



# BUNCOMBE COUNTY SCHOOLS VIRTUAL ACADEMY

## Parent/Student Handbook

# 2025-2026

21 Trinity Chapel Rd  
Building #10  
Asheville, NC 28805

School Website - <https://bcsva.buncombeschools.org/o/bcsva>  
Main Office - 828-255-5102

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|                   |                                              |                                                                                    |
|-------------------|----------------------------------------------|------------------------------------------------------------------------------------|
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| Wendi Keith       | Exceptional Child (EC) Teacher               | <a href="mailto:wendi.keith@bcsemail.org">wendi.keith@bcsemail.org</a>             |
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## 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 NCSIS 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- 2025-2026](#)
  - b. Updates will be made as dates are released from the BCS Testing Office.
- All enrollment information needs to be completed and turned in by the first day of school.
- Students residing in the Asheville City Schools District are eligible for enrollment with completion of a Discretionary Admission/Release form ([DAR](#)) and payment of a \$20 fee annually. DAR requests are reviewed annually.
- Students residing outside of Buncombe County are eligible for enrollment, with an annual tuition fee. Out-of-county families may contact BCS Student Services at 828-255-5921 for more information regarding out-of-county 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**

- Proof of Homeschool 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.

LMS = Canvas

- Our K-12 students use Canvas to access core instruction that matches our BCS traditional schools.
- Students can access Canvas on any device through NCEdCloud Rapid Identity.
- BCSVA will implement the BCS Common Instructional Framework with our K-12 courses housed in Canvas.

#### **North Carolina Virtual Public School (NCVPS)**

- NCVPS classes can be taken by students in 8th-12th\* grade. (GPA requirements may apply for some grade-levels)
- 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 in-person courses at the A-B Tech campus, eligible students can earn credits towards a career certification or credits to transfer to a 4-year college.
- Some of these courses may 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.
- [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, with students earning at least a 60% in each class at every quarter.
  - Students earning less than 60% in their coursework will have additional in-person requirements.
- 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 and Canvas Classroom. Students must use their BCS email account for all communication regarding their school coursework.
- Ask questions and communicate concerns to BCSVA staff.
- Create and maintain a quiet place to complete work, free of distractions.
- If needed for connectivity, BCS can provide a HotSpot for a student's device. A contract will need to be completed by the parents before receiving a device.



### Parent/Guardian Role

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

- Create and maintain an appropriate learning environment at home, checking NCSIS for weekly grade updates.
  - Students should be completing daily work and earning at least a 60% in each course.
  - Students earning below 60% will have additional in-person requirements.
- 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 the 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> |



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|                                                                                                                                                                                                                    | <p>Unauthorized recording and sharing of class content may violate copyright laws and academic regulations, potentially resulting in disciplinary action.</p> <p><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> <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, credit totals only</b></p> <ul style="list-style-type: none"> <li>➔ Promotion to Grade 10 = 6 credits</li> <li>➔ Promotion to Grade 11 = 12 credits</li> <li>➔ Promotion to Grade 12 = 18 credits</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><a href="#">BCSVA Attendance Policy</a></p> <p><a href="#">BCS Attendance Requirements</a></p> <p><a href="#">BCS Attendance Board Policy 4400R</a></p> <p><a href="#">BCS Attendance Board Policy 4400</a></p> | <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> </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> </ul>                                                                                                                                                                                                                                                                    |



|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                                                                  | <ul style="list-style-type: none"> <li>● 9th-12th: Complete Attendance Quiz before 2 pm, Tues-Friday</li> <li>● K-12: Attend all daily 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> <li>○ Stay within due dates of coursework, as prescribed by the grade-level</li> </ul> </li> </ul> <p>What is the difference between excused and unexcused absences?</p> <p><a href="https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3100/BCS/5301782/4400_Attendance.pdf">https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3100/BCS/5301782/4400_Attendance.pdf</a></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>                           | BCSVA's student and family level support around academics and social-emotional learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <a href="#">Student Behavior</a><br>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 2025-26</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 a BCSVA class through the first 10 days of a semester (or the drop/add window of the course through A-B Tech or NCVPS). <ul style="list-style-type: none"> <li>◦ Students will be responsible for making up missed work.</li> </ul> </li> <li>• Students may drop a BCSVA class during the first 10 days of a semester (or window for A-B Tech or NCVPS) 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><a href="#">Student Dress Code</a></u> | Students must follow <b>BCS Board Policy 4316</b> Student Dress Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## VII. Additional Information

### NCSIS Parent Portal

The NCSIS Parent Portal connects parents to their child's education. Parents have real-time access to attendance, grades and assignments, contact information and notification preferences, and more.



Parents of returning students also use the portal to annually update their child's information. You may access the Infinite Campus Parent Portal through [Portal.BuncombeSchools.org](http://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.

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><u>Student Progress: Report Cards &amp; Progress Reporting</u></p> | <ul style="list-style-type: none"> <li>• Grades for BCSVA classes will be located in <a href="#">Infinite Campus</a> following BCS' schedules for each 9 weeks using the following codes:</li> <li>• N1: Fall 1st Nine Week grade</li> <li>• N2: Fall 2nd Nine Weeks grade</li> <li>• E1: Fall Exam grade (high school)</li> <li>• S1 or F1 Fall semester final grade</li> <li>• N3: Spring 3rd Nine Week grade</li> <li>• N4: Spring 4th Nine Week grade</li> <li>• E2: Spring Exam grade (high school)</li> <li>• S2 or F2: Spring Semester final grade</li> </ul> |
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#### 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. All Juniors take the ACT in the Spring semester through Buncombe County Schools (required).

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](#)

