Student Handbook 2024-2025

DOTHAN CITY VIRTUAL SCHOOL
323 West Selma Street
Dothan, AL 36301
(334) 794-7444 - Office
(334) 794-1401 - Fax

Mission Statement

C.A.R.E.S.
"Communicate, Achieve, Relate, Engage, Succeed"

Vision Statement

EMPOWER EVERYONE EVERYDAY

Location

- 323 West Selma Street, Dothan, Alabama 36301.

Office Hours

- Monday through Friday from 7:30 a.m.- 3:30 p.m.

Website

- https://dcvs.dothan.k12.al.us/

Facebook

- www.facebook.com/DothanCityVirtualSchool/

Faculty and Staff

Principal: Joey Meigs, jomeigs@dothan.k12.al.us
Assistant Principal: Erica Delgado, erdelgado@dothan.k12.al.us
Guidance Counselor: Michelle Little, milittle@dothan.k12.al.us
Secretary: Toni Jones, tojones@dothan.k12.al.us
Media Specialist: Marsha Nowell, manowell@dothan.k12.al.us

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Dothan City Virtual School offers students numerous benefits in terms of time, flexibility, and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

Curriculum and Instruction

DCVS coursework is delivered through curriculum resources such as Edgenuity, Study Sync ELA, Big Ideas Math, Google Classroom, and ACCESS Distance Learning. Eligible students also have the option of enrolling in dual enrollment courses and courses at our DCS partner schools.

Instruction for DCVS teacher-led courses will be synchronous and asynchronous. Synchronous instruction means that students will receive live instruction during designated times through web-conferencing (ex: Zoom, Google Meet). Synchronous instruction will take place on Monday, Tuesday, Thursday, and Friday. Asynchronous instruction means that students work at their own pace with teacher-provided support, as needed. Asynchronous instruction will take place on Wednesday referred to as W.I.N.S.day ("**W**hat **I N**eed to be **S**uccessful). WINsdays will allow students to connect with their teachers during their office hours in the Academic Cafe or to schedule a support session with our DCVS on-site tutor.

Partner School Courses

Eligible students have the option to attend on-campus courses in athletics, ROTC, specialized career technical programs at Dothan Tech, and performing arts at our DCS partner schools. These courses will be added to students' Powerschool schedules so that the partner school teachers are able to input daily attendance, grades, tests, and exams.

Attendance Requirements

Dothan City Virtual School students must log in to their online courses for live instruction on the days and times designated by their course teachers. Students that maintain an 80% or above average **AND** are on track with their classroom assignments **MAY** be exempted from attending live instruction sessions. Exemptions will be granted at each teachers' discretion.

Daily attendance for partner school classes is required and attendance is taken by the partner school teacher.

DCVS students are required to abide by the Dothan City Schools attendance policies and procedures. When a student accrues 4 unexcused absences, the Dothan City Schools guidelines for truancy will be followed. Excuses for absences can be turned in to Ms. Toni Jones in the DCVS front office.

Application Process

General Education Students

Students seeking admittance to Dothan City Virtual School must complete the Dothan City Schools enrollment packet and turn in the completed enrollment packet to Ms. Toni Jones in the DCVS office.

Special Education/504 Students

An Individualized Education Program (IEP) or 504 meeting will be held by the IEP or 504 teams prior to enrollment to determine if placement in the virtual setting is the student's least restrictive environment (LRE). If the IEP or 504 team determines the DCVS is the LRE, the student may then apply for enrollment. Upon admittance, the student will be closely monitored by their assigned Special Education teacher in accordance with the guidelines published by the Alabama State Department of Education "Virtual Schools (and Programs) Guidance for Students with Disabilities".

English as a Second Language (ESL) Students

The ESL Committee will make a recommendation regarding enrollment and will assist the student and family if the decision is made to enroll at DCVS. An I-ELP (Individualized English Language Plan) will be developed or amended for the student to be placed at DCVS.

Requirements for Initial and Continued Enrollment

- Be enrolled in grades 7 - 12 in Dothan City Schools. Out-of-district students will be allowed to enroll in DCVS with approval from the zoned system's superintendent and Dothan City Schools' superintendent.
- Acquire consistent internet access.
- Be issued a DCVS Chromebook.
- Have consistent and reliable transportation to all required and co-curricular school functions, including on-campus partner school classes, district and state assessments, labs, academic support/tutorial sessions, Student Success Academy, dual enrollment classes, athletics, band and club events.
- Maintain a passing grade in each course, determined at the traditional grade reporting periods as approved by the Dothan City Schools Board of Education.
- Have no more than 9 full-day absences during the previous and current academic year.
- Be on track to graduate or eligible for promotion in accordance with the requirements mandated by the Alabama State Department of Education and the Dothan City Schools Progression Guide.
- Remain in good standing in Dothan City School by adhering to all Dothan City Schools Board of Education policies, including attendance, academic integrity, and Student Code of Conduct.

Eligibility for DCVS Re-Enrollment is evaluated at the conclusion of each academic year. To remain eligible for continuing enrollment, the student shall:

- Remain on track to graduate with an Alabama High School Diploma.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests. Students who fail more than one academic class per academic year may be withdrawn from DCVS.
- Maintain the eligibility criteria for grade advancement and absences upon enrollment at DCVS.
- Avoid the accumulation of any discipline infractions resulting in expulsion.
- Remain in good standing by adhering to all expectations including the Academic Integrity Contract, DCVS SSA, DCVS procedures and policies, Dothan City Schools, ACCESS, and the Alabama State Department of Education.

Withdrawal and Transfer

- Dothan City Virtual School is a year-long commitment. Students may not transfer back to their zoned school within Dothan City without administration approval from the losing and receiving schools.
- Students can withdraw to attend an out-of-district school at any time.
- Students must be withdrawn from Dothan City Virtual School before enrolling in another school.
- Students who no longer meet the eligibility requirements to attend DCVS must be formally withdrawn. Eligibility is evaluated at the end of the academic year. See above for criteria

Responsibilities of a DCVS Student

- Attend a DCVS Family Orientation/Open House and sign the DCVS Academic Contract before receiving credentials to be able to begin attending DCVS classes.
- Maintain consistent Internet access. Extended internet outages are not an excuse for not logging in to classes.
- Perform basic computer skills such as e-mailing, downloading documents, utilizing the Internet for research and/or data collection and using productivity software
- Attend class daily in accordance with the Dothan City Schools school calendar by logging into Google Classroom and preferred curriculum resources used by your DCVS or ACCESS teacher. **Cameras are expected to be turned on and students should actively participate.**
- Maintain appropriate course progression by completing weekly assignments. Proceed at the teacher's outlined pace or faster.
- Complete coursework in an honest and ethical manner by the designated work submission deadline.
- Take all midterms, final exams, ACCESS tests, and district and state-mandated tests at DCVS.
- Read and respond to emails, texts, or other communication from DCVS staff **DAILY.**
- Have appropriate transportation to DCVS on test days and/or any mandatory attendance event.
- Cell phones brought onto campus will be collected upon arrival and returned upon dismissal.
- Maintain a quiet working and testing environment in the Academic Cafe and/or assigned testing room.

- Advocate for yourself by asking for help when you encounter difficulties with technology or academics.
- Have school supplies needed to keep notes for each of your online classes.
- Remain in good standing in Dothan City Schools, adhering to all Dothan City Schools Board of Education policies, including attendance, academic integrity, and student Code of Conduct.

Responsibilities of the Parent/Guardian/Learning Coach

The parent/guardian of a DCVS student will serve as the student's learning coach while working in partnership with the DCVS teacher(s) to help his/her child reach maximum academic potential and achieve academic success.

- Attend a DCVS Family Orientation/Open House prior to the first day of school.
- Create an academic learning environment for his/her child to attend online classes.
- Create and follow a schedule for instructional time and educational opportunities.
- Ensure his/her child's individual academic needs are met.
- Ensure his/her child is engaged in virtual classes.
- Assist his/her child to maintain academic success.
- Maintain communication with teachers.
- Monitor his/her child's academic progress by reviewing grades and responding to communication in a timely manner.

Parent Guide to Monitoring Student Progress

Once you've created a PowerSchool Parent Portal Account, you will be able to login and view your student's information. The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student. If you have any questions regarding the use of PowerSchool, please contact the school office at 334-794-7444. ACCESS course grades may be checked by scrolling to the bottom of the Grades tab and viewing grades listed as "Cross LEA".

Dual Enrollment: Dual Enrollment course final grades will be entered into PowerSchool at the conclusion of the college semester. Dual enrollment grades can only be checked through the student's online college account.

The DCVS Academic Café

The Academic Café will be open to DCVS students for DCVS Student Success Academy, tutoring, study groups, club meetings, labs, and other scheduled school events. Appointments to access the Academic Café for tutoring and study groups must be made with the student's teacher.

Technical Support

Should a student require technical assistance with a Chromebook or district program, the DCVS Help Desk can be reached Monday - Friday from 8 am - 3 pm via phone at 334-794-7444 or by email at

manowell@dothan.k12.al.us. DCS cannot provide support for home internet or personally-owned computer issues.

Should a student require technical assistance with the ACCESS program, the student can utilize Technical Support resources located on the ACCESS website at https://accessdl.state.al.us/technical-support.

DCVS Student Success Academy

DCVS SSA is a student support strategy used by DCVS staff to monitor students' progress through their coursework and help students who struggle to keep up with the pace of classwork.

Procedures

1. DCVS staff completes grade monitoring approximately every two weeks.
2. DCVS staff notifies parents and students who fall below the passing average of 60% in their class.
3. Students are assigned DCVS SSA until the next grade monitoring period unless students return to good standing by raising their grades above a passing level.

SSA Meetings

Students are required to attend face-to-face or virtual meetings with their content area teacher, set by appointment, at least once weekly while in SSA. These academic coaching sessions are designed to provide strategies to help students get back on track. Consecutive assignments of SSA require additional days of attendance as outlined below.

SSA Attendance Requirements

Unexcused absences accrue when students miss required SSA attendance days.

1. To be counted as present, students must meet with their DCVS teacher (virtually or face-to-face) at least once a week at the scheduled date and time set by both the teacher and student. Attendance will be taken by the teacher and marked in PowerSchool accordingly.

2. Parents are contacted about SSA absences. Absences may be excused per Dothan City Schools attendance policy.

<u>Consecutive Assignments to SSA</u>

First SSA Assignment

- Must meet with their DCVS failing course teacher ***at least*** once per week.

Second Consecutive SSA Assignment

- Must meet with their DCVS failing course teacher at least two times per week.

Third Consecutive SSA Assignment

- Must meet with their DCVS failing course teacher at least three times per week.
- Parent meeting with teacher(s) of failing course(s), student, counselor, and administrator.

Fourth Consecutive SSA Assignment

- Must meet with their DCVS failing course teacher at least four times per week.
- Parent meeting with teacher(s) of failing course(s), student, counselor, and administrator.
- Students will be reviewed for removal from DCVS.

Course Scheduling

7th and 8th grade classes will meet on a "period" schedule (daily and year-long) basis. Students will attend the same six classes for the complete duration of the school year.

9th – 12th grade classes will meet on a "block" schedule (daily for one semester) basis. Students will be assigned four courses each semester for a total of eight classes for the year. Electives may be offered on both the period and block schedules in cooperation with our partner schools (Carver 9, Dothan Preparatory Academy, Dothan High School, and Dothan Tech).

Grading

Teachers will utilize online curriculum resources for student assessments and enter student grades in PowerSchool. Students in an ACCESS course will receive their scores through Schoology.

The following grading scale is used in all Dothan City Schools:

A 90-100	B 80-89	C 70-79	D 60-69	F 59 or below

Progress Reports and Report Cards

Progress Reports will be available in PowerSchool at the 4.5-week mark of each grading period. Report cards will be available in PowerSchool at the end of each nine-week grading period. Printed copies of these documents can be requested through the office.

Midterms/Finals

DCVS students in grades 9-12 are required to take midterm and final exams on campus in order to receive credit. DCVS does not provide transportation. Final exam exemptions will be determined based on criteria set in the Dothan City Schools Progression Guide.

Mandatory State Assessments

DCVS students are required to participate in the following district and state-mandated assessments in person:

7th and 8th	9th grade	10th grade	11th grade	12th grade
ACAP Summative (Spring) ACCESS for ELL (Spring)	PreACT 8/9 (Fall) ACCESS for ELL (Spring)	PreACT (Fall) ACCESS for ELL (Spring)	ACT (Spring) ACCESS for ELL (Spring)	Civics (Fall and Spring) WorkKeys (Fall and Spring) ACCESS for ELL (Spring)

Graduation Requirements

The DCVS standards and curriculum are designed to prepare students for college and the workforce while providing flexibility in terms of pacing, time, and location. Students must complete the minimum state requirements of twenty-six (26) credits to graduate. Students may receive “graduate” status upon meeting all requirements of the Dothan City Schools Board of Education and the Alabama State Department of Education requirements for graduation.

Retention Stipulations

The decision for grade level retention will be based upon the guidelines set forth in the Dothan City Schools Progression Guide.

DCVS students who do not meet the requirements to be advanced to the next grade level will no longer be eligible for enrollment at DCVS **unless** a student attends DCS Summer School and successfully completes the requirements to be advanced to the next grade level. If the student does not meet the requirements to be advanced, the parent/guardian will be required to withdraw their student from DCVS and enroll their student at their home base DCS school.

Summer School

The need for a student to attend Summer School will be determined by the guidelines set forth in the Dothan City Schools Progression Guide.

Extracurricular

DCVS students who desire to participate in extracurricular activities will have the option of participating in these activities through their regularly zoned school. If the extracurricular activity requires the student to take a course, the student will be required to take the course at the zoned school and attend on a daily basis. For example, if a student would like to participate in the JROTC, band, or choir, then the student will take JROTC, band or choir at the zoned school (Carver 9, Dothan Preparatory Academy, Dothan High School or Dothan Tech). Transportation to these classes is not provided by Dothan City Schools and is the responsibility of the parent/guardian

Academics and Eligibility for Athletics

Eligibility for athletic program participation will be determined by guidelines set forth by the Alabama High School Athletic Association, the governing body for interscholastic athletics, and activities programs for public schools in Alabama.

Field Trips

Field trips that grow out of the instructional program or are otherwise related to the instructional program will be permitted during school time. All students must have permission slips signed by the parent/guardian to participate in any off-campus activities. In addition to permission slips, students will be required to meet the guidelines set forth in the Dothan City Schools Progression Guide.

Code of Conduct

- Students must adhere to all Dothan City Schools Board of Education policies in addition to the policies set for by the Dothan City Virtual School.
- It should be noted that a suspension at the DCVS will be equivalent to a student participating in asynchronous learning.
- Students enrolled in an elective course at a DCVS partner school must adhere to the Dothan City Schools Code of Conduct, attendance and behavioral policies pertaining to that particular school.

The following behaviors apply to the virtual learning environment and will result in disciplinary action:

Disruptive and/or Disrespectful Virtual Classroom Behavior

- Unmuting yourself when your teacher has placed you on mute.
- Inappropriate use of discussion forums or synchronous chat rooms.
- Posting or discussing any criminal or other illegal activity.

Dress Code

- Suggestive clothing, provocative or excessively tight clothing is not allowed.
- Pajamas and head coverings that cover the face may not be worn.

Electronic Device Misuse

- Recording your teacher and/or classmates without the teacher's written permission.
- Recording your class session and transmitting it without the teacher's written permission

Parents Right-To-Know

Schools are required to give parents many kinds of information and notices in a uniform and understandable format and, to the extent practical, in a language that parents can understand. Based on the information we know at the time of this printing, we will provide this. Please notify the school office or our English Language Department at 793-1397 ext. 236229 if you need the information below in another language.

At the beginning of the school year, school districts supported with Title I funds must notify parents that they may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. Such a school must also give timely notice that the parent's child has been assigned or is being taught by a teacher who is not highly qualified.

A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as practicably possible after the test is taken.

Your child is attending a school that receives Title I funds. As a parent of students attending a Title I school, you may request information regarding the professional qualifications of the student's classroom
teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Whether the student is provided services by paraprofessionals and, if so, their qualifications, including state requirements:

- Secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree.
- Workkeys Assessment.

If you would like to receive the above information, please make your request in writing to Principal Joey Meigs.

Derechos de los Padres a Saber

Se requiere que las escuelas den a los padres muchos tipos de información y avisos en un formato uniforme y comprensible y, en la medida en que sea posible, en un idioma que los padres puedan entender. Basándonos en la información que conocemos al momento de esta impresión, estaremos proporcionando esto. Por favor notifique a la oficina de la escuela o con nuestro Departamento de Idioma Inglés al 793-1397 ext. 236229 si necesita la información siguiente en otro idioma.

Al principio del año escolar, los distritos escolares que reciben fondos de Título I deben notificar a los padres que pueden solicitar información sobre las cualificaciones profesionales de los maestros y paraprofesionales del estudiante. Tal escuela también debe dar aviso oportuno de que el estudiante ha sido asignado o está siendo enseñado por un maestro que no está altamente cualificado.

Una escuela que recibe fondos de Título I debe proporcionar a cada padre información sobre el nivel de rendimiento de su hijo en cada una de las evaluaciones académicas estatales tan pronto como sea posible después de que se tome la prueba.

Su niño está atendiendo una escuela que recibe Fondos de Título I, como padres de un niño(a) que atiende una Escuela Título I usted puede solicitar información con respecto a las cualificaciones profesionales de los maestros del estudiante, incluyendo como mínimo, lo siguiente:

- Si el maestro ha cumplido con los requisitos estatales y criterios de los grados y materias en que el maestro proporciona la instrucción.
- Si el maestro está enseñando bajo un estatus de emergencia o provisional a través del cual ha sido eximido de las cualificaciones del estado o criterios de concesión de la licencia.
- La especialidad del grado bachillerato del maestro y de cualquier otro certificado de graduación o grado que el maestro tenga y el campo de la disciplina de la certificación o grado.
- Si al niño(a) le proporciona servicios un paraprofesional y, de ser así sus cualificaciones.

Si el estudiante recibe servicios de paraprofesionales y, si es así, sus calificaciones, incluyendo los requisitos estatales:

- Diploma de escuela secundaria o su equivalente reconocido.
- Completó dos años de estudio en una institución de educación superior.
- Obtuvo un título de asociado (o superior).
- Evaluación Workkeys.

Si desea recibir la información anterior, haga su solicitud por escrito a Principal Joey Meigs.

DCVS Academic Contract

Student

I have read the Dothan City Virtual School enrollment documentation. I agree to submit 100% of my own work and abide by the Academic Integrity policy. I also agree to take all course midterms, final exams, ACCESS tests, and Alabama-mandated assessments as proctored examinations at DCVS and to arrange/provide my own transportation to and from the test site. I agree to maintain consistent Internet access. I agree to comply with all of the policies and procedures of Dothan City Schools, Dothan City Virtual School, and Alabama Connecting Classrooms, Educators, & Students Statewide (ACCESS) Distance Learning.

Failure to comply with Dothan City Schools and Dothan City Virtual School policies, procedures and expectations, to adhere to the Academic Integrity Contract, to take tests and exams in the proctored environment, and/or to provide reliable transportation or Internet access could be grounds for ineligibility to remain enrolled at Dothan City Virtual School.

Student Printed Name:

_____

Student Signature:

_____Date:_____

Parent/Guardian (Learning Coach)

I have read the Dothan City Virtual School enrollment documentation. As a parent/guardian and learning coach of the above-named student, I understand the student requirements of compliance with Dothan City Schools and Dothan City Virtual School policies, procedures, and expectations, including the Acceptable Internet Use Policy and ACCESS policies and procedures.

I also understand the grounds for ineligibility for continued enrollment at the Dothan City Virtual School. I authorize the enrollment of my student in Dothan City Virtual School according to the policies and procedures of Dothan City Schools, Dothan City Virtual School, and ACCESS Distance Learning.

Parent Printed Name:

_____

Parent Signature:

_____Date:_____