



# WEST CARROLL VIRTUAL ACADEMY

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# The West Carroll Virtual Academy Student Handbook

## Introduction

The West Carroll Virtual Academy (WCVA) is a program within the West Carroll Parish School District. It is accessible to all **registered** students within the district. The virtual academy is a fully online instructional program intended to be a highly independent, self-motivating work from home program. All 6-12 instruction delivery is via the Canvas and the Edgenuity Platform. Each student will have a WCVA point of contact, to the greatest extent possible.

Student learning in WCVA will be both synchronous (students are face-to-face with the point of contact via Google Meet) and asynchronous (students are working independently on coursework assignments via Canvas and/or the Edgenuity platform.) The total time spent in both synchronous and asynchronous learning, although flexible, will be comparable to core content instructional time in a traditional classroom.

This handbook gives general guidance for parents with students enrolled in WCVA. WCVA is a program and is subject to the rules and regulations of the Louisiana Department of Education and West Carroll Parish Schools. WCVA follows West Carroll Parish Schools' calendar for test dates, holidays, and grading periods; however, WCVA courses may start or end within a two week window of West Carroll Parish Schools' start and end dates.

## West Carroll Virtual Academy's Mission Statement

West Carroll Virtual Academy offers computer-based, non-traditional learning opportunities for ALL students with customized best-in-class educator support.

### Connect

*School, community, athletics, and clubs*

### Customize

*Your learning, your location, your ability*

### Complete

*Grade progression, high school credits, credit recovery,  
LDOE approved high school diploma*

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## Admission Requirements

Participating in WCVA means that the student:

- is simultaneously enrolled both in WCVA and your local school in accordance to your geographic attendance zones;
- agrees to actively participate in West Carroll Virtual Academy online environment;
- understands that the student must work independently and the student is responsible for completing assignments and tasks;
- understands that it must be the student's original work and only his or her work.

WCVA offers an application process yearly for all students. If approved for virtual instruction, the WCPSB and/or the WCVA point of contact will notify parents and share information for mandatory parent orientation details and to complete official registration documents. **West Carroll Virtual Academy reserves the right to deny access to any student.** The student will be counseled as to the best program to meet their needs. West Carroll Virtual Academy also reserves the right to consider enrollment after the application has closed for students who may need access to the virtual program option due to unforeseen circumstances. This applicant will be subject to a review process, including but not limited to, review of student grades, discipline records, and attendance records. Upon completion of the review process, both the Home-based School Principal and the West Carroll Parish School Board will work with the existing SBLC (i.e., school building level committee) to approve or deny the request.

The following criteria must be met to be admitted to the program:

- Students must register by the WCVA deadline in order to be eligible for WCVA for the upcoming school year.
- Once the deadline has passed, no student will be allowed to enroll unless there is an extenuating circumstance that has been approved by the SBLC committee or the student is new to the West Carroll Parish School District.

WCVA registration dates:

- June 1, 2026 - July 2, 2026

WCVA withdrawal form opens:

- November 19, 2026–December 19, 2026
- Returns to Face-To-Face instruction on January 18, 2027.

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## Parent Expectations

- Adhere to the West Carroll Parish School Board Policy manual as applicable
- Adhere to the guidelines in the WCVA Parent Contract
- A healthy working relationship between the student/parent and the assigned WCVA teacher is essential. Parents are required to participate in conferences and class meetings with their student's teacher coach.
- Parents are expected to monitor the WCVA website regularly to receive school updates.
- Parents are expected to inform their student's WCVA POC of any changes to contact information. WCVA POC will ensure these changes are updated in WebPams.
- Parents will attend mandatory orientation prior to the student(s) start date. The orientation will help acclimate both the parents and the students to the learning platforms, virtual environment, procedures, and expectations.

## Student Expectations

- Adhere to the West Carroll Parish School Board Policy manual as applicable
- Adhere to the guidelines in the WCVA Student Contract
- Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher and/or special education teacher
- Check appropriate online platforms for information on courses, assignments and daily resources
- Attend mandatory synchronous weekly opportunities
- Identify a comfortable and quiet place engage in asynchronous daily learning time
- Engage in all learning posted with academic honesty and follow the standards for participation
- Any home campus visits must be pre-approved by the principal or principal designee

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## Standards of Participation

West Carroll Parish School Board has made virtual classes available to students. The provisions of this policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or activity.

Each student enrolled as an WCVA learner is solely responsible for the content posted through his/her login and account activity. Sharing of usernames and passwords with other students or using other students' usernames and passwords is strictly prohibited.

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations or rules in regards to academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and disruptions of the server or host software.

## Chromebook/Laptop Loan

All Registered West Carroll Virtual Students have the opportunity to check out a Chromebook/Laptop from West Carroll Virtual Academy. Additional assistive technology will be provided to students who have a current Individualized Education Plan that requires additional assistive technology. If a Chromebook/Laptop is damaged, lost, or stolen, payment is required before a new device will be issued.

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***If a West Carroll Virtual Academy student collaborates via Google Class Meet, he or she must be dressed in school appropriate attire. During the Google Meet, the student must be seated in front of a blank wall background, in order to limit distractions and follow all teacher expectations for virtual instruction.***

***Failure to comply with these standards may result in temporary or permanent removal of user access to Google Meet support opportunities.***

## Attendance Policy

WCVA is designed and intended to be an at-home virtual learning environment. Instruction is computer-based; therefore, students can work anywhere there is an Internet connection. Canvas and the Edgenuity platform requires that students work in their online courses daily to stay on pace. Student progress will be monitored closely by their WCVA teacher and/or special education teacher. Although flexibility in choosing instructional times is a huge advantage to the virtual program, students must maintain their progress in all courses and attend synchronous support opportunities provided. All WCVA students must meet synchronous and asynchronous attendance expectations to be considered in good standing.

WCVA synchronous (face-to-face with the teacher via Google Meet) attendance expectations are as follows:

After 3 days of students not participating in scheduled Google Meet opportunities, the teacher will notify the parent to communicate the concern and expectation that the student will participate in support opportunities to ensure they make academic progress in alignment with the course pace chart. The teacher will report the student as ½ day absent on the days synchronous learning supports are not attended. If direct contact is not made, a return email or phone call from the parent is required within 24 hours. A detailed schedule of synchronous learning support is available in your child's google classroom. Mandatory routine synchronous learning structures that impact attendance are as follows

- check-ins with WCVA Point of Contact
- daily instructional support provided by special education teachers

After 4 days, if there is not a response from the parent and/or the student is still not participating in scheduled mandatory synchronous learning structures, the teacher will again report the student as absent. The student's absence will be escalated to operational point-of-contact, who will call the parent and notify the WCPSB.

After 5 days, if there is not a response from the parent, and/or the student continues to miss scheduled Google Meet opportunities, the student will be placed on academic probation and/or filed truant with the Child Welfare and Attendance Officer and Truancy Officer.

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WCVA asynchronous (students are working independently on coursework assignments via Canvas and the Edgenuity platform) attendance will be determined by time spent and pace in each assigned course as outlined below:

- Students must work in the program for a minimum of 4 hours (240 minutes) within a 24- hour day (12:00am until 12:00am) or be considered on pace.
- Secondary students should plan to spend a recommended minimum of 5 hours (300 minutes) each week in each core subject area course.
- If a student is on pace or ahead in **ALL** courses, absences will not be counted. This is a flexible program, if required pace is kept.

***Note: If a student cannot work in their course(s), a parent should notify the WCVA point of contact either by phone or email. Inactivity can be approved provided that student progress is satisfactory in all courses and on pace. Extended periods of inactivity, coupled with unsatisfactory student progress, may be considered grounds for recommendation to the Superintendent for removal from the West Carroll Virtual Academy and/or a truancy proceeding.***

Should sufficient weekly progress not be made, students will be required to attend face to-face virtual instruction at the West Carroll Parish School Board until the student has made satisfactory progress to continue virtual learning at home. The district attendance policy is effective for all virtual students. Students and parents will be required to sign contracts that include attendance and failure policies. Any virtual students that violate the attendance policy will be reported to Child Welfare and Attendance.

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## Academic Discipline

To ensure virtual students are successful, the following steps will be taken to maintain student progress:

- First offense of little to no progress: Documented warning to parent/guardian and/or student. Student placed on probation for one week.
- Second offense of little to no progress: Student will be required to attend face-to-face instruction for one week at the West Carroll Parish School Board.
- Third offense of little to no progress: Student will be required to attend face-to-face instruction for two weeks at the West Carroll Parish School Board.
- Fourth offense of little to no progress: Student will be removed from WCVA and will be placed at your West Carroll Parish zoned school for face-to-face instruction.

It is our hope that the student will find the virtual environment inviting, supportive, and helpful. Parents and students are each assigned a point of contact to motivate, monitor, and support work on their courses. In addition to the excellent instructional support available through the online courses, our teachers will provide opportunities for collaboration with peers, access to one-on-one support, and goal setting and progress monitoring.

## Retakes

A student requesting to retake a quiz or assignment within a course must notify the WCVA teacher after receiving one-on-one support from their teacher and/or special education teacher. If a student fails an assignment, quiz, or exam, the student will be blocked and will not be able to move forward unless they are assigned a retake. Once they are unblocked, they will have to rewatch the instructional video and redo the assignment, quiz, or exam. They will only be allowed two retakes per quiz or exam.

*Note, if a student retakes a quiz, assignment, etc. the retake score will be the final grade for that assignment. No retakes will be allowed after the course closure deadline has passed.*

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## Extension of Courses

If a student needs to extend their course beyond the course timeline, a request must be made and approved. Only one extension is allowed per course. A student must have 80% or greater course completion to be eligible to schedule and take their exam. All incomplete assignments and/or exams will be graded as a zero (F). Course credit will be considered after exam completion. If a student needs an extension and does not apply for one prior to the 2 weeks, it can result in failing the course pending on the course completion. Once the course deadline has been reached, the course will not be active anymore.

## Course Retake for Credit Recovery

On occasion, re-taking a course for credit recovery is needed in High School. This takes place during summer school.

## Deadlines

Due to grade procedures and state mandated tests, all virtual courses will end prior to the West Carroll Parish Schools end date. Course end dates can be found in the online system.

## Withdrawal or Dormant from a Virtual Course

All students enrolled at the start of the academic year will be given a two week grace period. After this time period, if a student does not complete a course or a course remains dormant (less than 80%) the student will receive an “F” in the course, and/or will not be allowed to take any further virtual courses.

## Integrity in Scored Assignments and Assessments

All scored assignments and assessments are to be the student’s original work. Students will:

- complete assignments and/or assessments alone;
- not copy or redistribute any part of the assignments and/or assessments in any way – electronically, verbally, or on paper;
- take the assessments without any aids – meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment otherwise instructs you to;
- not log in to a second course or open course related materials on another browser on another computer;
- not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.
- not give or receive help or assistance while working on quizzes, tests, exams, or graded assignments.

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Consequences for failure to meet the Academic Integrity Policy are as follows:

1<sup>st</sup> OFFENSE: The student will be counseled by the teacher with parent/guardian. The student will be given a second chance to complete the assignment.

2<sup>nd</sup> OFFENSE: The student will be counseled by WCVA staff with parent/guardian. Disciplinary actions may result. An alternative assignment will be given.

3<sup>rd</sup> OFFENSE: The student will be counseled by WCVA staff with parent/guardian. Disciplinary actions will result. The student will be given a zero on assignment.

4<sup>th</sup> OFFENSE (for virtual courses): The student will be counseled by WCVA staff with parent/guardian. Disciplinary actions will result. The student will be given a zero on assignment. The student is no longer eligible for enrollment in any virtual courses and will be reassigned to their home school.

## Notification of Grades and Student Progress

Parents and students are able to review grades and percent completion of courses at all times using the students' online course dashboard. Weekly, the WCVA teacher will send a progress report via email. Therefore, the West Carroll Virtual Academy staff will not print and mail parish reports. Only printed copies of district progress reports and report cards will be made available for pick up or mailed.

## Grade Determination

Final grades will be determined based on the 100-point scoring. Grading will follow the West Carroll Parish Schools Grading Scale and Policies:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 - 0

## Grades

All grades will be maintained in the West Carroll Parish Schools student information system. Final grades are put in the system for progress reports and report card grades each grading period.

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## Grade Promotion and Awarding Credit

Course credit will be given to a student who earns an “A, B, C or D.” If a student earns a failing grade of an “F” in any course, he/she will not receive credit for the course.

## Graduation and Other Programs

Any student wishing to participate in closing ceremonies (graduation, pinning, etc.) with their home-based school must complete all course work by the predetermined WCVA end date. All additional requirements set forth by the West Carroll Parish School Board and the State of Louisiana must be met. No extension will be granted to any student wishing to participate in closing ceremonies (graduation, pinning, etc.) with their home-based school.

## Academic Awards

Because of the flexible nature of online virtual instruction, it is not practical to have honor roll designations until courses are fully completed. Although, students who are on pace and meeting attendance expectations may be recognized. Home-based schools may use the final grades to determine End of Year Scholars. West Carroll Parish Virtual Academy students forfeit the opportunity to be recognized as Valedictorian or Salutatorian.

## Special Education

Special Education Services are available to students identified with a disability or academically gifted/talented and have an Individualized Educational Plan (IEP). This program is considered an Inclusion Program. The student’s home is the “regular” classroom. Services are provided daily by phone, email and google meet from a district assigned special education teacher. Services offered may include: adaptations and modifications to the general education curriculum, enrichment opportunities, specialized instructional strategies, and adjustments in pacing. If other related services are needed, mode of delivery to best serve students needs will be determined through the IEP process. Special education teachers and teacher coaches will ensure all students are included in all peer collaboration opportunities if applicable. In some cases, students with special needs may engage in The Unique Learning System that is specifically designed for students with special needs. An assigned district special education teacher will deliver instruction daily; therefore, an Edgenuity teacher coach will not be needed. All parents of students with special needs will receive their weekly updates from their assigned district special education teacher.

***\*NOTE: When registering a student with the West Carroll Virtual Academy, notification of a student’s special education/504 services received at their home-based school must be indicated. Before a special education student is approved for WCVA, an IEP meeting with the district SPED department must be held to determine whether the student will be approved for virtual learning through WCVA.***

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## 504 Students

504 services are available to students with Individual Assistance Plans (IAP). Services are provided by phone, email and online. Services offered may include accommodations. If other related services are needed, mode of delivery to best serve students needs will be determined through the IAP process.

## School Communications

It is the goal of West Carroll Virtual Academy to foster a sense of connection for our families during the school year and streamline communication to the greatest extent possible. In an effort to help families connect to their child's learning, you will receive information about your child's progress and important announcements directly from your child's teacher coach or special education teacher. Remember your child is a student of their home school and a WCVA learner. Occasionally, parents will receive a Jcall/Jtext as well as an email from the West Carroll Parish School Board to share district-wide programmatic updates and reminders.

## Clubs and Athletics

West Carroll Virtual Academy is an extension of the local school, therefore students are allowed to participate in all clubs and try out for athletic teams offered at the students' home base schools. Students who wish to participate in clubs and athletics must contact their home base school.

## Dual Enrollment Courses

West Carroll Virtual Students will be permitted the opportunity to participate in academic dual enrollment courses if they meet the requirements set forth by the University. WCVA students forfeit the right to participate in vocational dual enrollment courses but will be given information on how to enroll independently in those courses.

## Mandatory Testing

Students are required to return to their home school and/or West Carroll Parish Central Office for all district and state-mandated testing. For these mandatory attendance events, timely transportation to and from the home school must be provided by the parent/guardian. Any student who does not show up to take district and state mandated testing **will not** be allowed to re-enroll the following school year as an WCVA learner.



**The West Carroll Virtual Academy Student Handbook  
Handbook Statement of Compliance 2025-2026**

The undersigned student and undersigned parent/guardian do hereby acknowledge that they agree to adhere to the West Carroll Virtual Academy Handbook.

I, \_\_\_\_\_, have read, understand, and will follow the contents of the West Carroll Virtual Academy Student Handbook.



Signature of Student Date

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read,

(print parent/guardian name)

(print student name)

understand, and support my student in following the contents of the West Carroll Virtual Academy Student Handbook.



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