

# Middle School Virtual Learning Academy

School Handbook  
2022-2023



Middle School Virtual Learning Academy  
7810 Arroyo Circle • Gilroy, CA 95020  
(669) 205-4029

**GILROY UNIFIED SCHOOL DISTRICT OFFICE**

<https://www.gilroyunified.org/>

STUDENT NAME:

GRADE:

Students and Parents:  
Please read and sign the following  
form and return to \_\_\_\_

Parent and Student: Please read the information below. Pages 2 and 3 and the Code of Conduct must be completed, and printed from the handbook, and returned to **Admin prior to enrolling.**

Parent and Student have read the Parent/Student Handbook:

Parent/Guardian:

***Please discuss all the pertinent information in our handbook with your child, sign the agreement and return this page to \_\_\_\_ . If you or your child has any questions, please contact the supervising teacher or the VLA principal.***

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student:

I have reviewed the Parent/Student Handbook with my parent/guardian

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

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# Program Overview

## **Scope and Delivery**

Virtual Learning Academy (VLA) is an optional choice for students in 6-8 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 in the Common Core State Standards (CCSS).

**Each student will be assigned to a Gilroy Unified Virtual Learning Teacher or multiple teachers depending on grade level.** The Virtual Learning teacher will work with the students to make sure they have everything needed to be successful in the Virtual Learning Program. The GUSD teacher will be the teacher of record for middle school students that take attendance, assigns grades, and works with students to monitor progress and guide them through the lessons as needed.

## **Roles and Responsibilities**

Parent/Guardian-Learning Guide	<ul style="list-style-type: none"><li>● Maintain open communication with supervising teacher</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 teacher, and provide accurate records needed for the assessment of pupil progress and attendance accounting as specified in the written agreement</li><li>● Maintain materials and resources in good repair</li><li>● Ensure student work is authentic and original</li><li>● Guide students through lessons using the parent resources provided by the Virtual Content provider</li><li>● Take an active role in helping your child process their learning</li><li>● Ensure your student attends Zoom and/or intervention classes if the supervising has identified a need</li></ul>
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Student	<ul style="list-style-type: none"> <li>● Communicate by making regular scheduled contact with the supervising teacher 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 Zoom and/or intervention classes if there is an identified need.</li> </ul>
Supervising Teacher	<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.</li> <li>● Assess the pupil's level of education, modifying the curriculum as necessary to meet Common Core State Standards, and administer State and District-mandated assessments</li> <li>● Notify pupils that all assigned work must be submitted by the due date.</li> <li>● Recommend appropriate resources in order to support the pupil's study plan.</li> <li>● Inform parents/families/guardians of training opportunities that will enhance their ability to support their children's learning.</li> <li>● Recommend appropriate instructional methodology and additional learning activities to the parent.</li> <li>● Provide daily Zoom lessons for students to attend.</li> <li>● Hold daily intervention and/or enrichment sessions.</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 a supervising teacher 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.</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).

<b>Monday- Friday</b>	
Grades 6-8	Daily Live Interaction via Zoom Weekly (1 hour) Synchronous Lessons As needed Intervention Class or Individual Appointments via Zoom
Recommended Daily Schedule	Students may opt to follow a typical bell schedule. Example:  Homeroom 9:00 - 9:20 Math 9:20 - 10:05 Math: 10:09 -10:54 Science: 10:58 - 11:43 Lunch: 11:47 - 12:17 PE: 12:21 - 1:06 ELA: 1:10 -1:55 ELA: 1:59 - 2:44 Social Studies: 2:47 - 3:27  Students should minimally spend 45-90 minutes in each subject area. This will depend on the subject and lesson.

## 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 guidance counselors to confirm placement 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 throughout the school year during windows of time 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 log into their class Zoom meeting for attendance daily. All students must attend the Homeroom period which begins at 9:00 am. Students will also need to log in to their weekly hour of synchronous learning. Attendance will be taken for the live interaction and the weekly synchronous lesson. Students are expected to complete coursework five days per week.

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. Another important part of attendance is regular communication with your assigned Gilroy Unified School District's supervising teacher.

### **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 the school district and community representatives. Students with chronic absence or tardy problems will be referred and monitored through SARB.

### **Specialized Programs**

Specialized Programs such as Dual Immersion are not available in the Virtual Learning Academy program.

## Academic Information

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

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To ensure that grades on Progress Reports are up-to-date, Progress Reports will be available quarterly on Aeries and/or teachers will send their own progress reports home with students. (See schedule below.) Semester Grade Report Cards are produced through our computer system and will be mailed home - please make sure that your address is correct. If you do not receive them, please call the Office (669) 205-4029

<b>1st Qtr. Dates: Aug. 17, 2022 - Oct. 14, 2022</b> <b>Parent Conferences: Oct. 25, 26, 27</b>	<b>3rd Qtr. Dates: Jan. 4, 2022 - Mar. 17, 2022</b>
<b>2nd Qtr. Dates: Oct. 15, 2022 - Dec. 16, 2022</b>	<b>4th Qtr. Dates: Mar. 18, 2022 - Jun. 9, 2022</b>

Grades:

A - Excellent  
B - Good  
C - Average  
D - Poor  
F - Failure  
P - Pass  
NM - No Mark

Citizenship/Work Habits Grades:

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

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. Averaged semester grades determine eligibility for promotion.

## **Student Progress Expectation**

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

### **Failure to Meet Progress**

Students who fail to meet progress standards will be assigned to Tier 2 interventions. Zoom daily lessons and Intervention sessions on Zoom will become mandatory. 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](#)

### **School Counseling Services**

Counselors are assigned to students based on the first letter of their last name. Counselors are available to help students and parents with academic, personal and/or social problems. Students may see the counselors by coming in to the Student Services Office or via teleconference. The counselors 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.

### **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.

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 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**

All students will be associated with their Solorsano Middle School. Parents will receive communication from ASMS on a regular basis.

<https://asms.gilroyunified.org/>

### **Office Contact Information**

Ascencion Solorsano Middle School

7121 Grenache Way

Gilroy, CA 95020

Phone: (669) 205-5000

Website: [asms.gilroyunified.org](https://asms.gilroyunified.org)

Principal: Hilda Aguirre

[hilda.aguirre@gilroyunified.org](mailto:hilda.aguirre@gilroyunified.org)

Office coordinator: Analisa Alexandre

[analisa.alexandre@gilroyunified.org](mailto:analisa.alexandre@gilroyunified.org)

### **Communication**

#### **Parent-Teacher Conferences**

Since both the parent and teacher are interested in the child and his/her well being, parent-teacher conferences are welcomed and strongly recommended. Regular parent-teacher conferences are scheduled in October. Other conferences are arranged as the need arises. These should be scheduled by telephone, email, or letter.

#### **ASMS Newsletter**

The Virtual Learning Academy will receive all newsletters from ASMS.

#### **ASMS 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. <https://asms.gilroyunified.org/>

#### **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.

## Student Activities

VLA students may participate in student activities at ASMS.  
See ASMS Websites for more information regarding Student Activities.

<https://asms.gilroyunified.org/>

### **Athletics**

#### Athletics Eligibility Requirements

Athletes are expected to represent high standards. We are proud of our athletic programs and believe that high ethical standards, as well as outstanding performance, should be the top goals of our students. Gilroy Unified Board Policy states that to be eligible for any team, students must maintain a 2.0 GPA or higher with no more than one (1) failing grade. Eligibility shall be determined at the end of each quarter. Each year all athletes must pass the Concussion Protocol, and all athletes and their parents must sign a Concussion Symptoms and Protocol Sheet annually.

### **Award and Recognition**

All recognitions will be held at ASMS.

## Student Behavior

### **Behavior Code/Policy**

Gilroy Unified School District's Virtual Learning Academy adheres to set expectations to ensure the academic integrity of the program. All students and parents/guardians must read and sign the Code of Conduct.

[Click HERE for the CODE of Conduct Agreement](#)

[\*School Calendar 2022-23\*](#)

[\*Curriculum Support Documentation\*](#)

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

[\*Acceptable Use Policy\*](#)

[\*Independent Study Contract\*](#)