

COLONEL



ACADEMY

This voluntary program allows flexible scheduling while creating a non-traditional setting for students who may benefit from independent credit achievement. This program will address individual educational needs and foster academic success for those students not on track to graduate with their entering freshman class or students who have barriers to traditional education methods.

**The Colonel Academy
Virtual Education
Handbook**

WHITLEY COUNTY SCHOOLS



Making Great Things Happen!

Whitley County School District

Revised June 2020

The Colonel Academy Virtual Learning Policy

Purpose:

- The purpose of the Whitley County School District Virtual Learning program is to provide motivated, independent learners with engaging, student-centered courses to meet the student's educational needs in an online environment that will allow flexible, individualized learning.

Eligibility:

- Virtual placements may be utilized for students in grade levels 7-12.
- Students must meet minimum reading level requirements.
- Student must have access to a computer capable of running software and a reliable internet connection.
- The virtual learning committee consisting of the director of pupil personnel, principal, guidance counselor, school psychologist or school nurse and a teacher will use the application process to determine eligibility for placement in the virtual program based on a legitimate student need.
- Students receiving special education services may participate based on Admissions Release Committee (ARC) recommendation.
- Virtual learning committee may require additional documentation (i.e. statement from doctor or licensed therapist, parent questionnaire, etc.)
- Student may be required to take a reading and/or math placement exam.
- Parent/guardian and student will go through an interview process with the virtual learning committee to help determine eligibility.
- The virtual learning committee's decision on placement will be final. There are no appeals.

Enrollment Steps:

- For students new to the district:
 - Parent/Guardian must fill out initial school paperwork
 - Present copy of birth certificate, immunization records, other health records
 - Present educational records and authorize release of educational records from previous school
 - Submit virtual learning application
 - Virtual learning committee may request additional documentation (i.e. doctor's statement, statement from licensed therapist, parent/student questionnaire)
 - Once information is received an interview will be scheduled with the virtual learning committee
 - Students may be required to take a reading and/or math placement exam
 - If accepted, an Individual Learning Plan Addendum (ILPA) and schedule will be created
 - Plan will be signed by school officials, parent/guardian (if student is less than 18 years of age), and student
- For students already enrolled in the district:
 - Submit virtual learning application

- Virtual learning committee may request additional documentation (i.e. doctor's statement, statement from licensed therapist, parent/student questionnaire)
- Once information is received an interview will be scheduled with the virtual learning committee
- Students may be required to take a reading and/or math placement exam
- If accepted, an Individual Learning Plan Addendum (ILPA) and schedule will be created
- Plan will be signed by school officials, parent/guardian (if student is less than 18 years of age), and student

Individual Learning Plan Addendum (ILPA)

- If accepted in the program, the virtual learning committee will create an ILPA for the student.
- The ILPA will outline requirements for the student to remain in the virtual learning program and/or transition to the regular classroom setting.
- The virtual learning committee may require additional services for the student (i.e. mental health assessment, counseling services, doctor checkup, etc).

Grades

- A final grade for each course will be awarded upon completion.
- Grading scale will follow that of the school district.
- Students participating in The Colonel Academy will not be eligible for honors recognition at graduation.

Course Progression

- Students of The Colonel Academy are expected to do 25-30 hours per week in online classes. Core classes (graduation requirement) will be given priority over electives.
- If students do not meet adequate weekly progress (minimum of 25 hours) compulsory attendance laws will be enforced by DPP.

Interventions:

- Student progress will be reviewed and documented weekly:
- Students will be contacted weekly by The Colonel Academy staff.
- Students will be scheduled for mandatory 30 day (30, 60, 90, etc.....) reviews with Colonel Academy staff.
- Students not meeting adequate progress will have the following interventions:
 1. Week 1: student will be messaged in Edgenuity and called by the program supervisor.
 2. Week 2: student will be messaged, and called, the director of pupil personnel or Colonel Academy staff will make home visit.

3. End of Week 2 the Colonel Academy staff and committee members will have a conference with the student and the family. If progress isn't met by the end of Week 2, the student may be required to return to WCHS, Whitley County Alternative School, or the student's home district.
4. After 2 weeks of lack of progress, the director of pupil personnel will notify family and student of lack of progress and could formally file truancy charges against parent or student for lack of progress.

Required Courses:

- The virtual learning committee will develop an individual plan for each student with specific course requirements.
- Students will be required to complete at least the same number of courses as traditional students during a school year.
- Existing credits from a non-public high school must be pre-approved by the virtual learning committee. Students may be required to take a placement exam.
- Students are permitted to accelerate their high school course progression.

Graduation Requirements

- Students must meet district graduation requirements to earn a diploma.
- All students enrolled in The Colonel Academy will be considered for hardship graduation.
- Hardship graduation applications will be reviewed with each student upon enrollment.

State Assessments:

- Students are required to take all state mandated assessments on site at a location within the Whitley County School District.

Extracurricular Activities:

- Students of The Colonel Academy will be allowed to participate in WCHS prom and graduation upon approval by high school administration.
- Student of the Colonel Academy are not eligible to participate in afterschool clubs or programs at WCMS or WCHS.
- Students that are enrolled in the Colonel Academy (An A5 School) are not eligible to participate in athletics per KHSAA Bylaw 1. *Only those students enrolled in grades 9-12 as a full-time student at an A1 (Public School), D1 (State Department of Education Operated School), F1 (Federal Dependent School), J1 (Roman Catholic), M1 (Other religion), R1 (Private, nonchurch related) schools or Public Charter School as defined by KRS 160 may participate.*

The Colonel Academy Virtual Learning Application/Interview Form

Name: _____ DOB: _____ Age: _____

Address: _____

Parent/Guardians: _____

Parent/Guardians email address: _____

Home Phone: _____ Cell: _____

Last school attended: _____

Address of last school attended: _____

Interview Form to be completed by Parent/Guardian:

Why would placement in virtual learning be better for your child than the traditional classroom setting?

Does your child have documented physical or mental health needs that would make virtual learning a more appropriate placement? If yes, please explain:

Do you have a computer and reliable internet service in your home? Yes _____ No _____

Will you be able to provide transportation to your child to and from school for tutoring if needed and state mandated testing? Yes _____ No _____

Do you agree to make every effort to ensure that your child is successful in the virtual learning program? Yes _____ No _____

Parent Signature

Date

Interview form to be completed by Student:

Why do you need to be enrolled in virtual learning?

Why do you think you can succeed in the virtual learning program?

When will you do your work?

Have you had any discipline problems at your last school? If yes, explain:

Did you have attendance problems at your last school? If yes, why?

What are your plans after high school? How will you achieve these plans?

Do you agree that you will strive to make progress in all of your classes? Yes _____ No _____

Do you agree to take and do your best on all state mandated tests? Yes _____ No _____

Do you agree to come to school for tutoring if needed? Yes _____ No _____

Do you agree to follow the student code of conduct? Yes _____ No _____

Student signature

Date

**Application for Virtual Learning
Virtual Learning Review Committee**

This section is to be completed by the Virtual Learning Committee

Name of Student: _____

Date Received: _____ Approved: _____ Denied _____ Incomplete _____

If approved, date student will start virtual learning: _____

If denied, reason for denial:

If incomplete, type of additional information requested:

Signatures of Committee Members:

Principal: _____ Date: _____

Guidance Counselor: _____ Date: _____

School Nurse/Psychologist: _____ Date: _____

Teacher: _____ Date: _____

Comments:
