



Virtual Learning Handbook

2022-2023

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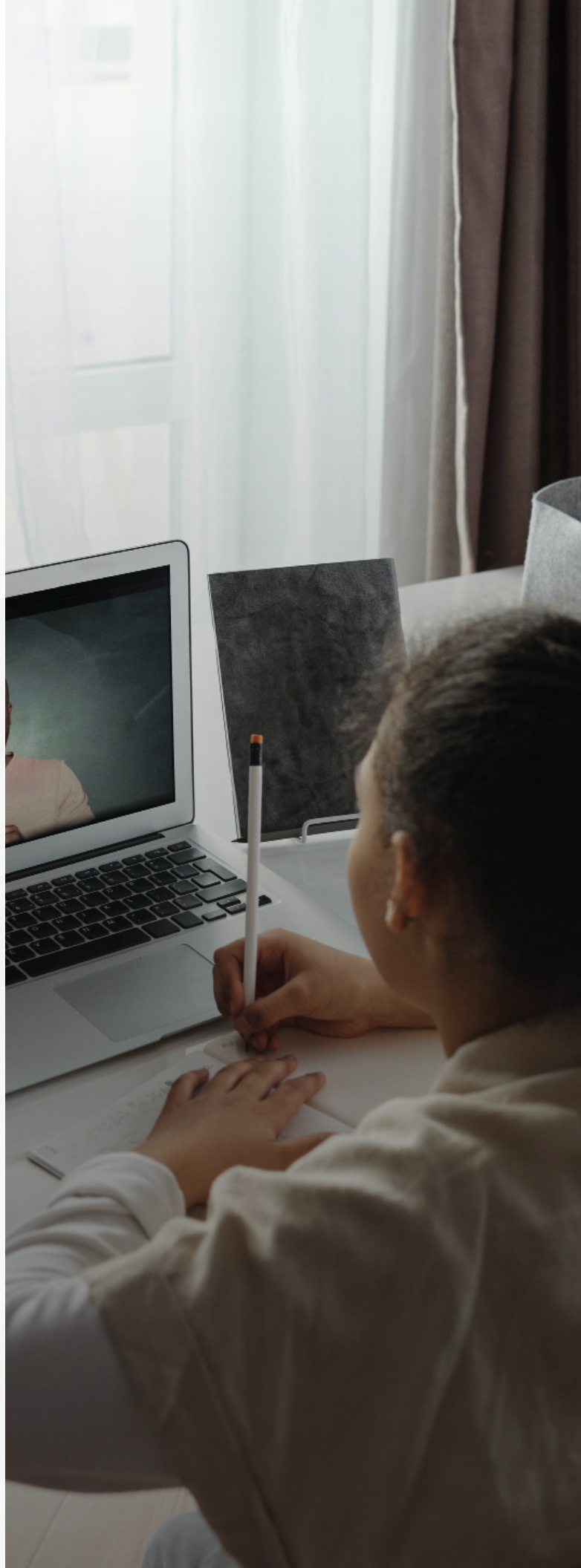
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Frontier Virtual Learning

Frontier Virtual Learning Objective

Frontier Virtual Learning's primary objective is to expand the learning opportunities for our students by offering choice and flexibility for challenging online courses developed by Frontier Public Schools. Frontier Virtual Learning courses follow the same unit plans as in-person courses.

Frontier Virtual Learning Vision

The vision of Frontier Virtual Learning is that online learning is an essential part of today's learning culture that can provide our students with the opportunity to acquire required credit from anywhere and at any time. Online learning offers the unique experience of self-directed learning that will instill advanced learning skills while still maintaining focus on local and state goals provided to our students and better prepare them for life and college.

Profile of a Successful Online Student

The following characteristics are common to students who find success in the online learning environment.

- Computer Literate
- Self-Directed
- Problem Solver
- Highly Motivated
- Assertive
- Follows Detailed Directions
- Independent Learner
- Self-Disciplined
- Effective Oral/Written Communication Skills
- Manages Time Well
- Self-Advocate
- Takes Ownership for Their Learning

Student Responsibilities

1. Log onto the course regularly
2. Ask questions if you don't understand
3. Stay on pace (*be aware of due dates*)
4. Communicate with your online teacher on a regular basis
5. Take notes & prepare for tests
6. Attend required instructional sessions
7. Maintain & use technology appropriately
8. Participate in discussion boards & other course activities

Successful Online Learners Are:

- Good readers and writers In online courses, reading may be the main source of information. Additionally, nearly all communication is written, so it is critical to feel comfortable in expressing ideas in writing.
- Individuals who have parents/guardians who are committed to supporting the student every day. At all grade levels, students need active involvement from a parent/guardian every day. The younger the student, the more time that a parent/guardian must devote each day to active support.
- Proficient in use of computers and internet navigation. All interaction happens via computer; therefore, computer skills are necessary to participate.
- Self-motivated and learn well independently. With the freedom and flexibility of the online learning environment comes responsibility. The online process takes commitment, discipline, and an ability to work independently.
- Careful to allow ample time for the course. Online learning is not easier than the traditional educational process; in fact, many students will say it requires more time and commitment.
- Effective time-managers. Structuring time to effectively participate is up to the learner. Learners must manage time well enough to complete assignments, study and communicate with their teacher while juggling any additional activities, work, or social obligations.
- Problem solvers who ask for help when needed. In the virtual classroom, knowing how to solve problems and when to seek assistance are important skills. Assistance will be available, but it must be requested and an immediate response may not be available. As students get older, they must become self-advocates in their own learning.



Eligibility and Application Process

Eligibility

To be eligible for virtual learning, a student must show a commitment to education and be satisfactorily completing coursework and fit one of the following medical criteria.

1. Have a health condition that is considered “high risk” if exposed to Covid-19 or living with a person in the same household with a high risk condition.
2. Have a chronic health issue that requires constant out of school treatment or other medical events that prevent them from attending in-person classes.
3. Have the need for special consideration deemed necessary and approved by the school.

Admission

By enrolling in Virtual Learning, students are committing to remain enrolled through the semester or when agreed to by school administration.

Once admitted students and parents/guardians must attend a school orientation about the virtual platforms and school expectations. A virtual learning agreement will be signed. Only when all steps are completed will the student be given access to the online platform.

Removal

Students may be required to return to in-person instruction at their campus if they:

- Have a failing class average for two or more classes for any grading period.
- Fall behind the completion target on the student learning system.

Students and parents will be notified in advance that they will be required to return to in-person instruction at their home campus prior to the end of the semester.

Appeals process

- Upon notification that a student will be removed from the Virtual Learning, parents have 10 calendar days to submit an appeal in writing to the principal.
- The principal, or designee, will schedule an appeal hearing within 10 calendar days of receiving a written appeal.
- If the committee allows the student to remain at the Virtual Learning, a plan will be developed by the committee to provide the student with success criteria for continued enrollment.
- If the student fails to follow the success plan, the student’s enrollment in Virtual Learning will be revoked, and the student will be required to return to his/her zoned campus.

Virtual Learning System & Technology

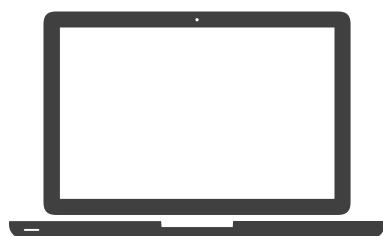
Learning Management System

Frontier Virtual Learning courses are housed on Edgenuity/SchoolsPLP. Parent access codes are available through the front office of their campus.

Campus Contact Information

- Frontier School of Innovation – Elementary: (816) 363-1907
- Frontier School of Innovation – Middle: (816) 241-6202
- Frontier STEM High School: (816) 541-8200
- Frontier School of Excellence: (816) 822-1331

Student Technology



Chromebook



Hotspots

Frontier Virtual Learning will provide Chromebooks and hotspots if needed. If technology problems arise, IT support request forms are available on the schools websites.

Virtual Learning Courses

Frontier Virtual Learning's courses follow the same school year schedule for the fall and spring semester. Each course provides pacing that supports the student moving through the content and assessments during the semester. Students are expected to work daily on their courses. Students may work ahead in the modules, but must not fall behind. All coursework is due at the end of the semester and will not be extended.

Please visit your school's website to view the calendar for information on course start and end dates.

Required Instructional Sessions

Students are expected to attend all required instructional sessions set by their instructor. If you cannot attend an instructional session due to other responsibilities, you must contact your instructor to make other arrangements.

Online Office Hours

In addition to online tutorials, instructors may host online office hours. Office Hours provide students with the opportunity to speak with the instructor regarding course questions, assignments, and grades.



Student Attendance & Progress

Expectations for Student Attendance

Students are required to be engaged daily with instructional content which is digitally available in Edgenuity/SchoolsPLP.. Engagement expectations are clearly defined, measurable, available to students and parents in Edgenuity/SchoolsPLP LMS. Students are also encouraged to actively participate in Zoom live sessions on a daily basis and use Teacher office hours for any additional support and answers to questions they may have.

Students are expected to engage daily in Edgenuity/SchoolsPLP by completing instructional tasks, answering questions, replying to discussion boards, submitting daily assignments, completing projects, or submitting pictures of assignments and tasks. Students may also use school emails for submissions in certain cases. Sending the images of their completed work via SMS is acceptable in case of internet issues. FRONTIER SCHOOLS provides hotspots for families.

Tracking Student Academic Progress

Student progress will be tracked daily in the Edgenuity/SchoolsPLP through daily assignments, activities, interaction with a Teacher, and other success indicators. Students will be required to complete the district wide assessments. Attendance is mandatory at all testing events. Parents must ensure that students participate in all required state and local testing. This testing includes but is not limited to online benchmark and readiness assessments, all MAP testing, EOC testing, and as appropriate, the ACCESS for students identified as English Learners.

Quarterly and semester reports will be made available to parents/guardians and students. Parents/Guardians have full access to student work, interactions with Teachers, assignment submissions, and feedback through the parent portal of Edgenuity/SchoolsPLP. Parents/Guardians will be able to check student grades in the Edgenuity/SchoolsPLP.

Support Systems for All Students on Progress

Students will receive support via multiple mechanisms:

- **Teacher Interaction:** Students who join live sessions will receive real-time feedback. Students may also receive feedback from Teachers on their returned assignments. The feedback might be provided via e-mail or Edgenuity/SchoolsPLP posting.
- Edgenuity/SchoolsPLP provides real-time feedback to the students. Teachers will also utilize Edgenuity/SchoolsPLP to provide feedback on student submissions. Edgenuity/SchoolsPLP gradebook will be utilized by our Teachers so that students can check their progress on a daily basis.

Special Education/ Section 504

For students who receive special services or have a 504 plan, the District will continue to implement a student's IEP/504 plan to the extent possible through remote delivery methods. Upon admission to the Frontier Virtual Learning, a student's ARD/504 committee will meet to discuss which services will be provided remotely to meet the student's needs.

English Language Learner (ELL)

For English Language Learner (ELL) students, the District will provide EL services in a virtual setting.

Student Assessments

MAP (State Assessments of Academic Readiness) Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, MAP, in the following subjects:

- **Mathematics**
annually in grades 3–8
- **ELA**
annually in grades 3–8
- **Science**
in grades 5 and 8

Attendance is mandatory at all testing events. Parents must ensure that students participate in all required state and local testing. This testing includes but is not limited to online benchmark and readiness assessments, all MAP testing, EOC testing, and as appropriate, the ACCESS for students identified as English Learners. Parents are responsible for transportation to and from all testing.

EOC (End-of-Course) Assessment

Students enrolled in courses that have an EOC assessment scheduled, will be required to take the EOC in person at the school. Parents are responsible for transportation to and from all testing. Frontier Virtual Learning will provide the student names to the Assessment office to be included in the appropriate test cycle.



Academic Courses Offered for Virtual Learning

Elementary School Courses

- Mathematics
- ELA
- Science
- Social Studies
- Physical Education
- Music
- Art
- Health

Middle/High School Courses

Language Arts	Mathematics	Science	Social Studies
ELA 6	Math 6	Science 6	Social Studies 6
ELA 7	Math 7	Science 7	Social Studies 7
ELA 8	Math 8	Science 8	Social Studies 8
English 9	Algebra I	Chemistry	World History
English 10	Applied Mathematics	Environmental Science	US/American History
English 11	Algebra II	Biology	Geography
	Pre-Calculus		
English 12	Calculus	Physical Science	Government
Creative Writing	Statistics	Physics	Economics
Debate & Speech	General Math		
	Geometry		
	Trigonometry		

Languages	Fine Arts	Physical Education	Electives
Spanish (6 th –8 th)	Art	Physical Education	Computer Application
Spanish I	Graphic Design	Health	Career Explorations
Spanish II	Music	Lifetime Fitness	Personal Finance
Spanish III		Lifetime Sports	Psychology
Turkish*			Art History
			Personal Wellness
			Information Technology
			Introduction of Coding
			ACT Prep

(*) Classes that might be offered depending on the number of students and staffing availability.

Academic Dishonesty

Academic dishonesty is defined as any activity involving any type of cheating that occurs in relation to a formal academic exercise. Academic dishonesty includes any type of cheating or plagiarism. FRONTIER SCHOOLS defines Cheating and Plagiarism in the following way:

- Cheating shall be defined as giving or receiving information or help on a test; collaborating on a test; possession of any unauthorized material during a test; copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student, or accessing a Teacher edition. Using electronic devices to send or receive information as described above is also classified as cheating.
- Plagiarism, the use of another's ideas or products as one's own, shall also be defined as cheating. Plagiarism is any failure to give credit for information found and used. It may involve word-for-word copying, paraphrasing, or simply using ideas and information.

In short: The definitions and examples above do not address all of the ways a student can be dishonest. Remember to carefully think about your actions and to always act with academic integrity, even in high pressure situations when opportunities for dishonesty present themselves.

Academic Dishonesty Consequences

Students engaging in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes: cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Teachers should report immediately to the Assistant Principal-Safety and Conduct with referral. The Assistant Principal-Safety and Conduct and Assistant Principal-Academics will discuss what further steps need to be taken. The school may reserve the right to increase/decrease consequences and/or adjust consequences as necessary. The school will notify the parents of students who are believed to have been academically dishonest during any examination.



Tracking Academic Integrity

Frontier Virtual Learning has a variety of features to help track academic integrity. We continually keep a log of the following:

- Every time you log-in
- Every webpage you visit
- Every time you take a test or submit an assignment
- Every browser and operating system you visit from
- Every email/message you send
- The times and IP addresses of each webpage view
- Analytic, graphical views of your performance over time in a given class
- Student analytics shows an instructor how well a particular student is doing in his/her course
- Instructors can view time spent in the course, submissions, and all course activity by date for the student

Student Responsible Use Guidelines for Technology

The FRONTIER SCHOOLS Student Responsible Use Guidelines for Technology were developed to help educate District students and set standards in the use of technology in an effort to minimize the likelihood of harm toward the District, its students and its employees. According to these guidelines, "inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

The following actions are considered inappropriate uses, are prohibited, and will result in immediate expulsion from the student's online course. Violations of Law. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- Threatening, Harassing, Defamatory or Obscene Material;
- Copyrighted Material;
- Plagiarized Material;
- Material Protected by Trade Secret; or
- Blog Posts, Web Posts, or Discussion Forums/Replies Posted to the Internet which Violate Federal or State Law.

Communicating with your Teacher

Prompt and continual communication with your instructor is extremely important in an online course. The easiest way to communicate with your instructor is through email.

Virtual Learning Discipline Guide and Expectations

The school will set expectations for how often students will meet online with their teachers. Students are expected to be present at these sessions. Below is our district wide expectation for the digital citizenship conferences followed by procedures for disciplinary actions and possible consequences.

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate and sign in to Google Classrooms and Conferences with my name. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, obscene, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Edgenuity/SchoolsPLP Classroom Norms & Expectations for Students

- Demonstrate courtesy at all times.
- Behave in a responsible and respectful manner, always exercising self- discipline and control, showing high standards of behavior to create a positive and welcoming class atmosphere.
- Use school appropriate language for any comments or classwork.
- Follow all assigned courses regularly and complete all assignments timely.
- Obey all additional conference and Zoom expectations set by classroom teachers.
- Adhere to all requirements of the FRONTIER SCHOOLS [Student Code of Conduct](#).
- Students who do not comply with these virtual expectations will be subject to appropriate disciplinary consequences.

Zoom Sessions Norms & Expectations for Students

- Mute yourself when not speaking. This helps remove background noise and outside distractions.
- Turn your video off if not asked to turn on. This maintains privacy and eliminates any unintended scenes to cause disruption during the class.
- Maintain school appropriate behavior even though you are at home, not engaging in activities that are not school appropriate.
- Ensure that you are fully dressed and presentable, school uniform is not required.
- Remove distractions, such as going where there's less background noise and phones.
- Show up on time. You may disrupt the presentation by joining late and you may miss important information.
- Use tools such as "raising your hand" (**available in Zoom**) and the chat feature if you have a question or want to answer a question.
- Be in an area with good internet connectivity.
- Have a paper & pen nearby before the session begins.
- Have your technology charged and ready to go. Select a good location with a power supply if needed.
- Students who do not comply with these online Zoom Sessions Norms will be subject to appropriate disciplinary consequences.

Disciplinary Actions

Positive Behavioral Interventions and Supports (PBIS):

Frontier Public Schools adopted a system to reward positive behavior that is tied to Character Education. Each school has core character traits of their own. Teachers may award each student positive behavior points that can be exchanged for rewards at the school store. Rewards can be exchanged at set times through your virtual conferences administered by your teacher.

Violations to the FRONTIER SCHOOLS Student Code of Conduct will initiate the following procedure:

1. In case of a violation, the teacher will enter a note or referral documenting incidents in PowerSchool. This action will alert the Campus Dean of Students and the principal and they will start taking actions following FRONTIER SCHOOLS policies.
2. The Teacher (minor) or AP (major/repetitive) will notify the student and parent/guardian that the student has violated the code.
3. Based on the referral and further investigation, the campus discipline committee will determine what, if any, disciplinary action must be taken. A list of possible disciplinary actions can be seen below.

Possible Disciplinary Actions for Distance Learning Behavior Violations:

- Verbal/Written Warning (*Teacher/Office May Assign*)
- Parent Conference via Phone or Zoom (*Teacher/Office May Assign*)
- Student Behavior Contract (*Teacher/Office May Assign*)
- Other appropriate disciplinary consequences following FRONTIER SCHOOLS policies (*Office May Assign*)

Appendix I: Frontier Virtual Learning

Acceptable Use Guidelines for Students

The District gives students access to various types of technology resources, including a District email account, electronic textbooks, cloud-based document storage and collaboration space such as the Student Learning Management System, Google Apps for Education, computer hardware, software, networks, and storage space on networks, devices such as computers, Chromebooks, iPads, tablets, laptops, calculators, and other interactive devices, and filtered Internet access. The District may hold students and parents/guardians responsible for damage or loss of devices brought from Frontier Virtual Learning. Students may also be allowed to use their personal technology devices for instructional purposes.

With this educational opportunity comes responsibility. It is important that students and their parents/guardians understand the District's policies and procedures related to technology resources. Inappropriate use of the District's technology resources can result in revocation or suspension of the privilege to use these resources as well as other disciplinary or legal action as outlined in the Student Code of Conduct and applicable laws.

These guidelines apply to all District networks and network storage, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access. Use of the District's technology resources is not private and all activity is monitored. The District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies stated in Parent/Student Handbook.]

When students access the Internet, it is possible that they may run across areas of adult content and some material a parent might find objectionable. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student to follow the rules for responsible use.

Students issued a District-owned technology device, are given additional materials addressing the proper use, care, and return of these devices.

All students are expected to responsibly use the District's technology resources by complying with the following:

- **Because District technology resources are primarily for instructional and educational purposes, the District allows limited personal use only if the rules in this agreement are followed and the use does not interfere with school work.**
- **Students must not share their account information with another person.**
- **Be mindful that people who receive e-mail or other communication from students through school accounts might think the message represents the school's point of view.**

- Keep personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Do not download or sign up for any online resource or application without prior approval from the Teacher or other District administrator.
- When communicating through e-mail or other electronic means, students must use appropriate language, etiquette, and always be respectful.
- Immediately report any suspicious behavior or other misuse of technology to a Teacher or other campus administrator.
- Students may use their personal electronic devices for instructional purposes only as authorized by a Teacher.
- In the event that a virtual student is attending on campus and using a personal device for instructional purposes, students must use the District's wireless Internet services and are prohibited from using a personal wireless service. Any attempt to bypass the District's filter will result in a loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When not using a personal device for instructional purposes while on campus, students must follow their campus' rules and guidelines for non-instructional use of personal electronic devices.

Students are prohibited from inappropriately using the District's technology resources and will be held responsible at all times for the proper use of their account. Inappropriate activity includes the following:

- Using technology resources for any illegal purpose, including threatening school safety;
- Accessing resources to knowingly alter, damage, or delete District property or information, compromising or testing District security, systems or networks, or breaching any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus or malware to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;

- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses and phone numbers, or photographs, without permission or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments to meet someone you met online in person. If a request for such a meeting is received, it should be reported to a Teacher or administrator immediately;
- Violating intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Using on-line chat or video chat rooms not expressly authorized by the Teacher;
- Misusing school resources through the improper use of the District's technology resources, including sending spam; and
- Downloading unauthorized applications, scripts, plug-in or software or gaining unauthorized access to restricted information or resources.



Virtual Learning Handbook

Acknowledgement Agreement

Student Agreement

I have read and agree to abide by these guidelines for responsible online behavior and use of District technology resources. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

Student Signature

Date

Parent/Guardian Agreement

I have read and agree that my child will have access to the District's technology resources, including District- approved online applications. I have read and understand the District's guidelines regarding my student's use of the District's technology resources and understand that under Missouri law neither the District, its operators, and any institutions with which it is affiliated can be held liable for any claims or damages of any nature arising from my student's use of, or inability to use, these technology resources or loss or damage to my student's personal technology device. I understand that my student's use of the District's technology resources are not private and that the District will monitor my student's activity. I also understand that the District uses certain cloud-based applications that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes.

Parent/Guardian Signature

Date



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