



**Virtual
Learning Academy**

Handbook

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Academic Schedule & Calendar

Enrollment in courses is open throughout the year, allowing students the flexibility to register at their convenience. Once enrolled, students are granted a maximum period of 12 months to fulfill all course requirements and achieve credit for their respective courses.

Admissions

Virtual Learning Academy adheres to a non-discrimination policy and anti-harassment, ensuring equal treatment and opportunities for all students regardless of race, color, national origin, ethnicity, age, religion, disability, sex, sexual orientation, or gender identity. This policy aligns with the Americans with Disabilities Act of 1990 and Section 504, ensuring a fair and inclusive educational environment.

Course Structure

At VLA, our asynchronous classes are primarily self-paced unless specified otherwise. While we encourage students to maintain a steady pace and adhere to a suggested timeline for course completion, we recognize and accommodate the unique learning styles of each student. With the approval of their school division, students can enroll at any point in their academic journey. For full-credit courses, completion is required within a 12-month timeframe.

Attendance, Tracking & Monitoring

Virtual Learning Academy is dedicated to nurturing the success of our students by acknowledging and catering to their varied strengths and learning requirements. Our personalized approach supports students throughout their educational path. Essential to this approach is our educators' daily tracking of attendance, complemented by 24/7 monitoring capabilities for our school division. Our sophisticated organizational platform enables detailed tracking of students' online and offline engagement with their coursework, including IP address monitoring for a thorough understanding of their activity.

Active engagement is fundamental to achieving academic success. Students are expected to log in and submit coursework at least once every three calendar days during their enrollment period. To foster steady progress, the goal is for each student to complete one unit per course each week, with a combined total of at least 25 hours of online and offline activity. We recognize that unforeseen circumstances can sometimes inhibit a student's ability to maintain regular participation. Suppose the student or their guardians proactively communicate with the school division or Virtual Learning Academy. In that case, the student will maintain their active status if the notified absence falls within the enrollment year.

A student must log in within three days with prior notification to be marked as active. This status change will be emailed to both students and their parents/guardians. Students who become inactive will lose access to their course lessons and the ability to submit assignments. Inactive students seeking to regain course access must contact Martariesa Logue at mlogue@jcesc.org. Our commitment at Virtual Learning Academy is to ensure that every student has the opportunity to thrive. This policy is structured to promote regular participation and steady academic progression.

Privacy of Student Records

Virtual Learning Academy and its affiliated School Divisions adhere strictly to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law established to protect the privacy of student education records. FERPA grants parents and eligible students certain rights regarding their educational records. An eligible student has reached 18 or is attending a post-secondary institution.

Under FERPA, the following rights are extended to eligible students and parents:

- 1. Right to Review and Inspect Academic Records:** Eligible students and parents have the right to review and inspect the student's academic records.
- 2. Right to Request Amendment of Records:** If they believe any information in the academic records is inaccurate or misleading, eligible students and parents can request an amendment.
- 3. Controlled Release of Records:** Virtual Learning Academy and School Divisions can disclose records to certain parties as outlined under (34 CFR § 99.31).
- 4. Directory Information:** FERPA allows the release of directory information without consent, provided that parents and eligible

students are notified. However, parents or eligible students may submit a written request if they wish to opt out of this disclosure.

Virtual Learning Academy and School Divisions are committed to upholding these rights to ensure the confidentiality and integrity of our students' educational records. This compliance with FERPA is part of our ongoing effort to support our students' educational journey while respecting their privacy and legal rights.

Parent's Role

Parental involvement is key to enhancing the virtual learning experience for students. Recognizing this, Virtual Learning Academy has established a dedicated Parent Account system to facilitate active participation by parents in their child's education. For students over the age of 18, usage of this feature requires a signed release.

Parent Account Setup: A Parent Account is created upon a student's enrollment. This account provides:

- 1. Access to Class Information:** Parents receive a unique user ID and password, granting them access to various aspects of their child's class, including:
 - Student's grades
 - Performance status
 - PACE status (Progress and Course Engagement)
 - Attendance data
 - Classroom work
- 2. Direct Communication with Teachers:** The Parent Account features a messaging system to contact the child's teacher directly. This allows parents of students under 18 or those with older students who have provided a release to communicate with

the teacher easily and request regular updates regarding their child's progress.

3. Detailed Teacher Reports: These reports will cover:

- Current Grade
- PACE status
- Attendance data
- Teacher's comments, as appropriate

Parental Support and Inquiries

Parents with any concerns regarding the virtual classroom environment or their child's academic progress are advised to contact their designated School Division Point of Contact. Parents are encouraged to contact either Martariesa Logue or Mark Masloski for matters concerning teacher performance or specific special considerations. We aim to maintain a supportive and open environment for parents and students throughout their virtual learning experience.

Grading Scale

At Virtual Learning Academy (VLA), we prioritize aligning with the individual grading guidelines and assignment redo policies of each School Division we partner with. In instances where a School Division does not specify its grading scale, VLA employs the following standard grading system:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or below
- W = Withdrawal
- I = Incomplete

Furthermore, under our grading policy, students are entitled to up to two opportunities to redo assignments if they score below 70%, ensuring a fair chance at academic improvement.

All graded assignments, exams, and quizzes contribute to the final grade. This comprehensive evaluation reflects a student's overall academic performance in each course.

Regarding official transcripts, it is important to note that these are issued by the respective School Division, not VLA. This ensures that the

transcripts accurately represent the student's academic record per their School Division's standards. Before enrollment, students seeking a diploma through their School Division will have their transcripts officially evaluated by the Registrar. The evaluation results are then shared with the student and their guardian, providing clarity and guidance before course enrollment begins at VLA.

Standard Diploma Requirement

Discipline	Required Credits	VLA Courses
English	4	<i>English 9, English 10, English 11, English 12</i>
Mathematics	3	<i>Algebra I, Geometry, Algebra II, Data Science</i>
Science	3	<i>Earth Science, Biology, Chemistry, Physics</i>
History	3	<i>World History, VA & US History, VA & US Government</i>
Health/PE	2	<i>Health 9, Health 10, PE 9, PE 10</i>
World Language	2	<i>American Sign Language I, American Sign Language II</i>
Economics	1	<i>Economics</i>
Electives	4	<i>Computer Science, Visual Arts, Workplace Readiness</i>

End of Course Survey

At Virtual Learning Academy (VLA), we conduct a virtual end-of-course survey for each course, emphasizing the importance of student feedback in the continual improvement of our program. This survey is a vital tool to understand and enhance the student learning experience, ensuring we effectively meet their educational needs.

The survey link is conveniently located at the bottom of the VLA login page, making it easily accessible for students. It becomes available after the final lesson of each course. We strongly encourage students to complete this survey upon finishing their course, as their insights and feedback are crucial in helping us evolve and refine our educational offerings.

Student participation in this survey is instrumental in shaping the future of our program, as it aids in our commitment to fostering an environment where students can achieve their full potential.

Course Information

Course Assessment and Participation Requirements

To excel in their studies, students are required to submit assignments for each course every week. While students can learn at their own pace, this approach still necessitates consistent weekly progress in each course. Learning is evaluated through various methods, including self-checks, practice lessons, multiple-choice questions, projects, discussion-based assessments, and class discussions. Regular communication with teachers is a key expectation for students. Success in the program is greatly enhanced when teachers, students, and parents collaborate effectively.

Materials Required

For courses at Virtual Learning Academy, unless specified differently in individual course descriptions, students need the following:

- **Computer Access:** Students should have access to a computer.
- **Internet Connection:** Internet access is necessary, with continuous broadband Internet recommended.
- **Software and Plugins:** The ability or permission to install plugins or software is advisable.

- **File Management:** Students can download and save files and documents to their computer.

Course Descriptions

Detailed Syllabus for all courses are available at jcsc.k12.oh.us/VLA.aspx.