



Parent Handbook



FESD VIRTUAL ACADEMY PARENT HANDBOOK

Program Description

- The Fowler Elementary School District Virtual Academy will provide a 100% online/virtual education to any student residing in Arizona. The goal of FESD Virtual Academy is to provide an asynchronous and synchronous education to students using a variety of educational methodologies meeting the needs of the diverse learning styles of our students. Online learning systems will include, but not be limited to virtual meetings, electronic field trips, chat rooms, email, non-computer-based activities, electronic worksheets, etc. All instruction and activities will be conducted, facilitated and monitored by a certificated teacher throughout the school year.
- The FESD Virtual Academy is a free full-time online school available to K-8 students beginning in August 2020. This experience offers students flexibility in learning with all of the benefits of continuing as a Fowler Elementary School District student.

What does a typical day in the FESD Virtual Academy look like?

- Teachers will schedule virtual meetings with students throughout the day utilizing the Canvas learning management system. The expectation is that the student will log in and actively participate during the virtual meetings. During the virtual meeting, the teacher will review content and work with students on assigned content and or work with small groups. Teachers will also post content/tasks on the Canvas learning management system. It will be the student/parents responsibility to log into Canvas and independently work on the assigned content/tasks.
- A full-time online students' day includes:
 - Online lessons, as well as some independent activities not on the computer
 - Virtual interaction with teachers and classmates
 - Virtual lessons with teachers and students to provide clarification and extended tutoring.
 - Access to before and after school activities at student's home school (i.e. clubs and athletics)
 - Access to virtual tutoring after school



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- Schedule Example
 - 8:30A – 11:00A Reading, Writing, Specials
 - 11:00A – 12:00P Lunch Break (Grab and Go lunch provided for pickup)
 - 12:00P – 3:00P Math, Science, Social Studies

*Online instruction will combine video conferencing and student log-in time to complete assignments

Attendance

- Students that participate in the K-8 FESD Virtual Academy should expect, on average, a four (4) to six (6) hour academic day to meet the requirements set by, ARS 15-901. According to ARS 15-901 Students in kinder (K) through third (3) grade will need to log at least seven hundred and twelve (712) hours of instruction throughout the one hundred and eighty (180) day school year. Students in fourth (4) through eighth (8) grade will need to log at least eight hundred and ninety (890) hours of instruction throughout the one hundred and eighty (180) day school year. If students do not log the appropriate amount of time, the student will not receive credit for the course and it will be up to the parent(s), teacher(s) and administration to evaluate whether the student will continue in the FESD Virtual Academy.
- Students, parents and teachers are required to record time for any activity related to your course, whether it is on the computer or not. This includes studying, reading, homework, projects, research, writing, and tests. Students are expected to record a minimum of four (4) to six (6) hours each day. Teachers will provide log sheets to track each student's hours and communicate hours logged on a weekly basis. It is strongly encouraged that parents participate in ongoing communication to ensure that the student is on track to meet the minimum requirements each quarter.

Attendance - Taking Children out of School

- We understand that there is considerably more flexibility when learning and attending school online. Please do your best to have your children engaged and participating in daily instruction. If you must remove your child from online class during scheduled lessons/hours please inform the teacher of your intentions.

Breakfast & Lunch Program



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- The FESD Virtual Academy will provide a “Grab and Go” breakfast and lunch program.
- The National School Child Nutrition Program is a federally subsidized program. Applications are sent home with each student at the beginning of each school year. Eligibility to receive free or reduced meals is based on the family’s income, which is kept confidential. If you did not receive an application and please contact the school office at 623 707-2400 and one will be provided. Applications from the prior year are still valid through mid-September. If you are charged for lunch and eventually you do qualify for the free or reduced lunch program you will not receive a refund.

Confidentiality of Student Education Records

- Fowler Elementary School District Governing Board Policy J-6008.13 states that student educational information collected and maintained is kept confidential and guarantees parents’ and students’ right to privacy.
- Records are maintained in the school office and are available only to teachers and staff members working with the student. When a student transfers to another school the records will be sent to the new school when the new school sends a request for records. Records are not released to most agencies without prior written consent from the parent. The parent or legal guardian has the right to review all records related to their child.

Considerations for ELL Students

- All students that reside in Arizona are eligible to enroll in the FESD Virtual Academy. Students that have been identified as English Language Learners (ELL) Students will receive at least one hundred and twenty (120) minutes of integrated and or targeted instruction in Grammar, Reading, Writing, Vocabulary and Listening & Speaking every day in accordance with ARS 15-756.01. The one hundred and twenty (120) minutes of instruction are included in the daily-required minutes of instruction per day according to ARS 15-808 as referenced in “Mandatory Attendance” above.

Elementary Model

- o Students will receive 60 minutes of targeted instruction in writing and grammar in an inclusive ELL grouping of students. Students will receive 60 minutes of integrated instruction in reading, vocabulary and listening & speaking in content areas.



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Middle School Model

- o Students will receive 60 minutes of targeted instruction in writing and grammar in an inclusive ELL grouping of students. Students will receive 60 minutes of integrated instruction in reading, vocabulary and listening & speaking through reading and social studies content.

Consideration for Gifted Services

- All students that reside in Arizona are eligible to enroll in the FESD Virtual Academy. The goal of the FESD Virtual Academy is to provide an inclusive online learning experience for all of our students. The digital learning experience is often innately geared towards the gifted learner providing flexibility, choice and project based outcomes. All students that have been identified as gifted in FESD will receive content through a collaborative instructional model overseen by a certificated and gifted endorsed teacher. Availability will depend on enrollment and the needs of enrolled students.

Consideration for SPED Students

- All students that reside in Arizona are eligible to enroll in the FESD Virtual Academy. A student's IEP team will meet to determine whether digital or in person services are necessary. A Special Education resource teacher will facilitate IEP meetings and provide services as needed. Services will be provided as outlined in the student's Individual Education Program (IEP). Distance learning may not be appropriate for all students with disabilities.

Considerations for Students with a 504 Plan

- All students that reside in Arizona are eligible to enroll in the FESD Virtual Academy. If your child has a medical condition that requires special accommodations, please notify the school administration to discuss a 504 or Medical Alert Plan. A team will meet to determine whether digital or in person services are necessary.

Extracurricular Activities

- Students enrolled in the FESD Virtual Academy will have the opportunity to participate in extracurricular activities based on scheduling, qualification criteria and availability. Extracurricular activities such as tutoring, clubs, and sports are some examples of activities students could participate in both virtually and or in-person based on enrollment and the needs of enrolled students.



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FESD Virtual Academy 100% online

- The FESD Virtual Academy will provide an asynchronous and synchronous learning experience 100% online.
 - Asynchronous learning is independent learning that students will accomplish in an off campus and or online atmosphere. This can include, but not limited to, online worksheets, assigned readings, projects, paper worksheets, recorded lectures, etc. Students will be expected to log one (1) to three (3) hours of asynchronous learning daily; totaling four (4) to six (6) hours of combined asynchronous and synchronous learning each day.
 - Synchronous learning is also achieved online; however, synchronous learning will be virtually facilitated by a certificated teacher via live chats, virtual meetings, etc. allowing the student(s) and the teacher to interact in real-time. Students will be expected to log one (1) to three (3) hours of synchronous learning daily; totaling four (4) to six (6) hours of combined asynchronous and synchronous learning each day.

FESD Virtual Academy Student Expectations

- Log into Canvas each school day.
- Keep a daily log of time spent working on schoolwork
- Complete lessons, including any daily attendance assignments.
- Attendance will be taken for each day. Teachers will use one of the following for proof of attendance: Student completes an “attendance assignment”, a warm-up, exit ticket, reflection or other assignment from the teacher.
- Attendance will be recorded in PowerSchool the following morning (example: Monday’s attendance will be recorded on Tuesday morning). We are providing this flexibility for students who may not be able to complete digital assignments during the normal 8:00-3:30 school day.
- Teachers will hold “live” lessons during their normally scheduled classes. Students should attend these lessons.
- Teachers have established office hours when students can check in and receive support. Students are responsible for contacting teachers if they need additional assistance to successfully complete digital lessons.
- Students will follow the behavior expectations and norms outlined in our Student Handbook and established in each online classroom.

FESD Virtual Academy Parent Expectations



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Transitioning to digital learning is a major shift for all of us – teachers, students, and parents. We recognize that online learning cannot replicate the experience students would have in school; however, we believe learning can successfully continue if we all work together.

- Help your student establish a daily routine. We recommend maintaining as much of a regular schedule as possible. Include time for school, meals, physical activity, and down time.
- Help your student keep a daily log of time spent working on schoolwork
- Identify a working space for your student. Some students may be able to work in their bedrooms, but most will need a clear separation between work and personal time.
- Ensure that your student has the technical tools they need.
- Check Canvas with your student. How often you check in is up to you! This will vary by student. As we begin this new learning environment, check in frequently, and then ease up when you feel you are able to.
- Help your student reach out to teachers for support if needed. Students should use posted office hours first, and rely on email as a secondary support. We anticipate that teachers will receive an unusually high volume of email through this transition, and we encourage everyone to be as efficient as possible.
- Contact the school if your student is sick and unable to attend school. Send excuse notes to costrom@fesd.org and or call (623) 707-XXXX state and school attendance policies apply.
- Encourage your student to keep in touch with friends and mentors.

FESD Virtual Academy Teacher Expectations

- Daily lessons will be posted by 8:00 am each day, for each class taught.
- Establish office hours to support students.
- Keep a daily log of student activity.
- Meet virtually with students on a daily basis (both small group and large group).
- Prepare virtual lectures
- Respond to emails on a timely basis, to the extent possible.
- Record grades in Canvas on a timely basis.
- Record attendance for each class.
- Maintain regular communication with your colleagues and administration.
- Virtually meet with colleagues and administration on a regular basis.
- Be on campus 5 days each week

Field Trips



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- As a part of the educational process FESD Virtual Academy students will participate in virtual field trips when appropriate to support classroom learning. The teacher will notify parents regarding virtual field trips at least 24 hours prior to attending the virtual trip.

Registration

- When registering your child at FESD Virtual Academy Elementary you will need the following:
 1. The original birth certificate
 2. Current immunization records
 3. Proof of residency (utility bill, rental contract, etc.)
 4. Valid ID

Registration - Legal Age for School Entry

- To be eligible to attend Kindergarten a student must be five (5) years of age by August 31st of the current school year. Entrance age for a first grader who has not attended kindergarten is six (6) years old prior to August 31st of the current school year. A birth certificate must be presented at time of enrollment to verify the child's age

Registration - Immunization Required for Initial Enrollment

- Prior the initial enrollment in any common school in the State of Arizona, the parent or guardian of a child shall submit to the school an immunization record of such child and it shall contain one of the following statements:
 1. That the child has received the initial immunizations prescribed
 2. That the immunizations would seriously endanger the child's health
 3. That the child is being reared as an adherent to a religion opposed to such immunizations
 4. Failure to satisfy these requirements is subject to punishment as a misdemeanor.

Registration - Required Immunizations:

1. Measles Vaccine
2. Rubella Vaccine
3. Diphtheria Vaccine.



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4. Polio Vaccine
5. Hepatitis B Vaccine

Reporting Academic Progress to Parents

- Your child's academic progress will be formally reported to you according to the following schedule:

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|-----------------|------------------------------------|
| Early September | Progress Reports |
| Early October | Virtual Parent Teacher Conferences |
| Mid-November | Progress Reports |
| Mid-December | Report Cards |
| Early February | Progress Reports |
| Early March | Virtual Parent Teacher Conferences |
| Mid-April | Progress Reports |
| Late May | Final Report Cards |

Your attendance during parent teacher conferences is strongly encouraged. Parent teacher conferences occur twice a year to discuss your child's academic progress.

Student Assessment

- All students that participate in the FESD Virtual Academy are subject to the same state and district testing guidelines as those enrolled in face to face programs. If a student fails to comply with testing requirements outlined in ARS 15-808, the student shall not be allowed to participate in the FESD Virtual Academy.
- Your child is evaluated on a daily basis through informal observation and formal assessments. Every student enrolled in the FESD Virtual Academy will participate in district-supported assessment to help measure growth and track progress. Students in third through eighth grade will participate in our statewide assessment AzM2.
- Specific assessment dates can be found on our website (www.fesd.org) or ask your child's teacher to share upcoming assessment information.

Student Materials



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- The FESD Virtual Academy will provide students with all of the required district adopted curriculum in print and or digital format. Materials such as technology devices, Textbooks are issued to students for their use, however, students and their parents or guardians assume responsibility for lost or damaged items.

Uniform Dress Code

- The FESD Virtual Academy understands that a uniform dress code during virtual learning is not mandatory. However, we do ask that students wear appropriate and comfortable clothing, as they will participate in a variety of activities throughout the school day.

Virtual Visitors and Volunteers

- FESD Virtual Academy welcomes parents and guardians to virtually visit our classrooms. However, when virtually visiting any classrooms please provide at least a twenty-four (24) hour notice to your child's teacher.
- If the purpose of your virtual visit is to discuss your child, please schedule an appointment with the teacher during scheduled office hours.

Virtual Student Recognition Assemblies

- The FESD Virtual Academy will do our best to replicate portions of the typical in person learning within a virtual format. We will schedule virtual assemblies throughout the school year to recognize students for a wide variety of accomplishments.

Important Phone Numbers

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| FESD Virtual Academy | Main Line | 623 707-2400 |
| Principal | Mr. Ostrom | 623 707-2400 |

Staff