

Goshen County School District # 1

Virtual Education Handbook: 2026-27

School Year

ENROLLMENT:

Students in grades 9-12 throughout Goshen County School District #1 may have the ability to enroll in virtual courses through the district's virtual partner, EdOptions Academy. Students who attend Platte River School may be enrolled in courses within the Edmentum platform and are subject to the policies and regulations found in the Platte River School student handbook.

PROCESS of ENROLLMENT: In order to enroll a student in EdOptions Academy, the student must first meet with a counselor at one of the attendance centers within the district to begin the request approval process. The student, with the help of a counselor, may choose an appropriate course that is available from EdOptions, and must meet with the principal, counselor and a teacher in that content area to determine the reasonableness of the request. If the enrollment request is approved by the team of counselor, principal, and content teacher, the request will be reviewed by the Curriculum Director. If approved, the Curriculum Director will then notify the District's Information Specialist to officially enroll the student.

Possible examples that MAY be approved (not an exhaustive list):

- Student is unable to obtain a required course within the master schedule of a school in order to graduate during that academic year
- Student has a documented medical condition
- As a result of a Student Success Team (SST) referral

Possible examples that MAY NOT be approved (not an exhaustive list):

- Student is wanting to drop an in-person course or change courses in the middle of a semester for the purpose of replacing it with an online class
- Student is wanting to enroll in a virtual course due to interpersonal conflicts or other non-academic reasons
- Class requested is outside of the scope of a graduation requirement, or beyond the scope of a student's graduation plan

For enrollment to Platte River School, which uses the Edmentum Courseware, you will need to apply and be admitted into Platte River School through their enrollment procedures.

FULL TIME or ALA CARTE COURSES: A student may enroll in five courses or under in any semester (Ala Carte). If a student needs or wants to enroll in six or more courses, a student will be required to enroll as a Semester Participant.

ADDING OR WITHDRAWING FROM A COURSE:

If a student needs to withdraw from a course, if possible, this should be done within 14 calendar days of enrollment, which also includes the weekends. Per school board policy, students must maintain full time membership status. (GCSD Policy 5127) If a virtually

enrolled student needs to take an additional online course, the same procedures as outlined above in the Process of Enrollment paragraph should be followed, unless a student will be enrolled in six or more courses in which a student should enroll or be switched to a full-time semester participant.

LEARNING COACH: Each school will have a Learning Coach to assist the student and monitor student progress throughout the duration of the virtual education course(s), assist with data collection and reporting, and communicate with the student's parent or legal guardian. The learning coach in each building will be a counselor, dean of students, or assistant principal. Each learning coach will be able to assist students and parents with logging into the system, monitoring progress of the student in the course(s) and will be aware of available resources or supports that the students can access to be successful. The Learning Coach will have access to view the communication between the student and the Virtual Instructor, Student Pacing, and the Gradebook available in the Edmentum LMS Platform.

EDMENTUM and EDOPTIONS ACADEMY:

EDMENTUM:

Edmentum Courseware is the curriculum used for students who are enrolled in virtual courses. Students enrolled in virtual courses will be assigned an instructor, from GCSD #1 if we have a certified teacher that is endorsed and available to teach that content area, or the student may be enrolled in EdOptions Academy who will provide a certified teacher if GCSD #1 does not have the necessary personnel.

EDOPTIONS ACADEMY:

EdOptions Academy is fully accredited through Cognia, which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution, such as all other schools within Goshen County School District #1.

VIRTUAL ATTENDANCE:

Attendance in virtual programs will be done based on pacing and active participation in each of their courses each week. Weekly attendance is tracked by course enrollment. Students who are on pace will be considered present. Students who are off pace are required to be active for at least 30 minutes per class per school day each week to be considered present in class. For example, if there are two days of school in a week, a student who is off pace in a course would be required to participate in that class for 60 minutes. If a student is off pace, additional time spent in virtual courses to get back on pace is encouraged. Additionally, a student that is off pace may be marked present but might be in jeopardy of violating the eligibility policy, or of failing the course.

Attendance will be taken weekly by the District Information Specialist. It is also encouraged to create a daily schedule to be shared with the School Learning Coach so that the Learning Coach can monitor progress and achievement related to attendance. It is also necessary to keep in contact with the Virtual Teacher if regular participation in the course changes. Attendance will be officially kept in PowerSchool, the District's Student Information System, and students who do not meet the attendance equivalence for

ten consecutive days shall be dropped from the course. See the additional Goshen County School District policies and regulations around attendance and eligibility that are found in subsequent pages.

For attendance practices and procedures at Platte River School, please see the Platte River School handbook.

In person attendance will be based on the attendance policies of Goshen County School District #1. Please see the policies and regulations using these links, or they are provided to you at the end of this handbook.

[Overall Attendance Policy](#)

[Secondary Student Attendance Policy](#)

INTERVENTION and PROGRESS:

If a student is not making adequate progress or is not showing active participation in their courses, the student and parent will be notified by the school's Learning Coach. If the student does not make progress or continues to have inactive participation in the course for consecutive weeks, a meeting will be called with the parent and student to put in place a plan of action to resolve the participation issues. This meeting will involve the Learning Coach, Counselor, Parent/Guardian, Student, and will seek input from the Virtual Instructor.

GRADES AND PROGRESS MONITORING BAR

As a virtual student, you are expected to maintain your progress within the suggested timeframe set forth in Edmentum. Your progress should always be in the green and dark green area of the "Activities Completed" task bar, which means you are "Ahead of Pace" or "On Pace".



Ahead of Pace: The student should keep doing what they're doing, and they should have no problem finishing the course on time.



On Pace: The student is doing just fine. If they keep it up, they'll finish the course on time.



Slightly Off Pace: The student has a little catching up to do. If they pick up the pace a bit, they should finish the course on time.



Off Pace: Right now, the student is not on track to finish the course on time. Maybe they just need to spend more time working on the course to catch up, or maybe they need to ask their teacher for help.



Based on the example above, the student's grade for eligibility is a 61.11% (D) and pacing is green meaning there has been adequate participation and the student is eligible.

The on-target grade is different than the current grade because the student has turned in 8 of 24 assignments but should have turned in 9 of 24 assignments at this point, and that one missing assignment is currently counting as a zero. See the boxes below for more information on the on-target grade, current grade, and course grade.

Three Metrics that Matter

 On-Target Grade	Current Grade	Course Grade
What is my grade for all work I'm expected to have completed by the current date?	What is my grade based on the work I've completed so far?	What would my grade be for the entire course if I were to stop working now?
Average of all work students are expected to have completed by the current date = On-Target Grade	Average of only work students have completed = Current Grade	Average of all work available in the course = Course Grade

EXTRA-CURRICULAR ACTIVITIES:

Virtual students enrolled with Goshen County School District #1 are eligible to compete in all school activities endorsed by the Wyoming High School Activities Association provided they meet all eligibility requirements of the WHSAA and Goshen County School District. See the GCSD Athletic Handbook for more information and requirements. Per WHSAA Rules, a virtual student must be enrolled in a minimum of five courses per semester.

ELIGIBILITY:

For virtual students, the following eligibility regulations will be used:

- A student is **on pace or ahead of pace** in the course curriculum software.

AND

- The student is **passing according to the on-target grade**, in at least 80% of their virtual and/or in-person courses.

AND/OR

- The student showed **active proficient participation** (30 minutes per course per school day) in all virtual courses the previous week

FEES:

There are no student fees associated with the virtual program in Goshen County School District #1.

EXAMS:

Students enrolled in Goshen County School District #1 virtual courses or virtual programs will complete all state required examinations (ACT, WY-TOPP) in a proctored setting at a time, within the testing window, prearranged between the school of origin, the proctor, and the student/parent/guardian. Additionally, all district administered assessments such as the Fall, Winter, and Spring Benchmark assessments will be taken by all students.

INTERNET AND COMPUTER USE

Learning Management System: Platte River School and EdOptions Academy use multiple online learning platforms to support student instruction. Edmentum Courseware serves as a browser-based curriculum and assessment system that provides online learning modules, discussions, assignments, and assessments. In addition, Platte River School students also engage with StudySync for English Language Arts instruction and use Canvas as a learning management system to access course materials, submit work, and participate in class communication.

The GCSD policies related to Internet Safety and Acceptable use are linked here, or are found at the end of the document in Appendix B. [Student Internet Use](#)

STUDENT CONDUCT:

1:1 Computers:

Students will be issued a laptop at the beginning of the school year. Students are expected to have their laptop charged and with them throughout the school day. Charging will be available at various locations throughout the school. Students will be issued a carry bag for the laptop and a charging cord. Students are encouraged to decorate their bag and charger, in order to discern theirs from another.

Discipline Procedures:

Students are expected to conduct themselves in such a way that the rights and privileges of others are not violated. Goshen County School District #1 desires every student to have the opportunity to learn in a safe environment, conducive to the learning process, and free from unnecessary disruption. To foster such an environment, GCSD expects students to honor three basic principles:

- Each student is expected to follow appropriate rules of conduct.
- Each student is expected to show respect for self, others, school personnel, and district property.
- The rules of conduct apply to students in the classroom, on school grounds, in school vehicles, and during school related activities or events

COMMUNICATION:

It is important to maintain contact with all of your teachers. The lines of communication need to remain open at all times throughout your course. **Do not wait till the end of the semester.** Please note that the best way to contact them is through their goshen1.org email account. Also, **please be specific as to your concern and subject you are referencing as teachers of virtual courses have several courses with several grade levels.** It is best to include the subject and activity you are referring to when emailing the teacher.

ROLE of PARENT/GUARDIAN:

Parents are encouraged to take an active role in their student's education and should especially be involved and informed if a student is enrolled in a virtual program or virtual course. Each student must have a designated parent/guardian who will serve as a point of contact for the virtual education teacher and learning coach for the purpose of providing student monitoring progress, assisting with student participation and attendance, and for other necessary support.

GCSD Virtual Students (EdOptions) Resources

Please [click here](#) for the Student/Parent EdOptions Academy Quick Start Guide.

EdOptions Academy Parents and students will be able to view grades, and messages from teachers in the Genius Portal.

Platte River School Students (Edmentum) Resources

Additional resources can be found here on navigation of the Edmentum Courseware. [Courses Guide for Students and Their Parents or Guardians \(edmentum.com\)](#)

For additional information on understanding your student's grade and progress, please see the following link. [Edmentum Sensei for CW Families](#)

ADA COMPLIANCE:

Goshen County School District #1 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission access to or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX and Section 504 may be referred to Holly Lara, Title IX Coordinator (Telephone: 307-532-2171) or the Office of Civil Rights, United States Department of Education, 1961 Stout Street, Denver, CO 80294.

RIGHT TO PRIVACY:

Goshen County School District #1 and EdOptions Academy respect a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student's education records. Goshen County School District #1 and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

Goshen County School District #1 Policies and Procedures Contract

Student's Name: _____

After reading the policies and procedures within the GCSD #1 Virtual Student Handbook, please complete this form and return it.

I have read the policies and procedures within the GCSD #1 Virtual Student Handbook. I will do my best to abide by the expectations and procedures outlined above and will accept the consequences should I not do so. If I have a question or concern about any situation, I understand that I should arrange to speak with my school's Learning Coach or virtual instructor at an appropriate time in an appropriate manner.

Student's Signature

Date

(Student Phone #) Optional: _____ Messaging and data rates may apply.

I have read the information above and understand what is expected of my student. I will do my best to help my student meet these expectations, and I am fully aware of what will happen should he/she not follow the expectations and procedures outlined above. If I have a question or concern about any situation in Goshen County School District #1, I understand that I may contact the learning coach provided by the school via phone or email. I will provide and maintain a valid email address and phone number with the school of record to maintain communication with all virtual instructors.

Parent's/Guardian's Signature

Date

Parent/Guardian Email Address: _____

Parent/Guardian Phone #: _____

Relationship to Student: _____

Parent/Guardian Email Address: _____

Parent/Guardian Phone #: _____

Relationship to Student: _____

APPENDIX A

DISTRICT POLICY Code: 5113

STUDENT ATTENDANCE

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the responsibility of parents/guardians to see that their children attend school regularly. It is also the responsibility of parents/guardians to inform the school when their child will not be in school.

Absences that shall be excused include the following:

- pre-approved by the school
- arranged in advance with permission and consent by the parent/guardian
- absences where notification is given to the school by the parent/guardian prior to the start of school on the day following the absence
- absences due to unsafe road or weather conditions * May not be applicable for virtual students
- absences due to health, illness, or injury of the student, or a death or serious injury or illness in the student's family

All other absences will be deemed unexcused.

Any student who has five (5) or more unexcused absences in any school year will be considered habitually truant.

"Habitually truant" means exceeding the limit of unexcused absences (five) as defined in this policy when the excess absences are the result of a parent's/guardian's or custodian's willful failure, neglect, or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class.

SECONDARY STUDENT ATTENDANCE

Philosophy on Attendance: Student attendance is an essential component for student success. Goshen County Schools take responsibility to provide the best possible educational program in a supportive and challenging learning environment. Each Goshen County family and student must take responsibility for his/her attendance and participation in this educational program.

General Guidelines: Regular attendance is vitally important to each student. It can directly affect his/her progress academically and the development of attitudes and habits for later life. Learning to regularly attend and to be on time is a goal which will help students be successful beyond the K-12 school system.

Recordkeeping of Attendance

Secondary school absences and tardies will be tracked period by period.

Attendance Requirements

1. Secondary students who are absent seven (7) or more sessions of the same class per semester will be required to attend a meeting with their parent/guardian and the Attendance Board to discuss the absences and possible consequences of future absences.
2. The attendance officer may waive the requirement for an attendance conference based on documentation provided by the parent/guardian.
3. Student absences due to participation in school-sponsored activities are exempt from the attendance requirements.

Parent/Student Responsibilities

- Parents must call the school by 8:30 a.m. on the day of their child's absence. For safety reasons the schools will attempt to call parents when children do not report to school.
- If unable to call, a note from the parent must accompany the student to the attendance office upon returning to school. Failure to communicate with the school either during the absence or after the student returns will result in the absence being recorded as an unexcused absence.

ABSENCES

Excused absences shall include the following:

- pre-approved by the school
- arranged in advance with permission and consent by the parent/guardian
- absences where notification is given to the school by the parent/guardian prior to the start of school on the day following the absence
- absences due to unsafe road or weather conditions
- absences due to health, illness, or injury of the student, or a death or serious injury or illness in the student's family

Students will be granted the opportunity to make up work for their absence. One day of make-up time is to be granted for each school day missed. It is the responsibility of the parent/guardian/student to make arrangements with each teacher as to when the make-up work is due.

Truancy

Any student who has five (5) or more unexcused absences in any school year will be considered habitually truant. "Habitually truant" means exceeding the limit of unexcused absences (five) as defined in this policy when the excess absences are the result of a parent's/guardian's or custodian's willful failure, neglect, or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

Consequences for Truancy All truancies will result in the student being required to make-up work

ATTENDANCE PROCEDURES – PER CLASS PER SEMESTER

A school's Attendance Board may include the principal or designee and any of the following: counselor, school secretary, classroom teacher, superintendent or designee, and school nurse if medical reasons are involved.

1. On the third absence in any class the student/parent/guardian will be notified by mail or phone.
2. On the fifth absence in any class, the attendance officer will notify the parent/guardian by mail or phone.
3. On the seventh absence and each subsequent absence, the student may be required to make up lost class time outside the regular school day if not meeting proficiency in all of his/her classes. The attendance officer will contact the parent/guardian and schedule a meeting between the Attendance Board, student, and parent/guardian to address the student's absences.
 - a. Parents/guardians will be required to meet with the Attendance Board to discuss the absences and the possible consequences for continuing absences. The parent/guardian may request an appeal to waive make up time being required outside the regular school day. Final determinations will be made by the attendance officer. If an appeal is approved, class time will not be made up
 - b. The building principal may waive the attendance conference for documented absences and if the student is meeting proficiency in all his/her classes
 - c. Parent/guardian will be contacted by mail regarding attendance conferences. If there is no response, the school will follow-up with a phone call. If after these two attempts the parent does not set up an appointment or refuses to attend, the attendance hearing will proceed without the parent present.
4. On the tenth absence, the high school student may be unable to earn credit in those classes. The attendance officer will contact the parent/guardian and schedule a meeting between the Attendance Board, student, and parent/guardian. Parent/guardian may appeal to the attendance officer if they feel circumstances warrant a review.
5. Upon approval or denial of the appeal, the attendance officer will notify the parent/guardian of the Attendance Board's decision. Outcomes of the appeal may be one or more of the following:
 - a. Reinstatement to regular status, or
 - b. Required to make up lost class time and/or

c. A determination that due to the number of absences, credit cannot be earned, in which event the Attendance Board may impose other remedial options which they believe may benefit the student to improve attendance and/or grades

Eighteen (18) year old students who are dependents of his/her parents may check themselves out of school at the office only with prior parent permission.

Students with an unexcused absence for any part of the school day will not be permitted to participate in any extracurricular activities, including practices, unless their absence was approved by the administrator or designee.

Student absences due to participation in school-sponsored activities are exempt from the attendance requirements. Principals, in a case-by-case situation, have the right to deny the opportunity for students to attend a school sponsored event.

APPENDIX B

INTERNET AND ACCEPTABLE USE POLICIES

RULES OF INTERNET AND COMPUTER USE:

Users are responsible for good behavior on school computer systems just as they are in a classroom or school hallway. General school rules for behavior and communications apply. The following defines the intended use of GCSD#1 computer systems as well as establishes the acceptable or unacceptable use of this technology:

WITH DISTRICT PERMISSION, A RESPONSIBLE AGE-APPROPRIATE USER MAY:

- Research assigned classroom projects
- Send electronic communications to other users for assigned classroom projects

A RESPONSIBLE USER MAY NOT:

- Send or display offensive or sexually suggestive or explicit messages or pictures
- Use obscene language or access obscene material
- Access material deemed to be pornography, child pornography, or material harmful to minors
- Harass, insult, or attack others
- Damage computers, computer systems or computer networks (this includes, but is not limited to uploading or creating computer viruses), take part in 'hacking' or other unlawful activities online
- Send or receive copyrighted material without permission
- Use another user's password under any circumstances
- Alter, delete, or copy computer files that do not belong to the user
- Use a computer or network for any illegal purpose
- Violate the rules of common sense or network etiquette
- Use the network or system for financial gain or commercial activity
- Tamper with computers, networks, printers, etc.
- Write, produce or create programs to damage computers
- Intentionally waste limited resources
- Access forums, chat rooms, or social media devoid of educational purpose
- Disclose, use, or disseminate personal identification information regarding students
- Use or attempt to discover another user's password nor shall user use or let others use another person's name, address, password, or files for any reason, except as may be

necessary for legitimate communication purposes and with permission of the other person

DISK USAGE

Network administrators reserve the right to limit disk storage space. It is a user's responsibility to have approval from the network administrator prior to subscribing to a requested newsgroup or listserve via the Internet. Users will not be allowed to load software on the network without the written permission from the network administrator. Unauthorized software will be deleted without notice.

INTERNET SAFETY TRAINING

The District will provide age-appropriate training for students who use GCSD#1's internet facilities. The training provided will promote GCSD#1's commitment to: 1. the standards and acceptable use of Internet services as set forth in GCSD#1's Internet Access and Safety policy; 2. student safety with regards to safety on the Internet, appropriate behavior while online (on social networking Web sites and in chat rooms) and cyber bullying awareness and response; and 3. compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA). Internet Safety training will be provided to students in a traditional classroom setting, through video, online resources, lessons and activities and/or other appropriate curriculum.

REQUESTS TO MODIFY TECHNOLOGY PROTECTION MEASURES

It shall be the responsibility of all GCSD#1 employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling, filtering or otherwise modifying of any technology protection measures shall be the responsibility of the Superintendent or designated representatives. To make a request:

1. Submit a request, whether anonymous or otherwise, to the building principal; or
2. Submit a request, whether anonymous or otherwise, to the GCSD#1 Superintendent.
3. Requests for access shall be granted or denied within five (5) school days. If a request was submitted anonymously, persons should attempt to access the requested web site after five days.
4. Appeal of the decision to grant or deny access to a web site may be made in writing to the GCSD#1 Board of Trustees. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Trustees at the GCSD#1 Central Office, stating the web site that they would like to access and providing any additional detail the person wishes to disclose.
5. In the case of an appeal, the Board of Trustees will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process. In the event that a District student or employee feels that a web site or web content that is available to District students through District Internet access is obscene, child

pornography, or “harmful to minors” as defined by CIPA or material which is otherwise inappropriate, the process described above should be followed, except any decision to filter or block content will be made within thirty (30) days.

CONDITIONS

By signing the GCSD#1 Annual student Internet User Agreement and Parental Permission Form, users acknowledge that:

- Rules and regulations of the GCSD#1 internet use terms and conditions are understood
- Violation of any rule(s) may result in a user's computer account possibly being canceled by the building principal for at least ninety (90) school days
- Local, state, and federal laws related to unlawful computer and internet use will be enforced
- Violation of any rules may result in a user's computer access possibly being cancelled by the building principal for at least ninety (90) days, and may result in disciplinary action up to and including expulsion or termination