



LCS Virtual Academy  
Student & Family Handbook  
2023-2024

701 Thomas Road  
434-515-5550

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[Virtual Academy Trailblazer TV](https://www.youtube.com/VirtualAcademyTrailblazerTV)



Dear Virtual Academy Families,

Thank you for joining us during your student's educational journey this school year! We appreciate you entrusting us with this very important task! We are two years into this great experiment, and I can say confidently that LVA is meeting the needs of many different learners in our community. Our teachers and families have built a solid foundation of what engaging and educational virtual learning is for our students, empowering them to take control of their own learning. We saw a lot of students get excited about learning virtually and even more showing growth from the beginning of the school year to the end!

This school year, we are continuing to build upon our solid foundation and deepening our commitment to personalizing the educational experience for all of our students. We want student learning to always be meaningful and span outside our virtual "walls". That is why LVA is beginning a journey of learning through Project-Based Learning. This form of learning is not something brand new for many of our learners. It presents students with opportunities to solve real-world problems that are meaningful to them and our community. Our mission at the Virtual Academy remains the same: to engage, educate and empower our students to be college or career ready by providing a quality, learner-driven educational experience as they develop into independent, responsible citizens. We believe this shift in programming will move us towards realizing our mission. LVA is excited to take the next step in our journey!

This handbook will provide you the necessary information to have a successful school year! Please reach out to us if you have questions. We are happy to help in any way that we can. Our goal is to keep you informed about all that we are doing this upcoming school year. We are excited to have you along for the ride!

Sincerely,

Mr. Joshua Boyd  
Principal  
LCS Virtual Academy  
515-5550  
[boydjj@lcsedu.net](mailto:boydjj@lcsedu.net)





### Family Enrollment Day Details

All families **MUST** join us for our Family Orientation Events on **Wednesday, August 9th.**

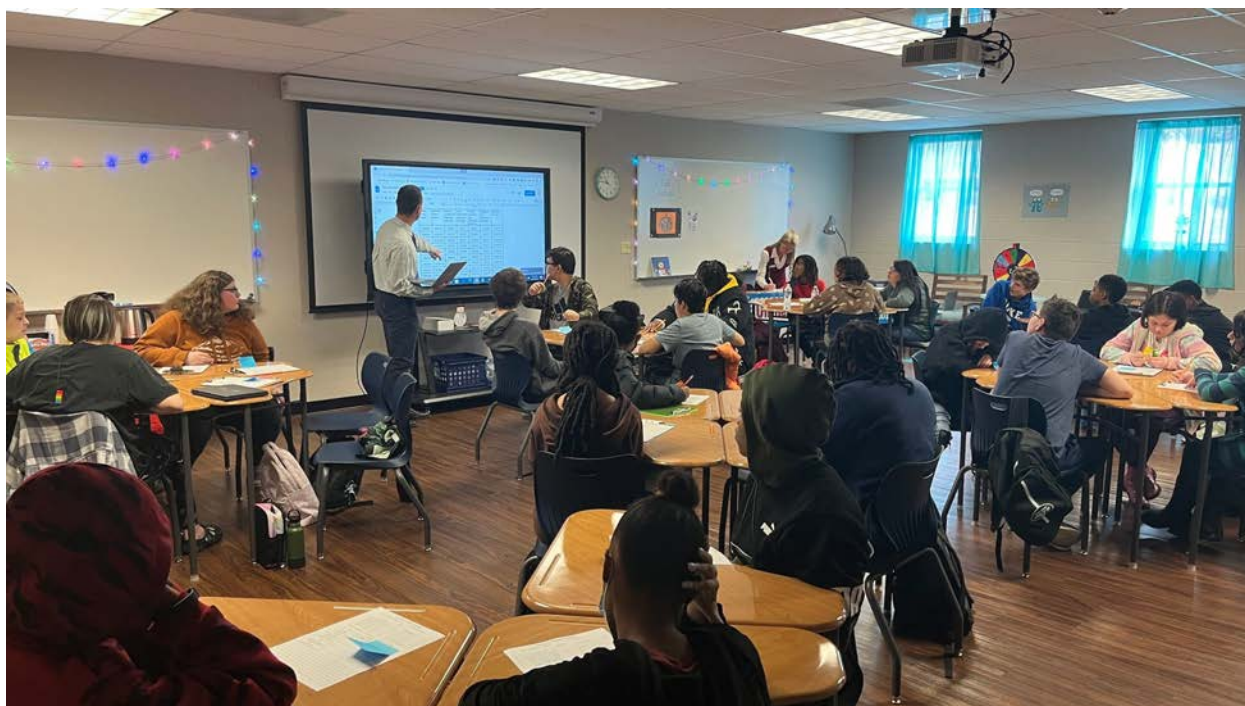
Returning Families	New Families
Anyone who learned with us during the whole 22-23 school year.	Anyone who is new to our program, including families who joined mid-year during the 22-23 school year.
<b>11:30 - 1:45</b>	<b>3:15 - 4:45</b> <b>5:00 - 6:30</b>
No set start time. Come to get your Chromebook, charger, learning kit, schedule, and meet your teachers.	<b>CHOOSE ONE</b> time slot above to attend. A more structured program will provide new families with the tools and information to have a successful year.

The Orientation Event will be held at our **Virtual Academy offices at 701 Thomas Road.** Once you park, follow the signs to the event!



### **While here, you will:**

- Set up your Canvas Parent Observer account.
- Check out your student's At-Home Learning Kit.
- Meet your teacher(s).
- Get your schedule and learn more about the Virtual Academy program for the 2023-2024 school year.





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## The LCS Virtual Academy Staff

<b>Support Staff</b>	<b>Contact Information</b>
Mr. Joshua Boyd, Principal	<a href="mailto:boydjj@lcsedu.net">boydjj@lcsedu.net</a>
Ms. Crystal Rosson, Office Manager	<a href="mailto:rossoncs@lcsedu.net">rossoncs@lcsedu.net</a>
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Ms. Alicia Roberts, Movement Ed Teacher	<a href="mailto:robertsac@lcsedu.net">robertsac@lcsedu.net</a>



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Ms. Gretchen Morgan, Math	<a href="mailto:morgangm@lcsedu.net">morgangm@lcsedu.net</a>
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Ms. Sheri Bosta, English	<a href="mailto:bostasl@lcsedu.net">bostasl@lcsedu.net</a>
Mr. Owen Onderdonk, MS & HS Tech Electives	<a href="mailto:onderdonkoe@lcsedu.net">onderdonkoe@lcsedu.net</a>

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Ms. Caitlin Unterman, Science	<a href="mailto:untermancs@lcsedu.net">untermancs@lcsedu.net</a>



## The Before School Essential Questions

Topic	Essential Questions	Where Can I Get Help?
Enrollment	<ul style="list-style-type: none"><li>• Have I enrolled my student for the 23-24 school year?</li><li>• Have I submitted all of the enrollment documents?</li><li>• Is my current address, phone number, and email address updated with my student's school?</li></ul>	<ul style="list-style-type: none"><li>• Visit <a href="#">Online Registration</a> to complete the enrollment/registration of your student.</li></ul>
Division and School Communication	<ul style="list-style-type: none"><li>• How do I find the Virtual Academy's website?</li><li>• Am I receiving LCS emails/phone calls?</li><li>• Do I follow LCS Virtual Academy on social media?</li></ul>	<ul style="list-style-type: none"><li>• Visit our website <a href="#">here</a></li><li>• Stay connected through the social media located at the bottom of the Virtual Academy website</li><li>• Contact LCS Virtual Academy to update your contact information</li></ul>
Technology Equipment and Academic Materials	<ul style="list-style-type: none"><li>• Does our family have reliable internet access?</li><li>• Have I picked up my student's at-home Learning kit?</li><li>• Have I set a place for my child to keep their learning materials?</li></ul>	<ul style="list-style-type: none"><li>• Contact the Virtual Academy at 515-5550 if your student is having Chromebook issues.</li><li>• At Home Learning kits will be available at the beginning of the school during our Family Orientation Events on August 9th.</li></ul>
Technology Support	Do I need support getting logged into my parent observer account with Canvas?	<ul style="list-style-type: none"><li>• <a href="#">Click here</a> to receive help getting set up with your parent observer account in Canvas. Still having a hard time? Please contact the Virtual Academy at 515-5550.</li></ul>

**Want to See Your Student's Grades on Canvas?  
Click Here to Sign Up!**





## The ABC's of the LCS Virtual Academy

<b>A</b>	<b>Absences:</b> When your child is absent due to appointments, illness, or a vacation, please call Ms. Rosson at 434-515-5550.	<b>I</b>	<b>In-Person Events:</b> We will have at 2 in-person events each month for students to learn with their classmates together.
<b>B</b>	<b>Base Schools:</b> We encourage a connection with each child's base school. Participate in extracurricular activities as much as you would like!	<b>J</b>	<b>Join:</b> The LCS Virtual Academy PTO is always looking for parents who want to get involved. They provided student incentives and teacher appreciation throughout the year.
<b>C</b>	<b>Canvas:</b> For those of you who are new, this is our learning management system. Be sure to sign up for a Parent Observer Account.	<b>K</b>	<b>Kits:</b> At-home learning kits are given to every student. Be sure to use the items in the kits with your teachers.
<b>D</b>	<b>Due Dates:</b> Be sure to keep up with your assignment due dates. Your teacher(s) and school counselor can help you with a plan.	<b>L</b>	<b>Lunch:</b> Every grade level has a designated time to eat lunch. Be sure to eat each day. There will be opportunities to eat with your teacher and classmates in person.
<b>E</b>	<b>Email:</b> You are welcome to email us or call with questions.	<b>M</b>	<b>Modules:</b> Think of these as the binders that hold all of the week's assignments together in Canvas.
<b>F</b>	<b>Folders:</b> Depending on your student's age, I would recommend your student create folders in their Google Drive to stay organized.	<b>N</b>	<b>Notes:</b> Many students need to write down what they are learning while they are learning it. Be sure your child has paper and pencils/pens.
<b>G</b>	<b>Great Behavior:</b> Our Core Expectations are simple: <i>Be safe.</i> <i>Be respectful.</i> <i>Be responsible.</i>	<b>O</b>	<b>Outside:</b> Every virtual student should be sure that they are getting time outside to walk, run, play, or even sit and relax every day.
<b>H</b>	<b>Homework:</b> Be sure your student finishes their work by their assigned due date. If students are conscientious, they shouldn't have much "homework".	<b>P</b>	<b>Project-based Learning:</b> Presenting students with real-world, meaningful problems and asking them to solve

<p><b>Q</b></p>	<p><b>Questions:</b> Please question your student each day. Ask them what they learned and how their classes went.</p>	<p><b>V</b></p>	<p><b>Virtual Learning:</b> It is different from in-person learning. We hope your student learns and enjoys their experience.</p>
<p><b>R</b></p>	<p><b>Recess:</b> Just like at the base school, our students will have opportunities throughout the year to participate in recess. We will meet on the first Friday of every month at a local park and play many different games.</p>	<p><b>W</b></p>	<p><b>Work:</b> Students in the Virtual Academy will work just as hard as their in-person classmates. Time will be condensed for live instruction so it may seem like it's an easier mode of learning.</p>
<p><b>S</b></p>	<p><b>Student Clubs:</b> Students will be able to access different student clubs during the year or start their own (with staff approval).</p>	<p><b>X</b></p>	<p><b>IXL:</b> This program is used to both regularly diagnose where your student is in Math and Reading and also provide some skill practice in those areas.</p>
<p><b>T</b></p>	<p><b>Trailblazer Times:</b> This is our weekly newsletter that goes out to families. In it, there is important information for families to read about upcoming events and dates.</p>	<p><b>Y</b></p>	<p><b>YOU:</b> With the power of YOU, your student's education will be positively impacted. Thank you so much for taking an active role in your student's education.</p>
<p><b>U</b></p>	<p><b>Unique:</b> All students are unique and special. We will work to embrace each other with our differences and be respectful of all people.</p>	<p><b>Z</b></p>	<p><b>Zoom:</b> The majority of our teaching and learning takes place on Zoom. Students are expected to keep their cameras on unless they have asked for a break.</p>





## Getting Ready for Virtual Learning

### Tools for Virtual Learning

- Chromebook (LCS will provide these for each student)
- Internet (Families are responsible for reliable internet access)
- An At Home Learning Kit that will include subject-specific materials students will need during their virtual learning. Kits will be picked up at one of the Family Orientation Events.
- See our Trailblazer Times Newsletter for information about textbook/At Home Learning Kit distribution information.

### Family Resources

The Virtual Academy understands that a shift to a fully virtual environment will have its challenges. Know that your student's teachers and the staff at the Virtual Academy are committed to provide information and support to you and your family. To learn more about community partners who are also supporting LCS students, please visit [www.lcsedu.net/community](http://www.lcsedu.net/community). You will also find helpful video tutorials on our [YouTube Channel](#).

### Language Support

Families that need language support can use the Translate feature located at the bottom of our school website, [www.lcsedu.net/schools/lva](http://www.lcsedu.net/schools/lva), to change the language of the site in seconds. If you are needing additional support such as a translator, call the Virtual Academy office for assistance.



## At-Home Learning Kits

Each student will receive an at-home learning kit. Each kit will have grade level specific materials and supplies that students will use to help make virtual learning more tangible. Each kit will be scanned and assigned to individual students on the Family Orientation Event.

**Families are responsible for returning the items that are in this at-home learning kit at the end of the school year.** Some materials will not be in the at-home learning kits to start the school year but teachers will be sure to give them these items at in-person events before students are expected to use them. An example 1st grade kit is pictured below.





## Success from the Start!

As we start off the new school year, our teachers will guide students through Canvas and how to locate important course information. It will take time to feel comfortable with how to navigate Canvas and access the curriculum. Students will also learn how to appropriately use Zoom for their meetings.

## Tips for Student Success

- Post student's class schedule on refrigerator or next to their desk
- Daily Routine (just like if they were in-person): Getting up and dressed, having a good breakfast, going to designated spot to start learning
- Find a comfortable place to learn (could be at a table or a desk in their room)
- Remind/assist your student with logging into homeroom/classes on time. Homeroom is 8 a.m.
- Students are to join live synchronous sessions as well as attend any afternoon sessions
- Set a time for students to engage in their asynchronous work in Canvas

## Creating a Virtual Learning Space

As you prepare for your student to be a virtual learner, having a designated space where they can learn. This space can be one that they have decorated and feel comfortable as teachers create a fun learning environment in the classroom. Have students pick out a small desk or table where they can keep their school supplies as well as a specific place where they can put their schedule for the day.

## Goals for Creating a Learning Space:

1. Minimize distractions
2. Lighting
3. Meets the needs of your student
4. Space for school supplies (Chromebook/Tablet, At Home Learning Kit, Internet, Outlets)



## A Day in the Life of a Trailblazing Student

You may wonder what a day is like for a Virtual Academy student. Let's take a glance at what a typical day could look like for a student.



"David"  
5th Grader at LVA

<b>Time</b>	<b>Activity</b>
<b>7:00 AM</b>	David wakes up, gets dressed, and eats breakfast.
<b>8:00 AM</b>	David logs onto his LCS Chromebook and clicks on his homeroom zoom link. David watches the Morning Announcements and engages in different activities with Mrs. Heidorn and classmates.
<b>8:15-12:00 PM</b>	David spends the morning in his different subjects with Mrs. Heidorn. She makes sure students take breaks between subjects. David may grab a snack or bathroom break during those times. Mrs. Heidorn also meets with students in small groups during the week.
<b>12:00 PM</b>	David is done with live zoom classes for the day. He takes a break to eat lunch and unwind.
<b>12:45 PM</b>	David works on some asynchronous assignments that are due that night and the following night. His teacher is available to meet via Zoom during the early afternoon on this particular day.
<b>2:00 PM</b>	David is done with his assignments and hangs out with some friends in his neighborhood.



## Attendance

- Students are to attend Homeroom as initial attendance will be taken at this time.
  - ◆ All student absences are recorded as unexcused until the parent or guardian sends a written note or email to provide a justifiable reason for the absence. We do not excuse absences via phone calls. The email address for sending attendance notes is [rossoncs@lcsedu.net](mailto:rossoncs@lcsedu.net). Students have **2 days** upon their return to zooms to provide a note of excuse or a doctor's note. After that time, the absence will remain unexcused. Use [this link](#) to submit your school absence note.
  - ◆ Acceptable excuses include illness of a student; serious illness in the family which necessitates the absence of the student; death in the family; required court appearance; special and recognized holiday; and other reasons which may be approved by the school administration. After 10 excused absences, the only notes that will be accepted are professional notes such as a doctor's note or a note from court.
  - ◆ Five Unexcused Absences  
If a student reaches five unexcused absences during the school year a letter requesting a parent conference is mailed to the parent or guardian. Once a student has accumulated seven or more unexcused absences during the school year students are referred to the truancy office and parents and students are required to attend an Interagency Truancy Review Team (ITRT) meeting. \*\*After 15 consecutive days of excused or unexcused absences, a student will be dropped from the roster of the school.

## Communication

- The Virtual Academy will work hard to keep you informed about important information and events that are taking place. You will receive text messages, phone calls, and emails from us on a weekly basis sharing the *Trailblazer Times*, our weekly newsletter. Please also check our calendar to stay up to date on all events taking place.



# LCS Virtual Academy Calendar



## CALENDAR & NEWS

Today September 2023 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Sep 1	2
	3 Labor Day (teachers)	4	5 1pm Support at the S	6	7 8th Grade James R 1pm Student Reccess I	8
9	10	11 9am K-2 In-Person Di	12 9am 3rd-5th In-Perso	13 9am 6th - 8th In-Pers	14 9am 9th-12th In-Pers	15
16	17 Community PODS	18	19 1pm Support at the S	20 11am Parent/Teacher	21 1pm Student Clubs	22
23	24	25 9am K-2 In-Person Di	26 9am 3rd-5th In-Perso	27 9am 6th - 8th In-Pers	28 9am 9th-12th In-Pers	29
30						

Events shown in time zone: Eastern Time - New York Google Calendar

### IN THIS SECTION

#### LVA News

- LCS 2023 Summer Food Service Program**  
Monday, May 22, 2023 - 09:45
- End of School Year Update**  
Wednesday, May 3, 2023 - 12:00
- 2023 School Culture and Climate Survey**  
Monday, May 1, 2023 - 09:00
- You Matter Education Fair for Families - April 29, 2023**  
Monday, April 24, 2023 - 10:30
- Online Registration is Now Open for 2023-24**  
Tuesday, April 4, 2023 - 12:49

Check out all of the events going on at the Virtual Academy by checking our calendar. You can find it at the following site: <https://www.lcsedu.net/schools/lva/calendar-news>







## How To Have a Successful Zoom Class

Before Class	During Class	After Class
<p><b>Dress for Success</b> Be sure to be wearing comfortable, school-appropriate clothing.</p> <p><b>Gather Materials</b> Gather all the learning materials you regularly use, including your LCS device and charger.</p> <p><b>Arrive Early</b> Go to your Canvas/Seesaw course to access the virtual meeting link a few minutes early. Attendance will be taken at the beginning of class.</p> <p><b>Set your Volume</b> Set the volume of speakers or headphones to a low level to protect your hearing.</p> <p><b>Quiet on the Set</b> Let the people around you know you are about to start a virtual class.</p> <p><b>Hi! My Name Is...</b> Be sure that you are using your first and last name in Zoom so that your class knows who you are!</p>	<p><b>Lights, Camera, Action</b> Wait to be called on by your teacher, then look into the camera and speak clearly.</p> <p><b>Know the Rules</b> Know and follow the LCS Student Code of Conduct.</p> <p><b>Be Ready Early</b> Check your meeting schedule in Canvas and be ready a few minutes early.</p> <p><b>Follow the Norms</b> Each teacher has expectations and norms for the class to use during virtual meetings</p> <p><b>Learn the Controls</b> Know the "mute" button in Zoom and keep your "mute" button on when the teacher is giving directions. If you need to ask a question, please follow your teacher(s) procedure for asking questions.</p> <p><b>Be in the Know</b> Be aware when the learning activities switch from whole group to small group or independent learning.</p> <p><b>Bid Farewell</b> Your teacher will end the virtual class, and you can then close the zoom application.</p>	<p><b>Finish up</b> Complete any exit ticket or survey to assist the teacher in assessing the whole class and individual learning outcomes .</p> <p><b>Follow up</b> Connect with your teacher if you have questions, need clarification and/or have feedback about the meeting or what you are learning.</p> <p><b>Reflect</b> After completing your meeting and the activities that support the learning, ask yourself the following questions:</p> <ol style="list-style-type: none"> <li>1. What did I learn today?</li> <li>2. Why did I learn it?</li> <li>3. How do I know that I learned it?</li> </ol>

## Camera Expectations

Recent studies have shown that virtual students who turn their cameras on during live instruction **increase their productivity, create more personal connections, and reduce a sense of isolation**. Allowing cameras to be turned off for an indefinite period of time allows students to tune out class discussions and, with the plethora of distractions at home, may ensure that they stay sidetracked for the rest of the lesson.

At the LCS Virtual Academy, we require that students join each class period with their cameras on and keep them on during class unless there is documentation as an approved accommodation or the student has Mr. Boyd's approval . Below, we share reasons why we **require cameras to be on during class** and the process a student should follow to ask for a camera break.

Camera On? Camera Off?	
Reasons I Turn My Camera On  	Reasons I May Ask to Turn My Camera Off  
<ul style="list-style-type: none"> <li>• My teacher will be more in tune with what I am learning</li> <li>• It's easier for others to "hear" me when I speak</li> <li>• Classmates seeing each other makes everyone feel more connected</li> <li>• It's easier to participate in some activities</li> </ul>	<ul style="list-style-type: none"> <li>• My internet connection is having temporary bandwidth issues</li> <li>• Lots of stuff is going on in my background</li> <li>• I have been on camera a lot today and am "camera exhausted"</li> </ul>
<p><b>GOAL:</b> to help all of our students make decisions that best support their learning. We know that no student can spend every minute of synchronous learning on camera. We encourage all students to advocate for their needs during class time if they need camera breaks.</p>	



## A Virtual Academy Student's Schedule

Having a copy of your student's schedule is vital to being successful. By knowing your student's schedule and creating one with your student for their asynchronous work, it will ensure that they are able to stay on task and not fall behind. **For students in grades 6-12, all student's specific schedules will be available through the Infinite Campus Parent Portal site by August 9th.**

### Virtual Academy Schedule

	Elementary School	Middle School	High School
Time	8:00 a.m. to 3:00 p.m.		
Notes	Lunch is from 12:00 p.m. to 12:30 p.m.	Lunch is from 12:20 p.m. to 12:50 p.m.	Lunch is from 12:20 p.m. to 12:50 p.m.
	Synchronous instruction will end by 11:40 a.m. or 12:00 p.m. with an LCS teacher.	Synchronous instruction will end by 12:20 p.m. with an LCS teacher.	Synchronous instruction will end by 12:20 p.m. with an LCS teacher.
	Asynchronous assignments and assessment (if applicable) begins after lunch.	Edmentum course assignments are to be completed after lunch along with attending office hours or help sessions with teachers (if needed).	Edmentum/Virtual Virginia course assignments are to be completed during morning gaps and after lunch along with attending office hours or help sessions with teachers (if needed).
		<b>A Day</b>	<b>B Day</b>
		Middle and High School classes 1-4 for 60 minutes each.	Middle and High School classes 5-8 for 60 minutes each.



## Additional High School Schedule & Course Information

### Withdrawal from a Course

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to Ms. Edmondson by the end of the 5th school day of the course. Any course from which a student is withdrawn within that time period will not be recorded on the student's report card or transcript. In rare cases, extenuating circumstances may justify a withdrawal from a course after the 5th day. In such a case, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the course. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. If the request is to change the level of a course rather than withdraw from a course, that request must be made no later than five days after the first report card has been distributed. In some cases there may not be an alternative level to the same course. For additional procedures, please refer to Lynchburg City School Board Policies and Administrative Regulations IKC-RZ.

### Course Load

Students in grades 9-11 must carry the equivalent of seven credit-bearing courses and may elect to carry another approved course in the eighth period. Approval of an additional elective course is based on the student's current standing and the course enrollment numbers. Students that do not choose to elect to carry another approved course in the eighth period will be enrolled in an enrichment or advisory period. All students in grade twelve (senior students) must carry the equivalent of four credit-bearing courses (athletes must carry five courses). Unless prior written permission by the principal is provided, senior students must also carry other approved courses or repeat courses in the other three periods. When scheduling courses that involve travel between different schools, students should be aware of the travel time and the fact that it may reduce the number of courses that could be taken. A senior desiring to carry more or less than seven credit-bearing courses must receive written permission to do so from the school's principal.

## Promotion

According to Lynchburg City School Board Policies and Administrative Regulations Policy IGBEZ Promotion and Retention high school credit requirements for promotion are as follows. These credits indicated the cumulative amount that must be earned as that point in order to be promoted to the next grade level.

- 9th to 10th Grade (4 credits)
- 10th to 11th Grade (9 credits)
- 11th to 12th Grade (15 credits)

Additional information regarding high school graduation requirements can be found below in the LCS High School Program of Studies.

## High School Program of Studies

## Middle School Program of Studies





## Calendars

The Virtual Academy follows the LCS school calendar. The LCS Virtual Academy Calendar will detail specific dates for just Virtual Academy students.

# LCS Calendar

## LCS Virtual Academy Calendar

### What happens if school is closed or delayed?

The LCS Virtual Academy **will observe** 2-hour delay days. This is a change from last school year. Students will participate in a modified school day, which is listed below. If LCS is closed due to weather, the Virtual Academy will be closed as well with the exception of the Virtual Virginia courses as they do not close for weather or have 2-hour delays.

Elementary	Middle & High School
Morning Meeting: 10:00-10:20 ELA/Math: 10:20-11:30 Math/ELA: 11:35-12:45 NO Science or SS on 2-hour delays	Periods will decrease from 60 to 30 minutes. Homeroom: 10:00 - 10:10 1st (or 5th) Period: 10:10 - 10:40 2nd (or 6th) Period: 10:45 - 11:15 3rd (or 7th) Period: 11:20 - 11:50 4th (or 8th) Period: 11:55 - 12:25



## Important Grading Dates

Date	Marking Period Reminder
Thursday, October 19, 2023	End of the 1st Quarter
Thursday, January 12, 2024	End of the 2nd Quarter (1st Semester)
Thursday, March 15, 2024	End of the 3rd Quarter
Friday, May 31, 2024	End of the 4th Quarter (2nd Semester)

## Parent - Teacher Conference Dates

Date	Event
Thursday, September 21, 2023	Parent Teacher Conferences (11:00 a.m. - 6:00 p.m.)
Monday, February 19, 2024	Parent Teacher Conferences (11:00 a.m. - 6:00 p.m.)





## Using LCS Technology

### Chromebook/Tablet Login

→ Logging into your LCS Chromebook/LCS Tablet using your provided username and password

Username	First Initial of First name	Middle initial	Full Last name	Last two digits of Student ID number
Example (John Smith)	J	N	Smith	00
Password	0	Student ID Number		

### LCS Email

LCS email address: username@lcsedu.net

Additional Technology information can be found in our [LCS Virtual Academy Tech Cheat Sheet](#).

### Program Log-In Information

For the LCS Canvas course, you will need to log into the LCS Canvas Page, lcsva.instructure.com. Students will use their school google account to log in.

For the Virtual Virginia courses, you will need to log into the [Virtual Virginia login page](#).

For Edmentum courses, you will need to log into the Edmentum login page.





## Parent-Teacher Connections

### Checking In With Your Student's Teacher

- You can reach your student's teacher through phone calls, email, or Canvas message.

### Tracking Your Student's Progress

- You will be able to see your student's grades in Canvas through your Parent Observer Account.
- We will be assisting you with setting up your Parent Observer account before the new school year starts in August at our Family Orientation Events.
- You will also be able to see quarterly grades in Infinite Campus through your parent portal. We can assist you with setting up your parent portal as well if you do not have one.

### Assignments, Due Dates, and Late Work

- Students are expected to follow the due dates set by their teacher(s). The reason for this is to prevent students from falling too far behind in their course work. Unlike in-person learning, the number of assignments can grow quickly in a virtual setting, causing students to fall behind quickly.
- Teachers will share specifics about grading policies and late policies.
- ***Assignments are locked at the interim period (4  $\frac{1}{2}$  weeks) into the marking period and at the end of each marking period and are not unlocked except for extenuating circumstances.***

### Assessing Your Student's Learning

- **Some assessments will take place in-person and not via zoom.** The location will be at the Virtual Academy Offices: 701 Thomas Road, Lynchburg
- These assessments are:
  - ◆ **Kindergarten:** ESGI, PALS, VKRP
  - ◆ **1st Grade:** PALS, NNAT
  - ◆ **2nd Grade:** PALS, Stanford 10
  - ◆ **3rd Grade:** PALS and SOLs
  - ◆ **4th - 12th Grades:** SOLs



- These assessments help our teachers understand the areas of growth for your student to ensure we are providing the best academic support possible.
- All testing information is shared out through the Virtual Academy calendar, the Trailblazer Times and directly from your student's teacher.

## Student Incentives

Students are expected to follow the Virtual Academy rules and procedures. LVA will begin nominating "Trailblazer Spotlight" winners, awarded once every week at each level: elementary, middle, and high school, for students who exemplify our program's core expectations of being **safe, respectful, and responsible**. Each class will have awards throughout the school year as well. More information to come!





# LCS VIRTUAL ACADEMY CORE EXPECTATIONS

## 1 Be Present!

Be on time with camera on.

Be free of distractions.

Positively engage with your teacher and classmates.



## 2 Be Respectful!

Keep your commitments.

Respond appropriately to teacher prompts.

Always use positive language.



## 3 Be Responsible!

Ask questions when unsure.

Turn in assignments on time.

Speak up and advocate for yourself.



Present. Respectful. Responsible

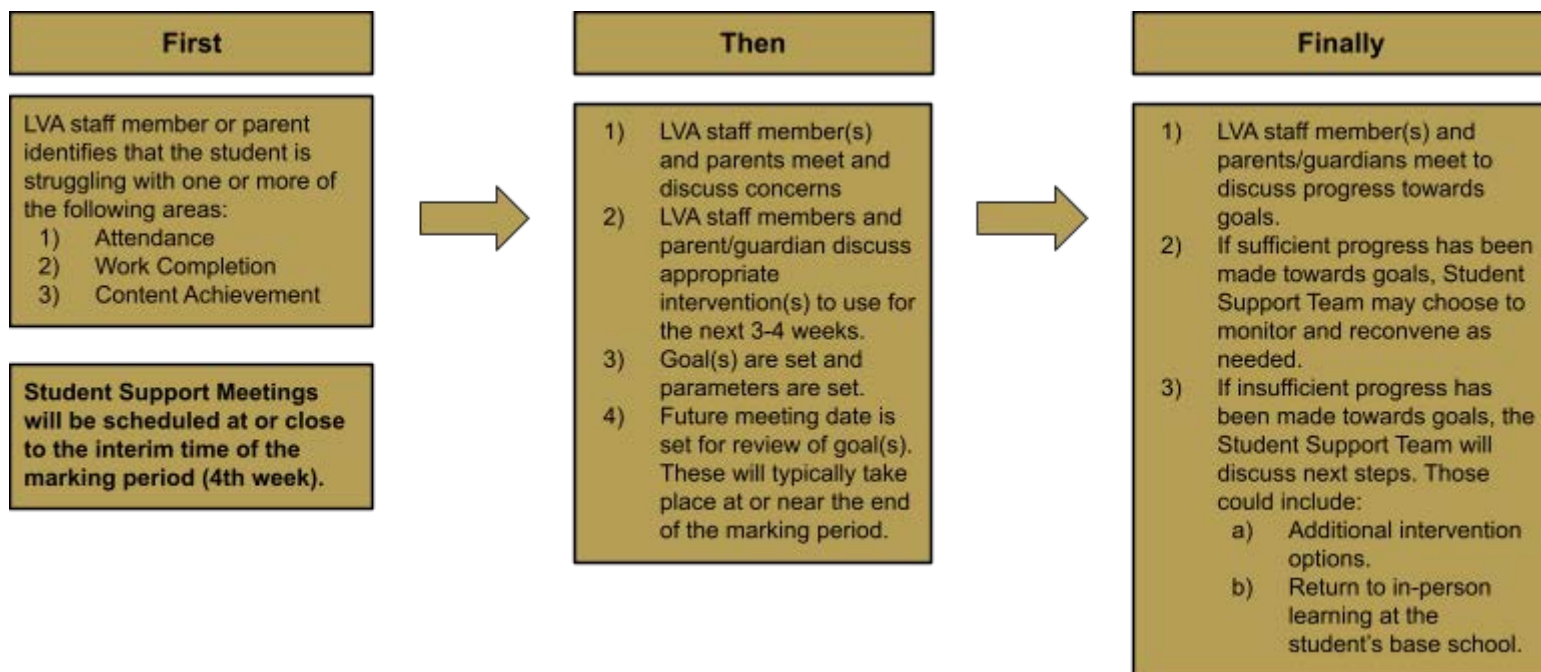


## Academic Supports and Interventions

What happens if my student begins to struggle learning virtually? Our program has developed some supports and interventions that we will put into place to help your student get back on track.

First, it is extremely important that parents and students are staying connected with us in our communication regarding assignment due dates, remediation opportunities, and other aspects of the program. We ask **ALL** parents/guardians to be connected to the [Canvas Parent Observer Account](#). There will be many opportunities for parents to be connected to Canvas before school starts.

Our teachers and staff will be monitoring your student's attendance and academic progress weekly. If they notice them slipping in their attendance, work completion, or understanding of the content, they will reach out to the student **FIRST** to set up time to meet and determine what's causing the slip. Parents/guardians will also be alerted in situations where initial interventions are unsuccessful. Below is the process that we will follow to help your student get back on track.





## On-Site Support - "The Stable"

Students will also be able to come into the LVA offices and take advantage of on-site support on the 1st and 3rd Wednesdays of every month from 1:00 - 3:00 P.M. in room 166, also known as "The Stable". If a student wants to come over and work on assignments, either individually or collaboratively, and is not requesting any staff support, they are welcome to just come over. If a student is requesting staff support on an assignment, skill, or project, they must sign up using the appropriate form, so that the teacher can be sure to be available.

"The Stable" will also have opportunities for students to get snacks and refreshments while attending. Some snacks may be available for a small cost.

Due to being a learning environment, we will ask all students to be mindful of their voice-level when working in "The Stable", so that other students are not distracted. The Stable staff monitor will reserve the right to ask students to exit if they are not meeting the expectations set forth by LVA.





## Returning to In-Person Learning, Promotion and Retention

Students who wish to return to in-person learning during the school year must adhere to the following policy:

- Contact the Virtual Academy office to make your request for your child or children to return to in-person learning.
- The Virtual Academy will collaborate with the base school to facilitate the transition process **at the end of a marking period.**
- Parents should not contact their child's base school about returning to in-person learning before contacting the Virtual Academy offices.

Students can be asked to return to their base school for the following reasons:

- Insufficient academic progress
- Truancy

Students who are asked to return to their base school will also take place at the end of a marking period.

School board policy IGBEZ states that student promotion to the next grade level is successfully completing the current year academic requirements and advancing to the next grade level. Student retention is failing to complete the current year academic requirements and remaining in the current grade level.

Students who are not meeting the academic requirements for the school year will have meetings with LVA staff and their parents to discuss interventions to best help the student. By the end of the 3rd quarter, the family will be notified if retention is going to be recommended and the student will remain in the current grade level.



## *In-Person Learning at the Virtual Academy*

### **In-Person Gatherings**

In-person learning at a virtual school? Even though our students' primary mode of learning is virtual, there are still many benefits to learning with their teachers and peers in the same classroom.

Each month, our students will participate in learning activities either at an LCS site or off-site with one of our community partners. **These In-Person Gatherings are REQUIRED** for students to attend; this is considered a school day. If a student cannot attend an in-person gathering, a valid excuse must be shared with our office staff. **Transportation will be provided to all monthly gatherings.** Please check the LCS Virtual Academy calendar to see more details about our in-person events.

Due to additional space available at the Virtual Academy, students will be able to come into our offices to get 1:1 and small group in-person support and help from their teacher(s). Teachers will be able to host in-person science lab experiments and sessions. Science teachers will alert parents to those dates and also put them on the Virtual Academy calendar.



**Does your student need bus transportation  
to any in-person event?**

**Click here!**



## Field Trips

Our hope is to participate in field trips this school year! The goal is that all students have the opportunity to attend at least one field trip this school year! Below are POSSIBLE field trips for each grade level. They are still subject to change due to funding and transportation.

Grade Level(s)	POSSIBLE locations
Kindergarten & 1st	Apple Orchard, Pumpkin Patch, Seaquest
2nd & 3rd Grade	Amazement Square, Asheboro Zoo, Frontier Museum, Greensboro Science Center
4th & 5th Grade	Popular Forest, Jamestown, Lynchburg Museum
6th - 8th Grade	National D-Day Memorial, Appomattox Court House, James River Association, Smithsonian Museum
9th - 12th Grade	Richmond Holocaust Museum, James River Association

## Student Interest Clubs

The LCS Virtual Academy strives to also engage our students in non-academic opportunities for the purpose of socializing and having fun. Students will have the opportunity to sign up for a club during the Orientation Day Event on August 9th as well as once school starts. Students are also encouraged to start clubs, but they must convince a staff member to sponsor the club! We are also excited about doing some Virtual Academy nights, where students and staff meet up at a local game or event.

Student Interest Clubs			
Art Club	Photography Club	Outdoors Club	Chess Club
Lego Club	Student Newscast Club	Student Government Club	Stock Market Club
AND MORE!			





## Parent Teacher Organization (PTO)

The Virtual Academy created a Parent Teacher Organization (PTO) during the 2022-2023 school year. The purpose of this organization will be to support our wonderful students and staff here at the Virtual Academy. We will be selecting officers for the PTO during the month of August. Once those PTO officers are in place, we will begin building the mission and vision of the group. PTO meetings will occur once monthly in-person, with a zoom option available.

If you are interested in serving on the PTO Board or just be involved for the 23-24 school year, please fill out this quick survey.

**Want to serve on the PTO? Click Here!**





## Frequently Asked Questions

Topic	Question	Answer
Virtual Courses	Is Virtual Academy and Virtual Virginia the same thing? If not, what are the differences?	No. The Virtual Academy is a program through Lynchburg City Schools. Virtual Virginia is a provider of courses and teachers through the Virginia Department of Education. The Virtual Academy uses Virtual Virginia for courses that they cannot currently offer through LCS teachers.
Enrollment	Can my child leave the Virtual Academy whenever they want and go back to their base school?	Yes and no. A student may return to their base school during the school year. However, due to scheduling and other factors, the base school and Virtual Academy ask that you wait until a quarter or semester mark before this occurs. We will coordinate with your student's base school to make the transition as seamless as possible.
Extracurricular Activities	You said my child can try out for extracurricular activities at their base school. How does that work?	Great question! Yes! For those of you already ingrained in your child's base school, you would contact the appropriate individuals about tryout dates and take them. For those of you who are not aware of how to proceed with getting your child involved at their base school, the Virtual Academy would be happy to help you get the answers you need. Please let us know as soon as possible.



Engage. Educate. Empower

**Our ultimate goal here at the Virtual Academy is to provide quality, learner-driven education which develops independent, responsible citizens.**

LCS Virtual Academy - 434-515-5550

701 Thomas Road, Lynchburg, VA  
24502

Mr. Joshua Boyd - boydjj@lcsedu.net

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[Virtual Academy Trailblazer TV](https://www.youtube.com/VirtualAcademyTrailblazerTV)