



# BUNCOMBE COUNTY SCHOOLS **VIRTUAL ACADEMY**

## Parent/Student Handbook

# 2024-2025

21 Trinity Chapel Rd

Building #10

Asheville, NC 28805

School Website - <https://bcsva.buncombeschools.org/o/bcsva>

Main Office - 828-255-5102



Teacher Name	BCSVA Staff Directory 2024-2025 - Position	Email
Gina Toomey	Principal	<a href="mailto:gina.toomey@bcsemail.org">gina.toomey@bcsemail.org</a>
Jessica Metcalf	Bookkeeper and Payroll	<a href="mailto:jessica.metcalf@bcsemail.org">jessica.metcalf@bcsemail.org</a>
Heather Godfrey	Data Manager	<a href="mailto:heather.godfrey@bcsemail.org">heather.godfrey@bcsemail.org</a>
Amelia Hodges	School Counselor	<a href="mailto:amelia.hodges@bcsemail.org">amelia.hodges@bcsemail.org</a>
Angie Brock	BCSVA K-6 Social Worker	<a href="mailto:angela.brock@bcsemail.org">angela.brock@bcsemail.org</a>
Malissa Phillips	BCSVA 7-12 Social Worker	<a href="mailto:malissa.phillips@bcsemail.org">malissa.phillips@bcsemail.org</a>
Jared Brush	Digital Learning Coordinator	<a href="mailto:jared.brush@bcsemail.org">jared.brush@bcsemail.org</a>
Julia Doran	Kindergarten, 1st and 2nd grade Teacher	<a href="mailto:julia.doran@bcsemail.org">julia.doran@bcsemail.org</a>
Kim Ransom	3rd/4th grade Teacher	<a href="mailto:kim.ransom@bcsemail.org">kim.ransom@bcsemail.org</a>
Abby Feenstra	5th-8th Grade Science Teacher	<a href="mailto:abby.feenstra@bcsemail.org">abby.feenstra@bcsemail.org</a>
Jennifer Greene	Title I Reading Specialist	<a href="mailto:jennifer.greene@bcsemail.org">jennifer.greene@bcsemail.org</a>
Madisyn Brown	Title 1 Tutor	<a href="mailto:madisyn.brown@bcsemail.org">madisyn.brown@bcsemail.org</a>
Rose Goldfarb	Title 1 Tutor	<a href="mailto:rose.goldfarb@bcsemail.org">rose.goldfarb@bcsemail.org</a>
Kelly Corriher	5th/6th grade Teacher	<a href="mailto:kelly.corriher@bcsemail.org">kelly.corriher@bcsemail.org</a>
Elizabeth Porras	5th/6th-grade Instructional Assistant	<a href="mailto:elizabeth.porras@bcsemail.org">elizabeth.porras@bcsemail.org</a>
Vicki Landolf	5th/6th-grade Instructional Assistant	<a href="mailto:vicki.landolf@bcsemail.org">vicki.landolf@bcsemail.org</a>
Megan Percy	7th/8th grade ELA/Social Studies Teacher	<a href="mailto:megan.percy@bcsemail.org">megan.percy@bcsemail.org</a>
Brian Frees	7th/8th Grade Math/Science Teacher	<a href="mailto:brian.frees@bcsemail.org">brian.frees@bcsemail.org</a>
Kelli Self	High School English Teacher	<a href="mailto:kelli.self@bcsemail.org">kelli.self@bcsemail.org</a>
Skye Firestone	High School Math 1 and Math 2 Teacher	<a href="mailto:skye.firestone@bcsemail.org">skye.firestone@bcsemail.org</a>
Gerald Parker	High School Math 3, Math 4, and CCRG Teacher	<a href="mailto:gerald.parker@bcsemail.org">gerald.parker@bcsemail.org</a>
Nick Peragine	High School Science Teacher	<a href="mailto:nicholas.peragine@bcsemail.org">nicholas.peragine@bcsemail.org</a>
Amanda Venturella	High School Social Studies Teacher	<a href="mailto:amanda.venturella@bcsemail.org">amanda.venturella@bcsemail.org</a>
Wendi Keith	Exceptional Child (EC) Teacher	<a href="mailto:wendi.keith@bcsemail.org">wendi.keith@bcsemail.org</a>
Jeremy Downing	Exceptional Child (EC) Teacher	<a href="mailto:jeremy.downing@bcsemail.org">jeremy.downing@bcsemail.org</a>





## Table of Contents

<b>I. Purpose and Direction</b>	4
<b>II. Application Process</b>	4
<b>III. Enrollment Process</b>	5
• Items needed for Enrollment	5
• Enrollment for Homeschooled Students grades K - 12th	6
• Homeschool Dual-Enrollment for Athletics - 9th through 12th grade	6
<b>IV. Student Learning Platforms</b>	6
• Canvas	6
• Edgenuity	7
• North Carolina Virtual Public School (NCVPS)	7
• Asheville/Buncombe Technical Community College (AB-Tech)	7
• North Carolina School of Science and Mathematics (NCSSM)	7
• Course Catalogs for grades 9th-12th	7
<b>V. Student and Parent/Guardian's Responsibilities:</b>	7
• Student Role	7
• Parent/Guardian Role	8
• Communication & Connection = SUCCESS!	8
<b>VI. Academic Policies</b>	8
Buncombe County Schools Board Policies	8
• Attendance Requirements	8
• Instructional Session Expectations	9
• Testing and Assessment Requirements	10
• Supports and Resources	10
• Student Behavior	10
• Academic Integrity	10
• Adding and Dropping Courses	10/11
• Instructional Supplies	11
• Student Dress Code	11
<b>VII. Additional Information</b>	11
• PowerSchool Parent Portal	11
• North Carolina Driver's Education	12
• ACT/SAT registration	12
• BCS Help Desk	13
<b>VII. Curriculum</b>	
• Parents Right to Know	14
• Family Engagement Policy	14



## I. Purpose and Direction

### Our Beliefs and Values at BCS Virtual Academy

- We believe our students are bold learners who are at the vanguard of historic educational change.
- We believe in the importance of compassion, both as a trait we embody as educators and as a trait that we reinforce in our students.
- We believe that the hard work needed to overcome challenges will help our students develop the strength necessary for success.
- We believe that students can develop versatility as they work through the unique challenges of online learning across multiple platforms and learning environments and that this versatility will serve them well in the future.
- We believe that instilling a sense of ambition to achieve their highest potential will help our students work towards continued growth and development.

Purpose: Our purpose is to create a flexible, accessible, and supportive learning environment that encourages students to pursue their goals and strive for excellence while receiving a high-quality education outside of the traditional classroom.

Direction: Our students will grow to boldly explore paths to a successful future, display compassion for those around them, strengthen their resolve, respond to a changing world with versatility, and gain a driving ambition to continue working towards their goals.

### BCSVA Student Characteristics:

- Self-Disciplined: Manage distractions and monitor their course completion.
- Goal-Oriented: Are motivated to meet their academic and personal goals.
- Bold Learners: Challenge themselves with rigorous coursework beyond the traditional classroom.
- Self-Advocates: Practice communication and problem-solving skills.
- Are Striving for Excellence: Commit to doing their best work and exhibiting academic integrity to meet their long-term education goals.

## II. Application Process

- Application
- Home Success Plan submission
- In-person Information Session
- Enrollment Interview
- Course Registration and/or PowerSchool enrollment



### III. Enrollment Process

- BCS offers schools of choice as an opportunity for families to explore schools throughout the BCS system.
  - a. BCSVA ***requires*** a full year or completion of the current school year of enrollment commitment for applicants.
  - b. The yearlong and/or completion of the school year commitment allows time for our students, staff, and families to connect and create a personalized learning experience for each student.
- Students enroll full-time at BCSVA. Full-time enrollment is the equivalent of 2 block courses or 180 minutes of classroom instruction.
  - a. Kindergarten through 8th grade is equivalent to 2 classes per year (a minimum of ELA and Math, and the addition of Science for 5th and 8th.)
  - b. 9th through 12th grade is equivalent to 2 classes per semester.
- NC DPI Assessments
  - a. [BCS Test Dates BCSVA Families- 2024-2025](#)
  - b. Updates will be made when we learn more from the BCS Testing Office.
- All enrollment information needs to be completed and turned in by the first day of school.
- Anyone outside of Buncombe County Schools District (such as Asheville City Schools) will be required to pay a \$20 Discretionary Admission/Release ([DAR](#)) fee annually. If you live outside of Buncombe County, an annual tuition fee is required. BCSVA will help facilitate contact between Student Services and the parents for more information about tuition.

#### **Items needed for Enrollment -**

***Each item below must be completed through the BCS Enrollment process.***

- [Online Enrollment](#) for new students
- [Required Annual Information Update](#) for returning students
- Health History Form
- Free and Reduced Meal Application
- Copy of certified birth certificate
- Health Assessment and copy of up-to-date immunization records (For all students new to NC)
- Diabetes, Allergy, or Asthma Plan if applicable
- Medication information if applicable
- Copy of custody paperwork if the child isn't living with natural parents
- Special Services/placement information (AIG, Special Education, 504)
- Alcohol & Drug Use Form- Must be signed by every student-athlete and their parents each year



- Residency proof – 2 is preferred, but one is acceptable. (Could be mortgage/lease/rental/etc. or utility bill with parent's name and physical address of residence, not TV/internet/phone)
- Statement of Residency (If you can not provide proof of residency, a statement of residency must be signed and notarized)

#### **Enrollment for Homeschooled Students Grades K - 12th**

- Home school registration
- Attendance record
- Standardized test scores
- [Record of courses taken, and credit awarded \(K - 8th\)](#)
- [Transcript \(9th - 12th\)](#)
- Portfolio of work: course descriptions, sample of work including exams, hours spent per course, curriculum used.

#### **Homeschool Dual-Enrollment for Athletics - 9th through 12th grade**

- Homeschool Transcript with GPA - Starting in 8th grade to include any courses taken for High School credit.
- A written note, letter, or email indicating that the student plans to participate in athletics. This must be dated at least ten days before the first practice date of the sports season they wish to participate in.
- Students who transition from a homeschool must have completed one full year in their homeschool the year prior to their enrollment with BCSVA to be eligible for athletics. [BCS Board Policy 3105](#) (adopted in accordance with NCHSAA guidelines.)
- Students must live in their district domicile to be eligible for athletics.
- **IF** students transfer from another school within BCS in less than a year, they must either wait 365 days or have moved with their documented domicile (proof of residency.)

#### **IV. Student Learning Platforms**

##### **BCSVA classes and courses are taught by Buncombe County Schools teachers.**

- Classes and courses are partially based in a vendor-developed courseware environment designed to help teachers quickly assess and respond to students' individual learning needs.
- BCSVA teachers are developing their courses in conjunction with BCS teachers and coaches over the next two years through a phased process starting Summer 2023.

##### **LMS = Canvas**

- Our K-5 students will access core instruction that matches our BCS traditional schools.
- BCSVA will implement a Common Instructional Framework of our K-12 courses housed in Canvas to be the hub of each of our grade levels with teachers beginning the course development process summer of 2023.



### Canvas and Edgenuity

- Core classes for 6th-12th grade students are located in Canvas & Edgenuity.
- Students can access Edgenuity and Canvas on any device through NCEdCloud Rapid Identity.
- BCSVA will implement a Common Instructional Framework of our K-12 courses housed in Canvas to be the hub of each of our grade levels with teachers beginning the course development process summer of 2023.

### North Carolina Virtual Public School (NCVPS)

- NCVPS classes can be taken for students in 7th-12th grade.
- Classes can be chosen and applied for with the help of our school counselor.
- Please see the Course Catalogs for classes

### Asheville Technical Community College

#### NC College and Career Promise (CCP) through A-B Tech Community College

- Buncombe County Schools partners with A-B Tech to provide a variety of community college courses to our students.
- Through online courses and courses at the A-B Tech campus, eligible students can earn credits towards a career certification or transfer to a four-year college.
- Many of these courses can be used to simultaneously satisfy high school graduation requirements.
- To enroll in an A-B Tech Course, students must complete an [A-B Tech dual-enrollment application](#).

### North Carolina School of Science and Mathematics (NCSSM)

NCSSM classes can be chosen and applied for with the help of our school counselor.

- If you are enrolled in an NCSSM course, you will receive specific login instructions before your course begins.
- Be sure to check your BCS email daily for communication from NCSSM.
- [Please see the Course Catalogs for classes.](#)

### Course Catalogs for grades 9th-12th

Course Catalogs for NCVPS, A-B Tech, and NCSSM may be found on the BCSVA website under the Student Tab and [4-Year Planning](#).

## **V. Student and Parent/Guardian's Responsibilities:**

Communication AND Relationships = SUCCESS!





### Student Role

- Develop a daily schedule for school work, and make it a priority.
- Participation is consistent with the grade-level [Pacing and Engagement Policy](#).
- Attendance is required in Synchronous Instruction Sessions K-12.
- Cameras are required to be on with students visible at all times.
- Check the student BCS email account, Canvas Classroom, or Seesaw daily. Students must use their BCS email account for all communication regarding their school coursework.
- Communicate questions and concerns to BCSVA staff.
- Create and maintain a quiet place to complete work, free of distractions.
- If needed, BCS can provide a HotSpot for a student. A contract will need to be completed by the parents before handing out the device.

### Parent/Guardian Role

While BCSVA teachers manage the online instruction, the parent/guardian manages the structure of the school day.

- Create and maintain an appropriate learning environment at home, checking Power School for weekly grade updates.
- Using the Pacing Guidelines to monitor student progress on at least a weekly basis.
- Reduce distractions in your home for focused learning
- Support and design brain breaks for your student within your home
- Provide positive reinforcement and feedback for your student
- Support your student with opportunities for extra-curricular activities and clubs
- Maintain weekly communication with your student's teachers
- Help your student to "own" their learning by providing time to meet with staff and cohort groups independently when appropriate
- Most importantly, connect with your students daily talking with them about what they learned about as well as what was fun and what may have been challenging.

### Communication & Connection = SUCCESS!


- BCSVA will provide a weekly Sutori E-Newsletter and All-call with any important announcements via BCS ThrillShare communication system.



## VI. Academic Policies

<a href="#"><u>Buncombe County Schools Board Policies</u></a>	BCSVA administration, staff, and students will adhere to BCS Board policies as posted on the Buncombe County Schools website.
<a href="#"><u>Policy on Recording and Sharing Synchronous Instructional Sessions</u></a>	<p>Recording synchronous instructional sessions and posting them to personal accounts is strictly prohibited.</p> <p>This policy is in place to protect the privacy and intellectual property rights of both instructors and students participating in these sessions.</p> <p>Unauthorized recording and sharing of class content may violate copyright laws and academic regulations, potentially resulting in disciplinary action.</p> <p>1. <b>Reason for Policy:</b></p> <ul style="list-style-type: none"><li>○ <b>Privacy Protection:</b> To safeguard the privacy of all participants, including students and educators, and to ensure that personal information shared during sessions is not disseminated beyond the intended audience.</li><li>○ <b>Academic Integrity:</b> To prevent unauthorized distribution of instructional content and to uphold the integrity of the educational experience.</li></ul>



	<ul style="list-style-type: none"> <li>○ <b>Legal Compliance:</b> To adhere to applicable privacy laws, regulations, and educational standards that govern the recording and sharing of online educational content.</li> </ul>
<a href="#">BCSVA Academic Regulations &amp; Graduation Requirements</a>	<p>BCSVA Academic regulations include graduation requirements and endorsements, honors designations, and grade-level promotion requirements.</p> <p><b>High School Promotion Requirements</b>  Promotion to Grade 10 = 6 credits  Promotion to Grade 11 = 13 credits  Promotion to Grade 12 = 20 credits</p>
<a href="#">Attendance Requirements</a>  <a href="#">BCS Attendance Board Policy 4400R</a> <a href="#">BCS Attendance Board Policy 4400</a>  BCSVA Attendance Policy	<p>BCS Board Policy - Attendance</p> <ul style="list-style-type: none"> <li>● 9th-12th, absences accrued beyond the allotted 7 days must be made up via Attendance Make-Up Sessions.</li> <li>● If students surpass the allotted 7 absences and have earned a passing grade in a course, students will be awarded an FF in PowerSchool at the end of the term.</li> <li>● FF = credit will be awarded once the attendance is made up.</li> </ul> <p>To meet attendance requirements, students are required to:</p> <ul style="list-style-type: none"> <li>● Attend Advisory Group or Morning Meeting sessions, weekly on Mondays <ul style="list-style-type: none"> <li>○ To be counted as present, students must have their cameras on, showing student's faces and visible at all times.</li> </ul> </li> <li>● 9th-12th: Complete Attendance Form before 2 pm, Tues-Friday</li> </ul>



	<ul style="list-style-type: none"> <li>• K-12: Attend synchronous instruction classes, when applicable <ul style="list-style-type: none"> <li>◦ To be counted present, the student camera must be turned on with the student's face and visible at all times.</li> </ul> </li> <li>• Stay within due dates of coursework, as prescribed by the grade-level</li> </ul> <p>What is the difference between excused and unexcused absences?</p>
<a href="#">Instructional Session Expectations</a>	Student behavior during online synchronous instruction meetings
<a href="#">Testing and Assessment Requirements</a>	Students are required to take all in-person standardized assessments required by the State Board of Education
<a href="#">Supports and Resources</a>	The Supports and Resources document shares BCSVA's student and family level support around academics and social-emotional learning.
<a href="#">Student Behavior</a> Restorative Practices Policy	<ul style="list-style-type: none"> <li>• Teachers will refer incidents of academic dishonesty to the BCSVA Administrator.</li> <li>• Inappropriate use of technology (<a href="#">BCS Student Device User Guide 2024-25</a>)</li> <li>• Disrespect/Argumentative</li> <li>• Profanity</li> <li>• Work Refusal</li> <li>• Sleeping in Class</li> <li>• Tardy to class</li> <li>• Disruption of class</li> <li>• Bullying</li> <li>• Sharing of BCSVA Policy: Recording of Synchronous Sessions</li> <li>• Other inappropriate behavior</li> </ul>
<a href="#">Academic Integrity</a>	Academic dishonesty will not be tolerated.



	<ul style="list-style-type: none"> <li>• BCSVA takes academic integrity very seriously and expects a full commitment from each BCSVA student and family.</li> <li>• BCSVA teachers manually review all student submissions, using NetRef to check student work for authenticity.</li> <li>• All suspected infractions, whether detected by technology or identified through individual academic assessment by the teacher, will undergo careful review to determine whether or not the infractions are intentional.</li> </ul>
<u>Adding and Dropping Courses</u>	<ul style="list-style-type: none"> <li>• Students may add an online class through the first 10 days of a semester (or the drop/add window of the course through A/B Tech or NCVPS).</li> <li>• Students will be responsible for making up missed work.</li> <li>• Students may drop an online class during the drop/add window by working with the BCSVA counselor to ensure that they meet enrollment minimums and have a plan to progress toward graduation goals.</li> </ul>
<u>Instructional Supplies</u>	<ul style="list-style-type: none"> <li>• Instructional supplies required for grades K-12 will be provided by BCS.</li> <li>• Students are responsible for each item checked out to them per grade level.</li> <li>• Students will be responsible for any loss or damage in accordance with School Board Policies.</li> </ul>
<u>Student Dress Code</u>	Students must follow <b>BCS Board Policy 4316</b> Student Dress Code



## VII. Additional Information

### PowerSchool Parent Portal

The PowerSchool Parent Portal connects parents to their child's education. In addition to managing student contact and medical information, parents have real-time access to attendance, grades and assignments, notification preferences, and more.

Parents of returning students also use the portal to annually update their child's information. You may access the PowerSchool Parent Portal through [Portal.BuncombeSchools.org](https://Portal.BuncombeSchools.org). If you do not have an account, please contact Heather Godfrey ([heather.godfrey@bcsemail.org](mailto:heather.godfrey@bcsemail.org)), and an account will be set up and directions about how to access it will be emailed to you.

<u>Student Progress: Report Cards &amp; Progress Reporting</u>	<ul style="list-style-type: none"><li>• Grades for online classes will be located in <a href="#">PowerSchool</a> following BCS' schedules for each 9 weeks.</li><li>• Fall: Nine weeks 1&amp; 2 (N1 &amp; N2)</li><li>• Fall Exams - high school (E1)</li><li>• Fall semester (S1)</li><li>• Spring: Nine weeks 3 &amp; 4 (N3 &amp; N4)</li><li>• Spring Exams - high school (E2)</li><li>• Spring semester (S2)</li><li>• Final Grades (F1)</li></ul>
--	--

### Nondiscriminatory Policy

Buncombe County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The Title IX Coordinator's contact information is: Shanon Martin [shanon.martin@bcsemail.org](mailto:shanon.martin@bcsemail.org); 828-255-5918; 175 Bingham Road, Asheville, NC 28806.

### North Carolina Driver's Education

- Driver's Education is provided to Buncombe County Students through WRESA.



- Please visit the WRESA Drivers Education Page to learn more information about signing up for an online driver education class: [WRESA Drivers Education](#).
- Once your student has passed the course **AND** has a DMV appointment, call BCSVA to schedule a time to pick up a Driver's Eligibility form.
- ***The NC Driver's Eligibility Certificates are valid only for 30 days.***
- Students must have passed 3 of 4 classes the previous semester to be eligible to receive a NC Driver's Eligibility Certificate.
- Per NC law, students under 18 must be continuously enrolled (or graduated) and pass 3 of 4 classes each semester to maintain a valid driver's license.

#### ACT/SAT registration:

Information on signing up to take the ACT and SAT is available in the [My Plan: College, Career, Community Ready](#) section of the BCS district site. Juniors are required to take the ACT in the spring through Buncombe County Schools.

#### BCS Help Desk:

Students who are experiencing technical difficulty accessing their online course content should seek assistance from their teachers or the school-based Technology Facilitator, call 828-255-5102 or email Jared Brush- [jared.brush@bcsemail.org](mailto:jared.brush@bcsemail.org)

#### **VIII. Curriculum**

- [Parent's Right-to-Know letter](#)
- [Family Engagement Policy](#)

