**Orleans Parish School Board**

***Spring 2019***

***Request for Charter School Applications***

Virtual School Addendum

For schools opening in School Year 2020-2021

**John Brown, Sr.**, District 1

**Ethan Ashley**, District 2

**Sarah Newell Usdin,** District 3

**Leslie Ellison,** District 4

**Benjamin Kleban**, District 5

**Woody Koppel,** District 6

**Nolan Marshall Jr.,** District 7

**Dr. Henderson Lewis, Jr.** Superintendent

***Virtual Charter Schools have a unique educational model that often does not mirror the model and expectations of a traditional "brick and mortar" charter school. As such, there are parts of the charter application that apply uniquely to virtual schools. In addition to answering all required questions in the charter application, Virtual Charter School applicants are required to complete the additional set of questions below about their school model.***

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## Virtual School Addendum

***Applicants whose primary instructional environment is computer-based or virtual (defined as more than 40% of instructional delivery via technology) must complete the Virtual School Addendum. Please complete this section only if your application proposes such a school. 15 page limit.***

### Location

1. Facility: If students will be required to regularly or periodically attend a brick and mortar facility, specify such requirements and describe the facility.
2. Louisiana Office: Provide the address of and describe the Louisiana-based administrative office of the virtual charter school, including its size and staffing.

**TYPE YOUR RESPONSE IN THE BOX BELOW, IT WILL EXPAND AS NEEDED.**

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### Educational Program

1. Describe the level of participation in instructional activities students will be required to meet to receive credit for successfully completing a course and receive a satisfactory grade for that course. The level of participation may include the amount of time students will be engaged in both online and other instructional activities in order to receive credit for a course. Please note the amount of time for the online and offline work by grade level and course.
2. Can a student enrolled in the virtual charter school program be enrolled in other instructional activities elsewhere and/or earn Carnegie units from another institution? If so, please identify the other institution(s).
3. Describe procedures to ensure the integrity and authenticity of student work product and assessment scores, including the use of an academic honesty and computer acceptable use policy.
4. Describe the intervention procedures the virtual charter school will take when students fail to provide authentic work products or assessment responses.
5. Describe what role parents/guardians will have in promoting accountability.

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### Instructional Staff

1. Describe what, if any, additional responsibilities will be required of teachers in the virtual environment (e.g. course development/design, research, website maintenance) and describe how the virtual charter school will communicate these responsibilities to teachers.

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### Student Experience

1. Describe your plan for orienting new students and parents (both at the beginning of the year and any time during the school year that a student enrolls) to your online charter school.
2. What expectations will you set for both students and parents, and how will you communicate these expectations?
3. How will you ensure that students transition smoothly into the online environment and exit the online environment into a traditional setting, if desired?
4. What expectations will you set for student and teacher participation and interaction, and how will they be communicated?
5. What systems will be in place to monitor student attendance and participation?
6. How will your school differentiate and measure expectations for student attendance, student engagement, and truancy?
7. What interventions will you develop in response to students who fall short of these expectations?

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### Equitable Access

1. How will you ensure that students and families have adequate access to all of the technology necessary to actively engage with the online curriculum?
2. How will you provide technical assistance to students and families?
3. Additionally, how will you ensure that the loss of instructional time will be minimized and/or recovered in the event of unforeseen technical difficulties?
4. What kinds of in-person services will your school offer?
5. When and under what circumstances will students be able to access in-person instruction and services?
6. When and under what circumstances will parents be ale to speak in-person to a teacher or staff member?

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### State and Federally Mandated Services

1. Describe how the virtual charter school will provide services to all enrolled students with exceptionalities, regardless of where the student resides.
2. Describe the virtual charter school’s procedures for Individual Education Plan (IEP) meetings, including determining where such meetings will occur.
3. Describe how the virtual charter school will implement ADA and Rehabilitation Act standards for accessibility to web-based curricula.

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### Evaluation and Assessment

1. Discuss the virtual charter school’s plan and method for the administration of all required state assessments (iLEAP, LEAP, GEE) and other assessments set forth in the school’s charter. The plan should address, test taking location(s), who will administer the tests, and test security procedures.

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### School Operations

1. Describe how the virtual charter school will ensure or facilitate student attendance at any in-person school activities.
2. Identify any non-teacher faculty members (paraprofessionals, guidance counselors, parent instructional coaches) and describe their roles and how they will function in the virtual charter school.
3. Describe the virtual charter school’s policies regarding truancy, absence, withdrawal, issuing of Carnegie units, repeat/delete, credit recovery, and AP/dual enrollment.
4. Describe the intervention procedures the virtual charter school will take when students are not logging in and/or completing coursework as required.
5. Describe all technological equipment and services that the virtual charter school will provide, including hardware, software, connectivity, and media storage devices, and property controls and equipment tagging that will be in place. Specify any equipment or technological support that students and families will be responsible for purchasing or obtaining.
6. Describe the scope of technical support that will be provided, including where support staff will be located, and the hours (including weekends and holidays) and manner in which the support will be accessible to students and school employees.
7. Describe the virtual charter school’s data retention, security, and confidentiality procedures.
8. Describe procedures to deliver instruction when equipment, software, or connectivity at any location is lost or impaired. Specify who will pay for Internet connectivity and address minimum bandwidth and a course of action for areas of the state that do not have the minimum bandwidth.
9. Describe data protection and recovery procedures in event of catastrophic system failure (include offsite back-up).
10. Describe how the virtual charter school will provide for the health and safety of students and staff both in online and offline activities.
11. Describe how the virtual charter school will address the nutritional needs of students when appropriate.
12. Describe how the virtual school will administer the required Title 28, Chapter 11, §1119 Health Screening as part of enrollment and the ongoing functioning of the school.
13. Describe the school’s plan for delivering instruction in the event of technical and other course delivery problems which prevent normal course delivery.
14. Describe how the school will provide professional development appropriate to the delivery method used and the acceptable use and electronic communication policies.

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### Parent and Community Involvement

1. Indicate the nature, frequency, and location of all required in-person meetings between parents and virtual charter school faculty/administration, such as parent/teacher conferences, parent-teacher meetings, field trips, etc.
2. Indicate the nature and frequency of all optional opportunities for in-person meetings and interactions, such as open houses and school community meetings.
3. Describe the procedures for parents to contact virtual charter school faculty and administrators with concerns of any nature and the procedures and required timelines for prompt and helpful responsiveness to such communications.
4. Explain how virtual charter school administration will communicate with non-English speaking parents/guardians.
5. Describe how the school will provide adequate, timely, and appropriate technical support to students, teachers, facilitators, and instructional coaches.
6. What is the role of the parents/guardians?
7. Are opportunities for parent/guardian training available?
8. How do parents access student grades and understand student progress?
9. Provide a plan for orientations to enrolled students, their parents, and their instructional coaches on the course delivery model prior to the beginning of the class.

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