachers recommendations.

## **Parent/Legal Guardian Agreement**

I agree to the below conditions listed under Student's Agreement/Responsibilities. I also understand that:

- I am responsible for the daily monitoring/verification of all subjects studied, timely submission of complete student work, and overall home management of my child's program. Should work be late, incomplete, or missing more than three (3) times, per Board Policy, an evaluation will be made to determine whether VLA is an appropriate strategy for this student.
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned work by the due date, I will contact the VLA Teacher prior to the due-date to make alternative arrangements.
- I understand that my child is required to participate in state mandated testing and district assessments.
- I understand the withdrawal process.
- I understand that the new California law AB130 REQUIRES my student to attend (virtually) one class once a week. Failure to do so may result in dismissal from the VLA program.

## **Virtual Learning Academy Agreement**

- The VLA Teacher will assign a body of work to be completed during the duration of this agreement.
- The VLA Teacher will evaluate work in a timely manner.
- The VLA Teacher will notify the student and parent/legal guardian of the academic credit granted for work completed.
- The VLA Teacher will provide ongoing support and communication with VLA students and families.

We, the undersigned, understand and voluntarily agree to the terms and conditions of this VLA agreement. Our signatures below indicate that we voluntarily participated in the establishment of these Agreements/Responsibilities and that we understand and accept our responsibilities in relation to this document.

**Parent Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Table of Contents

## [Program Overview](#)

[Scope and Delivery](#)

[Specialized Programs](#)

[Roles and Responsibilities](#)

[Schedule](#)

## [Attendance Information](#)

[Registration/Enrollment](#)

[Withdrawal](#)

[Daily Attendance](#)

[Truancy - School Attendance Review Board \(SARB\)](#)

## [Academic Information](#)

[Progress Reports/Report Cards](#)

[Student Progress Expectation](#)

[Curriculum](#)

[Academic Coordinator Services](#)

[Academic Honesty](#)

[Chromebook and Hotspot Checkout/Use](#)

## [Interventions: Multi-tiered Systems of Support](#)

### [General Information](#)

[Attendance Area School](#)

[Office Contact Information](#)

[Communication](#)

### [Graduation Requirement](#)

[Academic Requirements for Graduation](#)

[Community Service Requirements](#)

### [Student Activities](#)

[Student Activities & Athletic Eligibility Requirements](#)

[Athletics or Activity Eligibility Waiver Policy & Procedure](#)

### [Student Behavior](#)

[Behavior Code/Policy](#)

### [Appendix](#)

[School Calendar](#)

[Curriculum Support Documentation](#)

[Chromebook Checkout Form](#)

[Acceptable Use Policy](#)

## Program Overview

### **Scope and Delivery**

Virtual Learning Academy (VLA) is an optional choice for students in 9-12 in the Gilroy Unified School District. Students and parents must meet specific requirements and commitments when enrolling in VLA. The program gives parents the lead responsibility to support the instruction of their children in the home environment with professional guidance from supervising GUSD teachers and VLA administrators.

Courses are available through Courseware, a research based curriculum, that is part of Edmentum, an online learning provider. The VLA provides pupils the opportunity to pursue an education at an individualized pace within a 7 day window, while supporting students as they move toward or exceeding proficiency and mastering the CA State Standards for each subject area.

**Each student will be assigned to multiple credentialed teachers currently teaching within Gilroy Unified depending on grade level and course.** The Virtual Learning teacher will work with the students to make sure the student has everything needed to be successful in the Virtual Learning Program. Each of your students' teachers will be the GUSD teacher of record that takes attendance, assigns grades and works with students to monitor progress and guide them through the lessons as needed.

### **Specialized Programs**

Specialized Programs such as Dual Immersion, Advanced Placement, Honor Courses, Choir, etc are not available in the Virtual Learning Academy program.

### **Roles and Responsibilities**

Parent/Guardian-Learning Guide	<ul style="list-style-type: none"><li>● Maintain open communication with supervising teachers</li><li>● Designate an appropriate environment for the pupil's study</li><li>● Monitor the pupil as he/she works on assignments within the plan, making sure that the pupil's effort meets the minimum progress requirement set forth by the supervising teacher in the written agreement while maintaining academic honesty</li><li>● Establish a schedule for the student to complete schoolwork</li><li>● Take steps to ensure the timely submission of completed assignments to the supervising teachers.</li><li>● Contact home school to report absences.</li><li>● Ensure student work is authentic and original</li><li>● Guide students through lessons using the parent resources such as Edmentum Family Sensei</li><li>● Take an active role in helping your child process their learning</li><li>● Ensure your student attends the mandated weekly synchronous meeting,</li></ul>
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Student	<ul style="list-style-type: none"> <li>● Log in everyday to Edmentum</li> <li>● Communicate by making regular scheduled contact with the supervising teachers as specified in the written agreement, with parent participation.</li> <li>● Complete <i>at least</i> the assigned work by the due date.</li> <li>● Practice academic honesty</li> <li>● Practice self motivation</li> <li>● Manage time appropriately</li> <li>● Make a personal commitment to the Virtual Learning program</li> <li>● Attend weekly mandated synchronous meeting with assigned VLA teacher. Students must have their camera on during these meeting times.</li> </ul>
Supervising Teachers	<ul style="list-style-type: none"> <li>● Communicate weekly with each student to share curriculum progress and attendance updates.</li> <li>● Conference with the pupil and parents/families/guardians to develop an appropriate learning plan for the pupil (if applicable)</li> <li>● Notify pupils that all assigned work must be submitted by the due date.</li> <li>● Provide weekly Office Hours for students to attend and receive support.</li> <li>● Attend IEP's and SST.</li> </ul>
Academic Coordinator	<ul style="list-style-type: none"> <li>● To ensure all students are meeting high school graduation requirements</li> <li>● To increase college awareness and entrance requirements</li> <li>● To increase awareness of school to work programs</li> <li>● Support all our students in their academic, career and personal/social development</li> <li>● Support student with reentry into home school if student is not successful in VLA</li> </ul>
Gilroy Unified School District	<ul style="list-style-type: none"> <li>● Provide oversight of the program</li> <li>● Communicate consistently with staff and parent/guardians</li> <li>● Designate Supervising Teachers and to work with the pupil and parent.</li> <li>● Provide a parent handbook.</li> <li>● Provide communication updates to teachers and families.</li> <li>● Gather suggestions and input through questionnaires and surveys.</li> <li>● Provide state and district mandated testing services.</li> <li>● Attend Student Study Team and IEP meetings.</li> </ul>

## Schedule

Required Hours: Students are required to create a daily schedule for themselves that they must keep for the entirety of the course(s). This schedule is flexible within one 7 day period.

Monday- Friday	
Grades 9-12	Daily Login to Edmentum Weekly (1 hour) Synchronous Lessons As needed attend VLA Teacher Office Hours and/or Individual Appointments via Zoom
Recommended Daily Schedule  Students should minimally spend 60 minutes in each subject area. This will depend on the subject and lesson.	Students may opt to follow a typical bell schedule. Example:  Math 8:00 - 9:00am English 9:00 - 10:00am Break 10:30 - 10:45am Science: 10:45 - 11:45am Lunch: 11:45 - 12:30pm PE/Elective: 12:30 - 1:30pm History 1:30 - 2:30 World Language 2:30 - 3:30pm

## Attendance Information

### **Registration/Enrollment**

Students must be enrolled in GUSD prior to applying for the Virtual Learning Academy.

### **Current Students**

All students enrolled in the Virtual Learning Academy will meet with Academic Coordinators to confirm placement and requested courses/schedule for each school year.

### **New Students**

New students and/or prospective students will complete an application. New students will attend an orientation

### **Withdrawal**

Requests for withdrawals and mid-year applications will be evaluated through the school year during windows of times at each semester. A school assignment will be made based on space and availability at that time. There are no guarantees that a student will be allowed to return to their attendance area school as GUSD has classroom size limits. If this is the case, another GUSD school will be assigned.

## **Daily Attendance**

Students are expected to login to Edmentum and complete coursework five days per week. As per AB130, it is mandatory that VLA high school students attended a weekly virtual meeting with specified teacher

If a student misses one mandatory synchronous meeting, a truancy letter and a parent meeting will be set up. If a student misses 3 mandated synchronous meetings, the student will be sent back to their home school and a reentry plan will be worked on by the student's Academic Coordinator.

School attendance is extremely important. Students who are rarely absent from school perform significantly better than students who are habitually absent or tardy. The Virtual Learning Academy is paced by daily lessons. Students must stay on a weekly pace to be considered to be present. Regular attendance is not only essential to a student's success in school, it is required by law. The only valid reasons for absence from school are student illness, religious holidays and death within a family. Any absence for reasons other than these is considered truancy. Please notify your assigned VLA teacher if your child is not able to attend or complete an assignment due to one of these factors.

Students are required to work consistently and to follow the pacing provided within the digital setting. Students must complete what the pacing suggests each week.

Parents/Guardians must contact the students home school to call report any absences.  
[GUSD Website](#) with all schools and contact information

## **Truancy - School Attendance Review Board - (SARB)**

SARB was established by the California State Legislature to provide intensive guidance and coordinated community services to meet the needs of those children with school attendance or behavior problems. The SARB group is composed of school district and community representatives. Students with chronic absence or tardy problems will be referred and monitored through SARB.

## **Academic Information**

### **Progress Reports/Report Cards**

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Progress Reports, Quarter and Semester grades will be available in Aeries.

- **Letter Grades will only be given for Semester I and Semester II grading periods.**
- **Citizenship grades will be given at all grading periods.**
- Semester Grade Report Cards will be mailed home - please make sure that your address is correct. If you do not receive them, please call your home school to correct them.

#### Grades:

A - Excellent  
B - Good  
C - Average  
D - Poor  
F - Fail

#### Citizenship/Work Habits Grades:

O - Outstanding  
S - Satisfactory  
N - Needs Improvement  
U - Unsatisfactory



P - Pass

NM - No Mark

An “incomplete” is given only for illness, emergency, or pre-arrangement when the student has not been able to complete assignments. If work is not completed, an “incomplete” becomes an “F” at the end of the next quarter, or July 1st for end of the year grades. Make-up work is the complete responsibility of the student.

### **Student Progress Expectation**

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All students are expected to maintain progress in all of their courses.

#### **Failure to Meet Progress**

Continuously failing to meet progress expectations will result in meeting with parents and may result in the modification of the student's required meeting schedule or the revocation of admission to the Virtual Learning Academy.

### **Curriculum**

Courses are available through Courseware, a research based curriculum, that is part of Edmentum, an online learning provider.

Support Documentation

[Courseware](#)

[Student View](#)

### **Academic Coordinator Services**

Academic Coordinators are assigned to students based on their the last name. Academic Coordinators are available to help students and parents with academic, personal and/or social problems. Students may see the Academic Coordinators by making an appointment with the Student Services Office or via teleconference. Academic Coordinators are readily available for emergencies, and for those students having emotional or social problems. Students can be referred by parents, teachers, or students may refer themselves. Please see the prior page for responsibilities of Academic Coordinators.

### **Academic Honesty**

Any student found to be cheating, using unacceptable resources for exams, or turning in the work of others as their own will be sanctioned. A student found to be academically dishonest will receive a grade of zero on the assignment in question, parents will be contacted by the teacher and students will be referred to the administration.

### **Chromebook and Hotspot Checkout/Use**

A parent can checkout a chromebook for a student from the school district OR must accompany a student to checkout the Chromebook to begin the program from your child's homeschool. Chromebooks are to be kept clean and handled carefully. You will be required to pay for lost or damaged Chromebooks. Students are responsible for their Chromebook even if it is stolen or lost. If due to a stolen or misplaced Chromebook another Chromebook is issued, the student will be

responsible for both Chromebooks. [Click HERE to access the chromebook checkout form.](#)

Students may use computers and the Internet while in school. By District Policy, all students using the The Internet must have a signed Acceptable Use Policy sheet on file.

## Interventions: Multi-Tiered System of Support

Multi-tiered System of Support (MTSS) is a process Gilroy Unified School District uses to address the needs of all students. Data-based decisions are made to determine academic support and resources for students. The table below outlines the the tiers used in the Virtual Learning Academy:

<b>Tier 1 Universal</b>	<b>Tier 2 Supplemental</b>	<b>Tier 3 Intensive</b>
<p>Core instruction is available for all students:</p> <ul style="list-style-type: none"> <li>❖ Virtual curriculum with built in supports.</li> <li>❖ Mandatory Synchronous sessions</li> <li>❖ Parent notification and conferences</li> <li>❖ Progress Monitoring, schedule suggestions, pacing guidelines</li> </ul>	<p>Supplemental services are available to subgroups of students who need additional support based on data. Services listed are in addition to Tier 1.</p> <ul style="list-style-type: none"> <li>❖ Targeted Intervention classes.</li> <li>❖ More personalized case management</li> <li>❖ Collaboration with additional program resources such as ELL and SPED</li> <li>❖ A Student Study Team (SST) meeting will possibly be held</li> </ul>	<p>Intensive, individualized support is provided in addition to Tier 1 and 2.</p> <ul style="list-style-type: none"> <li>❖ Targeted and personalized pacing and content targets</li> <li>❖ Daily communication with academic feedback and support</li> <li>❖ Specific small group or 1:1 lessons with supervising teacher</li> </ul>

## General Information

## **Attendance Area School**

VLA students are enrolled in Christopher High School. VLA students are able to participate in athletics and extracurricular activities within CHS. Parents will call CHS to report absences, speak to Academic Coordinators and find out about events happening within CHS. All mailing and information will be received by VLA students from CHS.

## **Office Contact Information**

Christopher High School  
850 Day Road  
Gilroy, CA 95020  
Phone: (669) 205-5300  
Website: [chs.gilroyunified.org](http://chs.gilroyunified.org)  
Principal: Jeremy Dirks  
[jeremy.dirks@gilroyunified.org](mailto:jeremy.dirks@gilroyunified.org)  
Office coordinator: Kimberly Lemus  
[kimberly.lemus@gilroyunified.org](mailto:kimberly.lemus@gilroyunified.org)

## **Communication**

### **Teacher Office Hours**

VLA teachers will offer weekly office hours to support students and communicate with parents. Teachers are also available by email or phone.

### **Virtual Learning Academy Website**

Our school website provides current information for parents about school programs, events, meetings, organizations, staff, schedules, and emergency information. Parents can also find additional classroom and grade level information on the classroom pages.

### **Parent Square**

Periodically, you may receive an automated message from the school with important information. Our district utilizes Parent Square, which allows schools to send messages to all families within our community. These messages are reserved for necessary communication such as absence alerts, emergency information, important reminders, and notifications. Please keep your phone numbers updated so that you can continue to receive current information.

## Graduation Requirements

### **Academic Requirements for Graduation**

GUSD believes that the completion of an organized and sequential course of study prepares students for post-secondary education and/or employment.

Beginning with the class of 2018, to obtain a high school diploma from the comprehensive high schools, students shall complete 220 credits including the following course credits in grades 9-12:

- 40 credits in English
- 30 credits in Mathematics (Math I, Math II and Math III)
- 30 credits in Science, including Biological and Physical Sciences
- 30 credits in Social Studies, including United States history and geography; =World History, culture, and geography; a one semester course in American Government and Civics; and a one-semester course in Economics
- 20 credits in World Languages
- 10 credits Visual and Performing Arts
- 20 credits in Physical Education
- 5 credits in Vocational Education
- 35 Elective credits
- 80 hours Community Service (see below for Community Service Requirements)

### **Community Service Requirements**

Due to the Covid-19 crisis, Gilroy students are unable to complete the Community Service requirements as stated in [Board Policy 6146.1](#).

At the [September 17, 2020 GUSD Board Meeting](#), the Gilroy Unified School District Board of Education modified the existing policy to assist our students:

- The Class of 2021 will not be required to complete the graduation requirement.
  - Seniors with 160+ hours will be recognized with green cords upon graduation.
  - The Senior from each school with the most hours will be recognized with their name on the perpetual plaque.
- Using the prorated five hours per quarter philosophy:
  - The Class of 2022 will be required to complete 55 hours as part of the graduation requirements.
  - The Class of 2023 will need to complete 55 hours of community service.
  - The Class of 2024 will be required to complete 60 hours as part of the graduation requirements. No hours will be required for the 2020-2021 school year.

Until there is a full return of students to school the only community service hours accepted to fulfill this requirement will be those completed virtually.

In addition, beginning with the class of 2024 students will be required to complete 20 hours by May 1 of each school year in order to be eligible for school-sponsored activities (ie Prom, Winter Ball, Athletic team participation, etc ). Students must turn in any hours completed within 30 days of completion in order to receive credit for those hours.

Please direct any questions regarding Community Service to the Community Service Coordinator at your home school.

## Student Activities/Athletics

VLA students may participate in Student Activities/Athletics at their Attendance Area Home School. All activities must be outside the regular school day. VLA students cannot participate in activities such as rallies or club events that occur during the regular school day.

See Attendance Area Home School Websites for more information regarding Student Activities/Athletics.

### **Student Activities and Athletic Eligibility Requirements:**

- Students entering Christopher or Gilroy High School as freshmen in the fall are automatically eligible to participate in activities/athletics for the first grading period of the year.
- Students must maintain a Non-Weighted GPA of 2.0 on a 4 point scale, with no grade of "F", "No Mark", "Incomplete", or no more than one "N" Citizenship grades during a grading period to participate in athletics, activities, performances, or any other school event.
  - VLA Grades at Quarter are P/F (students must have all marks = P at the quarter to be eligible)
- No more than 5 credits per class will be counted.
- Students new to GUSD will be held to CIF and CCS eligibility standards.
- Eligibility will be determined using quarter grades, not progress report or online/edmentum grades.
- Summer school grades procured through a GUSD summer school program will be counted in students 4th Quarter GPA.
- Eligibility to participate in practices, rehearsals for activities, teams, or performance groups will be evaluated by site administration to determine status of participation due to a suspension violation.
- All students wishing to participate in athletics must have a valid impact test on file (taken every 2 years with the athletic trainer) and have all ASB paperwork and emergency forms submitted and approved prior to any sport participation (including tryouts).
- Ineligibility Due to Discipline: Any student participating in athletics, ASB, performing arts, clubs, and any other campus organization must meet all behavioral expectations. Any student who is suspended 3 or more days, or that accumulates 3 or more days of suspension is ineligible during a six week period and may NOT participate in any games, scrimmages or performances.

**Athletic or Activity Eligibility Waiver Policy & Procedure:** In accordance with GUSD Board of Education Policy 6145, ineligible students may be granted a probationary period of no more than one quarter in their GUSD High School career. A panel composed of site administration, the athletic director and a teacher will review individual cases and grant probation to only those students faced with an extreme hardship or extraordinary circumstances. Students considered must possess a 2.0 GPA with

only one F. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. The purpose of the appeal is to determine whether the student may participate in any formal performances, events, or games associated with their sport, club, or organization. No Waivers for Citizenship Grades

## Student Behavior

### **Behavior Code/Policy**

Please refer to the [GUSD Parent Handbook](#) for Behavior Code & Policy

## Appendix

### **School Calendar 2022-23**

### **Curriculum Support Documentation**

- ❖ [Courseware](#)
- ❖ [Student View](#)
- ❖ [Parent Guide](#)

### **Chromebook Checkout Form**

### **Acceptable Use Policy**

### **Independent Study Contract**