

Leman Virtual Academy
HANDBOOK

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Enrollment

- There are Enrollment Deadlines and Start Dates throughout the academic calendar year (roughly one per month) for New Scholars. These start dates are published on our calendar feed on our website. Alternative start dates may be made at the discretion of the Principal for unique circumstances.
- Steps for Enrollment
 - Create a Parent Vue Account by clicking on our Enrollment link online
 - Follow the directions for submitting both digital and printed documents
 - Virtual Orientation
 - Receive an email with Schoology Login information
 - Complete the orientation class with your scholar in Schoology
 - Upon completion, you will receive login information for your scholar
 - Join a scheduled Virtual Orientation with your LVA Teacher
- Incoming Scholars
 - Transferring from Leman Academy of Excellence Brick-and-Mortar
 - Withdraw from LAE Brick-and Mortar campus effective the Friday prior to the next available LVA Start Date
 - Enroll with LVA (you do NOT need to file a Homeschooling Affidavit with your County School Superintendent)
 - Complete Orientation
 - Incoming from Homeschool
 - Enroll with LVA
 - Complete Orientation
 - Schedule and participate in an academic placement assessment
 - Notify the County School Superintendent in writing that you are enrolling in a Public Virtual Charter School within 30 days of Enrollment with LVA
 - Incoming from another school (including Public, Private, or Out-of-State)
 - Withdraw from current school effective the Friday prior to the next available LVA Start Date
 - Enroll with LVA (you do NOT need to file a Homeschooling Affidavit with your County School Superintendent)
 - Complete Orientation

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Attendance

- Regularly scheduled School Breaks
 - Observed Holidays
 - Fall Break (1 week)
 - Thanksgiving Break (3 days)
 - Winter Break (2 weeks)
 - Rodeo Break (2 days)
 - Spring Break (1 week)
- Attendance is crucial to successful completion of our course work, but it is also flexible to meet the needs of each family. Scholars may log hours on any day of the week, and at any time of the day, even during scheduled school breaks. We look for attendance in several ways.
 - Self-Reported Attendance
 - Minimum weekly requirements vary by grade band. Below are suggested minimums:
 - Kindergarten: 10 Hours per week
 - 1st through 3rd Grade: 20 Hours per week
 - 4th through 6th Grade: 25 Hours per week
 - 7th and 8th Grade: 30 Hours per week
 - Parents must submit a weekly log of minutes spent in each subject
 - Attendance is due each Monday morning by 8:00 AM for the previous week
 - Parents and Scholars must personally keep track of time spent per subject per day
 - A reminder with a link to the Attendance Form will be sent out every Friday at 12:00 PM to your parent.name@lemanfamilies.com email address
 - If Attendance is NOT recorded by 10:00 AM on Monday, an email will be sent informing parents of the situation, requiring one of the following actions:
 - Complete Attendance by Tuesday morning at 10:00 AM
 - Complete an Absence Form by Tuesday morning at 10:00 AM (May require a doctor's note)
 - Failure to comply
 - Failure to comply with our Attendance Policy one time will result in one week's worth of suggested academic hours towards a No Show Withdrawal.
 - Failure to comply with our Attendance Policy two consecutive times will result in a No Show Withdrawal

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- Failure to comply with our Attendance Policy three (3) times within a semester will result in a conference with the Principal to determine continuation with the program
 - Failure to log attendance, but showing evidence of work in Schoology, or other LVA digital programs will result in a Parent/Scholar conference with the Principal
- A Pre-Approved Absence Form must be submitted one week before any planned absence where a Scholar will be missing more than $\frac{1}{2}$ of the suggested number of academic hours for one week.
 - This does not include regularly scheduled school breaks (i.e. Fall Break, Winter Break, Spring Break, Rodeo Break, etc.)
 - Families may take school breaks at a different time than the regularly scheduled break, but must submit a Pre-Approved Absence Form at least one week in advance
 - If a scholar will be missing less than $\frac{1}{2}$ of the suggested number of academic hours in a week, no Pre-Approved Absence Form will be required as long as the hours and school work can be made up within one week.
 - Parents must record on the Attendance Form that Zero minutes were spent on school during any days taken off
- Grade Level Class Meetings
 - Teachers will hold virtual classes regularly. These classes are mandatory, and the teachers will be reporting attendance
 - After 1 missed meeting, the teacher will contact the parent
 - After 2 missed meetings, the teacher will contact the parent and the principal
 - After 3 missed meetings, the teacher will contact the principal, and the principal will schedule a conference with the parent, scholar and teacher (may result in mandatory Scholar Hours).

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Withdrawal

- Regular Withdrawal
 - If a family decides to withdraw from Leman Virtual Academy (including transfer to a Leman Academy brick-and-mortar campus), the official withdrawal process begins with communication to the Principal who will follow up with withdrawal forms.
 - A family who withdraws prior to the end of the school year is responsible for returning materials at their own cost.
- No Show Withdrawal
 - Leman Virtual Academy reserves the right to withdraw any scholar based on our “No Show” policy. If parents fail to report regular hours, or if scholars and/or parents are unresponsive to our attempts to contact them, LVA can withdraw a scholar after two consecutive weeks, or the following amount of unaccounted academic hours:
 - Kindergarten: 20 hours
 - 1st through 3rd Grade: 40 hours
 - 4th through 6th Grade: 50 hours
 - 7th and 8th Grade: 60 hours
 - If a scholar is withdrawn from LVA and wishes to return, they must reapply, and complete the Orientation Course again before resuming course work.
 - After two (2) No Show withdrawals, a scholar may NOT reenroll during the same academic year.

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Materials

- Receiving Materials
 - Scholars will receive from Leman Virtual Academy all materials necessary for the completion of our program. If a family lives within 30 miles of a Leman Academy of Excellence brick-and-mortar campus, it is the responsibility of the family to pick up print materials at that campus. If a family lives beyond 30 miles from a Leman Academy of Excellence brick-and-mortar campus, materials will be shipped to a valid mailing address on file for the family.
- Returning Materials
 - Families who live beyond 30 miles from a Leman Academy of Excellence brick-and-mortar campus, and who complete the academic year will receive a shipping label to send back required materials.
 - Families who chose to withdraw prior to the end of the academic year must return required materials at their own cost.

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Scholar Hours

- Scholar Hours are Office Hours that a Teacher holds for scholars to get extra help with their school work
- Teachers will post a schedule of weekly Scholar Hours, and will be available during those times for academic support.
- Mandatory Scholar hours
 - A Teacher may assign mandatory Scholar Hours to any Scholar who has missed regularly scheduled Class Meetings

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Lessons & Assignments

- Lessons and Assignments for the week will be posted in Schoology by Monday mornings at 8:00 AM
 - Scholars are expected to complete all required assignments within that week
 - We allow flexibility in submitting daily assignments within each school week
 - Scholars are expected to meet due dates for Projects (i.e. Recitations, Copybooks, Book Reports, etc.)

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Academic Concern

- Not completing course work
- Failing attempted assignments
- Retention

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Promotion/Graduation

- Hours
 - Scholars must complete the minimum number of hours AND the required assignments in all core courses in order to receive a promotion to the next grade level.
 - Kindergarten: 346 Hours
 - 1st-3rd Grade: 712 Hours
 - 4th-6th Grade: 890 Hours
 - 7th-8th Grade: 1,000 Hours
 - 8th Grade scholars must complete the minimum number of hours AND the required assignments in all core courses in order to graduate from 8th Grade at Leman Virtual Academy.
- Grades
 - Scholars must have above at least a 60% in 3 out of 4 core classes in order to be recommended for promotion to the next grade level
 - If a scholar has less than a 60% in 2 core classes, they must successfully complete a summer program in order to be recommended for promotion to the next grade level