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# Mission Statement

The mission of **Livingston Virtual** is to grow and expand the educational opportunities for students residing in Livingston Parish. All students can succeed, and students should be at the center of every decision made in order to engage them in learning while still setting high expectations and working collaboratively with students, parents, and teachers to reach those expectations. **Livingston Virtual** will support students in their quests for excellence as lifelong learners in a safe and caring environment as they journey toward their future destination on a slightly different path.

## School Vision

The vision of **Livingston Virtual** is to provide students with opportunities to collaborate, create, and think critically through the use of challenging curriculum that is student-centered and focused on the skills necessary for college and career readiness.

## History

Discussions about providing students residing in Livingston Parish additional academic opportunities opposed to our traditional brick and mortar schools began in 2016. **Livingston Virtual**, a program for students who, for a variety of reasons, do better with an online learning environment, was presented to LPPS Board Members in February 2020. Members of the LPPS Curriculum Department and the staff of **Livingston Virtual** have been working to develop policies and procedures for the program to launch its first classes in August 2020.



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#### NOTICE OF NON-DISCRIMINATION

The Livingston Parish School Board does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Stephen Parrill, Livingston Parish Public Schools is committed to ensuring that all websites and web applications, both public-facing and for internal use, conform to Web Content Accessibility Guidelines (W.C.A.G.) 2.0 Level AA. Any issues should be reported to [LPWebAccessibility@lpsb.org](mailto:LPWebAccessibility@lpsb.org), ([stephen.parrill@lpsb.org](mailto:stephen.parrill@lpsb.org)), Assistant Superintendent, P.O. Box 1130, Livingston, LA 70754; Phone (225) 686-7044. The Special Education Director is Dr. Eric Penalber ([eric.penalber@lpsb.org](mailto:eric.penalber@lpsb.org)); the LPPS 504 Coordinator is Marcia McKnight ([Marcia.McKnight@lpsb.org](mailto:Marcia.McKnight@lpsb.org)), P.O. Box 1130 Livingston, LA 70754; Phone (225)686-4248

# Livingston Parish Public Schools Calendar

## Livingston Parish Public Schools Post Office Box 1130 Livingston, Louisiana 70754 SCHOOL CALENDAR – 2020/2021

Planning/Preparation (TEACHERS and PRINCIPALS)*	Tues/Wed/Thurs, August 4,5,6, 2020 (Full Days)
First Semester Begins (STUDENTS)	Friday, August 7, 2020 (Full Day)
LPPS Professional Development*	Wednesday, September 23, 2020 (Full Day)
First Semester Ends (STUDENTS)	Friday, December 18, 2020
Planning/Preparation (TEACHERS and PRINCIPALS)*	Monday, January 4, 2021 (Full Day)
Second Semester Begins (STUDENTS)	Tuesday, January 5, 2021
LPPS Professional Development*	Wednesday, March 10, 2021 (Full Day)
Second Semester Ends (STUDENTS)	Friday, May 21, 2021
Second Semester Ends (TEACHERS and PRINCIPALS)*	Friday, May 21, 2021

### SCHOOL HOLIDAYS (STUDENTS)

Labor Day	Monday, September 7, 2020 (1 Day)
LPPS Professional Development*	Wednesday, September 23, 2020 (1 Day)
Livingston Parish Fair	Friday, October 9, 2020 (1 Day)
Election Day	Tuesday, November 3, 2020 (1 Day)
Convention and Thanksgiving	Monday - Friday, November 23-27, 2020 (5 Days)
Christmas and New Year's	Monday, December 21, 2020 - Monday, January 4, 2021 (11 Days)
Martin Luther King Day	Monday, January 18, 2021 (1 Day)
Mardi Gras	Friday - Tuesday, February 12- 16, 2021 (3 Days)
LPPS Professional Development*	Wednesday, March 10, 2021 (1 Day)
Good Friday/Easter	Friday, April 2, 2021 - Friday April 9, 2021 (6 Days)

\*School staff will observe all holidays with the exception of those designated as for planning and in-services.

### PROGRESS REPORTS TO BE ISSUED

ELEMENTARY & JUNIOR HIGH		SECONDARY	
Tuesday	September 8, 2020	Tuesday	September 8, 2020
		Wednesday	October 7, 2020
Wednesday	November 11, 2020	Wednesday	November 11, 2020
Thursday	February 4, 2021	Thursday	February 4, 2021
		Thursday	March 11, 2021
Wednesday	April 21, 2021	Wednesday	April 21, 2021

GRADING PERIOD ENDS/ELEM. & JUNIOR HIGH				GRADING PERIOD ENDS/SECONDARY	
Wednesday	October 7, 2020	-	43 days		
Friday	December 18, 2020	-	45 days	Friday	December 18, 2020- 88 days
Thursday	March 11, 2021	-	44 days		
Friday	May 21, 2021	-	45 days	Friday	May 21, 2021- 89 days

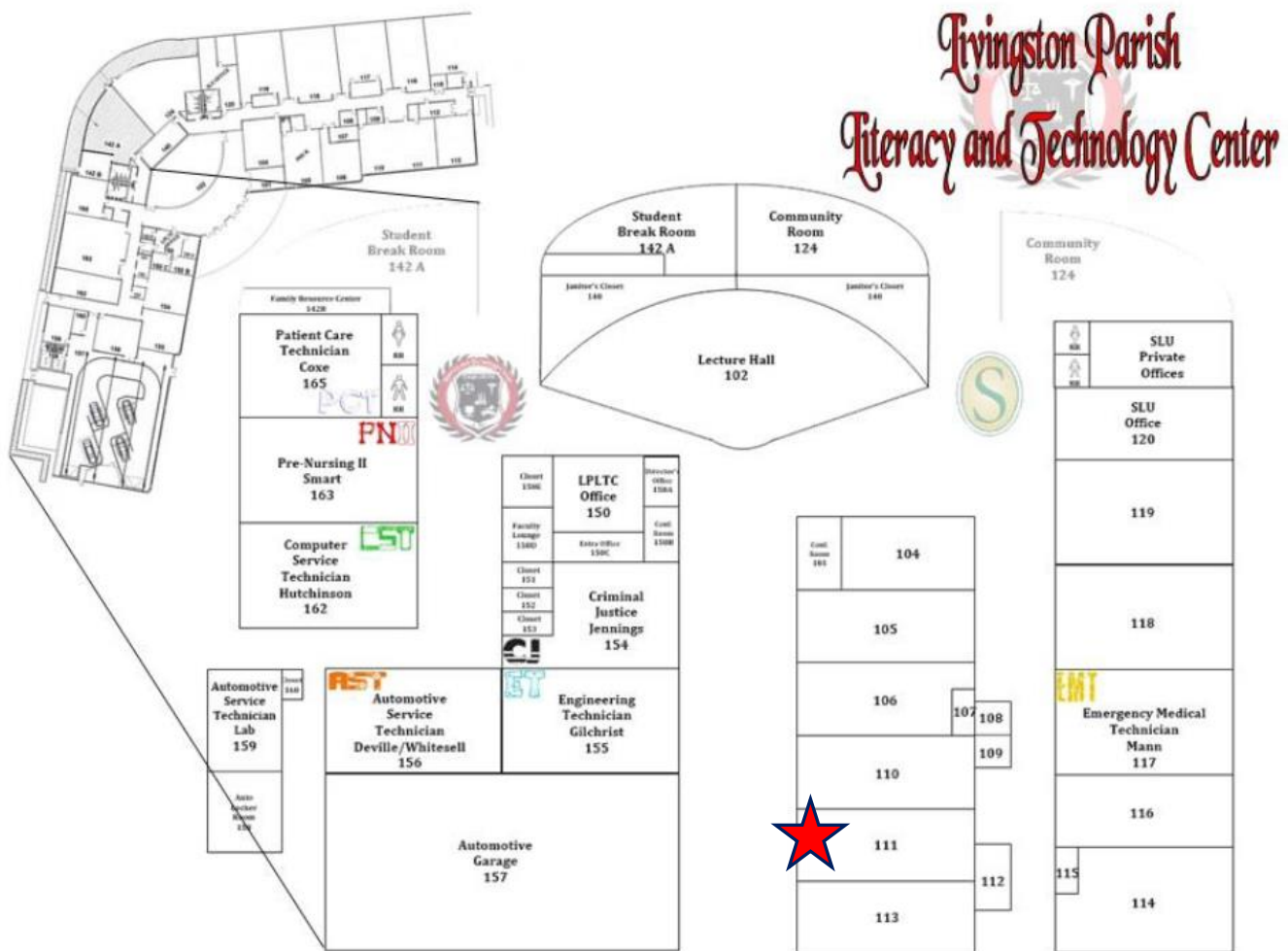
### REPORT CARDS TO BE ISSUED

ELEMENTARY AND JUNIOR HIGH		SECONDARY	
Friday	October 16, 2020		
Friday	January 15, 2021	Friday	January 15, 2021
Friday	March 19, 2021		
Friday	May 28, 2021	Friday	May 28, 2021





# Livingston Virtual Map



**Livingston Virtual** is located in Room 111, on the Southeastern Louisiana University side. Students will ENTER through the front door and EXIT the side door.

# Is Livingston Virtual for Me?

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**Are You Currently Enrolled in Private School?**

**Are You Currently Enrolled in Charter School?**

**Are You Currently Enrolled in Home School?**

**Are you seeking a new academic option located within Livingston Parish?**

**Livingston Virtual** is open to students in grades six (6) through twelve (12) residing within Livingston Parish Public Schools attendance zones.

**If you answer YES to most of the following questions, then Livingston Virtual may be for you.**

- Do I stay on task without direct supervision?
- Am I able to set and achieve goals?
- Can I prioritize my course load and work independently?
- Do I have the time to commit to online classes that may take more time than traditional classes?
- Am I personally invested in my own education?
- Am I self-motivated and self-disciplined to meet online program expectations?
- Am I confident in my academic abilities?
- Am I self-directed?
- Do I have strong time management skills?
- Do I show determination when confronted with obstacles?
- Do I have consistent access to a computer and the Internet?
- Am I technologically literate?
- Am I dedicated to maintaining a positive record of attendance by logging in daily to work on online lessons?
- Do I have consistent transportation to and from the **Livingston Virtual** site?

If you answer **YES** to the above questions, you may begin the Enrollment Process by completing the **Livingston Virtual Interest Application** online at [www.LivingstonVirtual.org](http://www.LivingstonVirtual.org) and submitting all required documents.

**FALL PRIORITY DEADLINE: JULY 31<sup>ST</sup>    SPRING PRIORITY DEADLINE: NOVEMBER 30<sup>TH</sup>**

# **Eligibility Requirements**

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**Livingston Virtual** is proud to offer rigorous online classes to all Livingston Parish students grades 6-12 on a full-time basis. Due to the nature of online learning, please refer to the below information when considering applying for **Livingston Virtual**.

## **The following conditions define a successful online student:**

- independently motivated to learn, without direct supervision
- maintain required pace (progress) in all courses per week
- engage in course work on a daily basis
- keep all appointments for testing, Discussion Based Assessments, and conferences
- maintain academic integrity through the submission of authentic, original work
- honor all rules and procedures established by Livingston Virtual and Livingston Parish Public Schools

## **In order to be eligible for Livingston Virtual, a student must:**

- have a minimum 2.0 grade point average (GPA) on all first-time credits earned in core and elective courses at the high school level or an overall “C” average or above at the middle school level
- score “basic” or above on the previous year’s state-mandated assessment in English. If no assessment is available, the applicant must demonstrate proficiency by taking and submitting the results of a Nationally-Normed Referenced Test (NNRT). The NNRT is completed privately and at the expense of the applicant and/or parent.
- score “basic” or above on the previous year’s state-mandated assessment in Mathematics. If no assessment is available, the applicant must demonstrate proficiency by taking and submitting the results of a Nationally-Normed Referenced Test (NNRT). The NNRT is completed privately and at the expense of the applicant and/or parent.
- have no more than five (5) unexcused absences in the previous semester
- must be on pace to graduate with the designated graduation cohort, in four years
- attend all mandated state/district standardized testing
- provide consistent transportation
- provide consistent internet service

# Enrollment Agreement

As the parent(s)/guardian(s) of \_\_\_\_\_  
(Print Student's full name)

I understand that **Livingston Virtual** requires my child to meet all conditions that foster a successful online education. During the first 21 days of my child's enrollment and at the end of each semester thereafter, he/she will be evaluated by teachers and guidance based on the conditions listed below.

Conditions defining a successful online student: **Initial each line.**

- \_\_\_\_\_ Maintain required pace (progress) in all courses
- \_\_\_\_\_ Engage in course work on a daily basis with parental supervision
- \_\_\_\_\_ Establish regular communication with all teachers via working email and/or phone
- \_\_\_\_\_ Keep all appointments for DBAs, conferences, and testing
- \_\_\_\_\_ Attendance at a **Livingston Virtual** site for grades below 70% and/or behind pace
- \_\_\_\_\_ Provide transportation and attend all state/district standardized testing
- \_\_\_\_\_ Maintain academic integrity through the submission of authentic, original work
- \_\_\_\_\_ Follow the pupil progression plan to earn credits for promotion
- \_\_\_\_\_ Honor all rules and procedures established by **Livingston Virtual** and Livingston Parish Public Schools

If during the initial enrollment process, it is determined by **Livingston Virtual** that my child is **not recommended** for online education, he/she will be withdrawn and referred to home-based school to pursue a different academic option.

If I choose to keep my child enrolled in the home-based school after the 21 days grace period, and **Livingston Virtual** has **not recommended** him/her for online education, I understand that this may result in failing grades and possible future withdrawal for which I will not hold **Livingston Virtual** responsible.

**Students that do not complete all district and state testing requirements will not be eligible for additional courses through **Livingston Virtual**. Meeting the listed conditions is a requirement for continued enrollment.**

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Student Name (Print)



# Application Checklist

The following documents must be emailed to [LivingstonVirtual@lpsb.org](mailto:LivingstonVirtual@lpsb.org) to complete a **Livingston Virtual** Interest Application:

- \_\_\_\_\_ Copy of Student Transcript (grades 9<sup>th</sup> – 12<sup>th</sup>) or Student Report Card (grades 6<sup>th</sup> – 8<sup>th</sup>) or Home School Prior Academic History Form (if applicable)
- \_\_\_\_\_ Copy of Student's Current Grades
- \_\_\_\_\_ Prior Two Years Attendance Records
- \_\_\_\_\_ Prior Three Years State/National Norm-Reference Test Results for English **and** Mathematics
- \_\_\_\_\_ Individualized Graduation Plan (if applicable)
- \_\_\_\_\_ Most current special education IEP or 504 Plan (if applicable)
- \_\_\_\_\_ Student Personal Narrative

***Applications for Livingston Virtual will not be reviewed without the submission of all necessary documentation.***

**Upon review of the Interest Application, Livingston Virtual will contact Non-LPPS students to verify Home-Based school district residency using the documents below:**

- \_\_\_\_\_ Student's Birth Certificate
- \_\_\_\_\_ Student's Social Security Card
- \_\_\_\_\_ Student's Complete Immunization Records
- \_\_\_\_\_ Current Personal Identification in the form of a picture ID of custodial adult enrolling student. An original, current driver's license is acceptable.  
*The address on the identification **HAS** to match the residence address.*
- \_\_\_\_\_ Three (3) Proofs of Residency such as a purchase/construction contract, home mortgage agreement, signed rental agreement, voter registration card for custodial parent showing residence in Home-Based School District, insurance policy on dwelling, current utility (gas, electric, water, cable) bill.  
*Deposit receipts are not acceptable. If in the process of building or purchasing a home, you must provide a sworn statement from the builder/realtor confirming you will reside in the home within 90 days of entry into program.*
- \_\_\_\_\_ A certified copy of any Court Order establishing Custody or Guardianship which has issued an order regarding the custody/guardianship of the student being enrolled

# Academic Integrity Policy Agreement

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Academic integrity is the code of conduct for turning in assignments and completing assessments in education. It includes the ethical policies of honesty and the avoidance of cheating or plagiarism. **Livingston Virtual** expects a full commitment to academic integrity from each **Livingston Virtual** student.

**By initialing below, I understand academic integrity means:**

- \_\_\_\_\_ Students submit their own work for assignments and assessments.
- \_\_\_\_\_ Students use citations to reference published work.
- \_\_\_\_\_ Students do not receive unauthorized assistance on assignments and assessments.
- \_\_\_\_\_ Students do not provide unauthorized assistance to other students.
- \_\_\_\_\_ Students will not misuse content from the Internet or other published source.
- \_\_\_\_\_ Parents will supervise students to adhere to the rules of academic integrity.

**Livingston Virtual** takes the importance of original student work very seriously because academic integrity is a fundamental value of a quality academic program where student learning takes place. As a result, **Livingston Virtual** will utilize several plagiarism detection tools that will compare your work against the work of students in our database as well as work found on the Internet. Failure to follow the rules of academic integrity may result in parent conferences, proctored exams, grade deductions, zeros for assignments or assessments, removal from the course, and expulsion from the program.

I understand the **Livingston Virtual** and Livingston Parish Public Schools rules and policies of Academic Integrity and will abide by the rules as stated.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Student Name (Print)

# Student Expectation Summary

## Academic Expectations:

Because of the unique nature of **Livingston Virtual**, students must take primary responsibility for their own learning. Self-motivation, dedication to learning, daily submission of work, and communication are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and expect to work hard but on their own daily time schedule within the set guidelines. They will log into the program daily and will respond to teachers' questions and prompts as they work through courses. They will use discussion boards, chat rooms, and other communication tools to work with teachers and other students. These tools, which may have been used for social purposes, will be used for genuine academic communication to support student learning goals. Students will work to receive Livingston Parish Public School's state-accredited high school diploma.

## Time & Learning Requirements:

In order to meet the state's requirements for academic instructional time, online students should complete the following minimum hours of school each week.

Grade	Recommended Hours Per Day	Recommended Hours Per Week	Recommended Hours Per Year
6 - 12	5 - 6	25 - 30	900 - 1080

Students in **Livingston Virtual** are required to maintain progress in all courses every week. Students taking courses for high school credit must complete four (4) Carnegie units per semester. Middle school students will take six (6) courses per school year. Students who fall below 70% in any course and/or fail to maintain academic pace will be required to attend class at a **Livingston Virtual** site until satisfactory academic progress is attained (80% or higher).

## Instructional/Technology Fee

Students will pay an Instructional/Technology Fee of \$100 per year. This fee will be used to make technology upgrades and to enhance instructional technology resources for all students. It will maintain and support safe and secure educational and interactive technologies for instruction and learning that will provide the most direct positive impact on student engagement.

# Student Communications

## Policies and Procedures:

Effective communication is required while enrolled at **Livingston Virtual**. Communication is vital to a successful online learning experience. Students must maintain consistent and regular communication with teachers. The following expectations are required of ***all*** students enrolled in **Livingston Virtual**:

- Students are required to have and maintain Internet access and a computer for learning purposes.
- Students are required to have a working telephone and supply that number to **Livingston Virtual**.
- Students must set-up voicemail on their cell phones and check it daily.
- Students must read all teacher posts/announcements (published most weeks by Sunday at 4 PM CST).
- Students must respond to teacher and administrative communications within twenty-four hours, Monday thru Friday, except for weekends, district holidays, and **Livingston Virtual** breaks. When responding, students must use the same method as the initial communication.
- Students must request appointments for all Discussion-Based Assessments (DBAs), testing, and tutoring through the appointment scheduler in Google Classroom.
- Students, ***not*** teachers, are required to complete the Discussion-Based Assessments (DBAs) at the reserved time.
- Students must notify the teachers/director if experiencing a technology issue with their laptop, Edmentum or any other issues related to the course.
- Students must notify their personal Internet provider for Internet issues.
- Students must participate in discussion boards and group projects, if applicable, offering scholarly, academic-focused contributions.

## Email Communications and Virtual Student Signature Practices:

*Students should check Google Classroom and Edmentum daily for teacher and **Livingston Virtual** communications.* Students are required to use the district-issued email address when communicating. All other email addresses are prohibited. Students will include the following information in the email signature line:

- Student's First and Last Name
- Student's Telephone Number
- Grade Level

Students are encouraged to utilize the "Messages" function within Edmentum, located on the top toolbar (i.e., envelope icon).

## Telephone Communication:

Students must provide **Livingston Virtual** with a functioning telephone number for learning purposes. If the telephone numbers for student or guardian(s) change, notify **Livingston Virtual** immediately with the updated contact information.

# **Student Rights and Responsibilities**

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## **Rights:**

Students have the right to pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.

## **Responsibilities:**

In order to obtain a quality education, students must

- Commit to learning
- Keep all appointments
- Communicate regularly with the Director and Teachers
- Comply with program and school system policies

## **Attendance Requirements**

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Good attendance is essential if students are to achieve and reach their potential. Attendance will be monitored daily. For a student's legal attendance to be counted, he/she must log into Google Classroom and Edmentum each day school is in session. If the student skips logging into both sites, it will be considered the equivalent of skipping or arriving late to homeroom at the brick-and-mortar school and not checking in with the office before heading off to the classroom.

A full-time virtual student is required to spend approximately 25 – 30 hours or more per week completing coursework. While study time is flexible, students should demonstrate consistent progress toward completion of coursework. If a student does not meet the required hours per week, without notifying the teacher as to why and having it approved, the virtual staff will attempt to notify the parent by phone or email.

Middle school students are required to complete six – seven courses per year. High school students are required to complete four Carnegie units of credit per semester for a total of eight credits per year.

A student must:

- Login and complete Daily Check-ins, Enrichment Activities, and Discussion-Based Assessments assigned in Google Classroom
- Login and work in courses assigned in Edmentum for at least 300 – 360 minutes (5-6 hours) each day
- Work on all courses each day
- Complete and submit course assignments as indicated on each Pacing Chart in accordance with due dates to make adequate progress toward course completion
- Communicate with Livingston Virtual staff as needed via Google Classroom, emails, and



telephone calls

- Check email at least once daily and respond to any teacher or staff inquiries within 24 hours
- Adhere to the LPPS school calendar for attendance days; however, students do have access to Edmentum courses 24/7 so they may work on non-instructional days.

The steps **Livingston Virtual** will take for filing truancy:

1. After three days of student inactivity, the teacher will contact the parent to communicate the concern and expectation that the student work in the course(s) on a daily basis and make academic progress in alignment with the course(s) pacing chart(s). The teacher will report the student absent. If direct contact is not made, a return email or phone call from the parent is required within twenty-four hours.
2. After four days of student inactivity, if there is not a response from the parent and/or the student does not actively work on the course(s), the teacher will again report the student as absent. The student's absence will be reported to the **Livingston Virtual** Director, who will call the parent.
3. After five days of student inactivity, if there is not a response from the parent, and/or the student does not actively work on the course(s), the student will be reported as truant to the LPPS Child Welfare Officer.

**Above all, communicate directly with your instructors and the Director of Livingston Virtual regarding any days missed completing school work.**

# **Dress Code Policy**

The manner in which students dress for school influences behavior in learning. Students are expected to come to school dressed in a manner that assures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Violation of dress code standards can result in warning or suspension for willful defiance of authority.

## **Examples of Unsafe Dress Code Violations:**

- Spiked projections from rings, belts, belt buckles, hats, or any item worn by a student
- Safety pins
- Oversized, sagging, or baggy pants
- Apparel with emblems, printing, etc., that creates animosity between groups and/or individuals
- Trench coats
- Earrings, jewelry, body piercing, or accessories which present a safety hazard to the wearer or others
- Clothing that promotes drugs, alcohol, tobacco, sex, or weapons

## **Examples of Immodest Dress Code Violations:**

- Underwear/undergarments showing (pertains to both males and females)
- Sagging or baggy pants
- Revealing clothing
- Bare midriffs – shirts or blouses must extend beyond belt level (front and back)
- See-through clothing
- Perforated clothing without undergarments
- Cutoff shirts
- Revealing shorts/underwear showing
- Ripped tops and pants
- Tube/strapless tops
- Halter tops
- Spaghetti straps
- Backless tops
- One-strap tops
- Reference to sex, tobacco, alcohol, drugs, or weapons on clothing
- No pajamas or pajama pants
- No slippers
- Tank tops – The tank top strap must cover undergarment straps. If undergarments can be seen through the tank top, the student will receive a dress code violation. White, ribbed tank tops are considered undergarments and are not to be worn at school.

## **Vulgar/Obscene/Inappropriate:**

Pictures, images, words, silhouettes of women, or sayings that are offensive by traditional standards shall not be visible on clothing. Pictures of guns, brass knuckles, hand grenades, and/or weapons would also fit in this category.

**Hats:**

Hats shall be removed in the classroom and inside the school building. Confiscated hats will be held on to and given back at the end of the school. These items are not to be hanging from pockets.

**Hoods:**

Hoods are not to be worn inside the classroom or inside the school building.

**Bandanas:**

Bandanas, headbands, sweatbands, dew rags, wave caps, and hairnets are not allowed. These items will be confiscated. Wearing and covering the above items with a baseball caps will not be permitted. These items are not to be hanging from pockets.

**Violations:**

- **First Offense:** The student will review the Livingston Virtual Dress Code Policy with the Livingston Virtual Director.
- **Second Offense:** Parents will be contacted. The student and parents will review the Livingston Virtual Dress Code Policy with the Livingston Virtual Director.
- **Third Offense:** Parents will be contacted, the clothing is changed, and the student and parent will have a conference with the Livingston Virtual Director. The student will sign a Livingston Virtual Behavior Contract.
- **Fourth Offense:** Parents will be contacted, the clothing is changed, and the student and parent will have a conference with the Livingston Virtual Director. The student will receive a five-day suspension. A fourth violation of the Livingston Virtual Dress Code Policy may result in the withdrawal of the student in Livingston Virtual course(s) or removal of the student from the Livingston Virtual program.

## **Alcohol and Drug Policy**

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The possession or use of illegal drugs as well as the unlawful possession or consumption of alcohol is also a criminal offense punishable by the laws of the State of Louisiana. LPPS policy requires that each student receive a copy of the alcohol/drug policy at the beginning of the year. Parents should review this, sign it, and return a copy to the home-based school.

## **Student Accident Insurance Coverage**

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The Livingston Parish School Board is pleased to inform you that optional Student Accident Insurance Coverage is available to you again this year. Multiple coverage options, plans and rates are available to allow for a coverage plan that best suits your needs. Policy information is available at [www.BollingerSchools.com](http://www.BollingerSchools.com). If you already have coverage (personal healthcare coverage) for those injuries and/or claims contemplated by the plans offered under the Student Accident Insurance Coverage policy noted above, your existing coverage will likely provide primary coverage for associated claims. The above noted Student Accident Insurance Coverage policy, if selected, would likely provide secondary coverage for associated claims, if you already have personal healthcare coverage. A failure to secure either personal coverage or the coverage outlined in the attached could result in an absence of coverage for injuries sustained by your child.

# Cell Phones

Student use of cell phones or other electronic devices during the school day is a privilege. Cell phones and all functions within the cell phone (i.e., cameras and other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Hallways, Restrooms, and all School Office Areas. Abuse of this privilege will result in consequences beginning with confiscation of the device, parent conference, suspension, or loss of other privileges.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interactions and using appropriate voice volume and device volume. **When in use, cell phones must be on silent mode so that no audible ring tone is heard.**

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of the Academic Integrity Policy, violating school conduct rules, harassing or bullying staff or other students, photographing or video recording or using their device for unlawful purposes will be subject to disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to law enforcement authorities.

*Cell Phone Rule: As soon as the student enters the program building during the school day, cell phones/electronic devices need to be put away and made undetectable (i.e., silenced without vibration). Violation of the Cell Phone Rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:*

- **First Offense:** The confiscated device will be held in the **Livingston Virtual** Director's office until the end of the school day. The student may pick up the phone following a review of the Cell Phone Policy.
- **Second Offense:** The confiscated device will be held in the **Livingston Virtual** Director's office until the end of the school day and until the parent of the student is contacted by the **Livingston Virtual** Director.
- **Third Offense:** The **Livingston Virtual** al will contact the parent, and the confiscated device will remain in the **Livingston Virtual** Director's office until it is picked up by the parent of the student at the end of a school day.

***NOTE: Refusal to surrender a cell phone/electronic device when directed to do so by staff is a violation of the Student Code of Conduct for Livingston Virtual. Insubordinate behavior is punishable by suspension, exclusion from school events, and/or involuntary transfer proceedings.***

## Cell Phone Policy Bullet Points:

- Cell phones are prohibited from use in classrooms and any other area in which academic work is being done unless directed by staff.
- Cell phones and other devices are not permitted to be charged in the classroom and/or program building.
- Headphones and other Bluetooth enabled devices are not permitted to be worn in the classroom and must be put away securely by the student in any academic area.
- Cell phones are not to be used in the bathroom.

***IMPORTANT:*** *Once inside the program building, students must store their cell phones/electronic devices in a location that is NOT visible to the staff or other students, even though the devices are on SILENT. It is YOUR responsibility to keep your things secure.*

- If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if a student is caught using the device on campus during class time, a staff member may confiscate the device.
- Under no circumstance is photographing or video recording allowed anywhere on school premises.
- Texting and cell phone use is permitted in the Student Breakroom.
- All cell phone use must be respectful and non-disruptive to students and staff.
- Phones must remain on silent at all times throughout the school day. In the event of an emergency, please call the direct line for **Livingston Virtual** at (225) 686-4333.
- The staff of **Livingston Virtual** requests your **FULL** cooperation with the Cell Phone Policy.
- It should be noted that **Livingston Virtual** nor any of its employees are responsible for the loss or damage to any student's cell phone/electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his/her belongings at all times. Classes and/or instruction will not be stopped to deal with or search for lost cell phones/electronic devices.



# **Weapons Policy**

Any student found to be in possession of a firearm or weapon on campus, **Livingston Virtual** property, school bus, or during a **Livingston Virtual**-related function shall immediately be recommended for expulsion. Schools are Firearm Free Zones.

# **Discipline Policy**

Student conduct is ultimately the responsibility of the student and his or her parents. It is the daily responsibility of **Livingston Virtual** personnel to assure that no person interferes with the students' right to learn.

Disciplinary action will include, but is not limited to, one of the following: warning, counsel, reprimand, remedial work, parental/guardian contact, after school detention, Saturday detention, school discipline clinics, suspension, or expulsion.

In the case of extreme or flagrant offenses, the Director of **Livingston Virtual** has the authority to exclude a student from participating in classes at **Livingston Virtual**.

## **Violations with Consequences**

Students may receive consequences for the following offenses:

- Leaving campus or skipping testing appointments
- Willful disobedience
- Disruptive behavior
- Disrespect
- Possession of tobacco
- Continuous misconduct
- Obscene writing or drawings
- Use of profanity
- Forging school documents/doctor's excuses
- Inciting or participating in a fight
- Threats of violence/harassment of students, faculty, staff
- Campus conflicts/disruptions
- Failure to bring materials to class
- Sleeping in class
- Non-participation in class
- Parking lot violations
- Possession of a weapon
- Physical assault on student or personnel
- Stealing
- Vandalism
- Possession of fireworks
- Indecent behavior
- Loitering
- Physical contact

## Violations with Consequences continued

- Gambling
- Dishonesty
- Behavior that endangers others
- Making false accusations against personnel
- Possession of or under the influence of drugs (prescription, illegal, over-the-counter, look-a-likes)
- Possession of or under the influence of alcohol

## Search and Seizure

**Livingston Virtual** officials are empowered to conduct reasonable searches of a particular student and **Livingston Virtual** property when there is reasonable belief that the student may be in possession of drugs, alcohol, weapons, or other materials in violation of LPPS policy and state law. **Livingston Virtual** property shall remain under the control of **Livingston Virtual** officials and shall be subject to search. Examples include cars, lockers, book bags, purses, etc.

## Sexual Harassment Policy

**Livingston Virtual** disapproves of and does not tolerate harassment of any type, including, but not limited to, sexual harassment by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to harassment, including sexual overtures or conduct, either verbal or physical. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is not welcome and personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. All complaints should be made in person or in writing to a teacher, guidance counselor, or administrator.

# **Bullying, Intimidation, Harassment, and Hazing**

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**Livingston Virtual** does not tolerate bullying, intimidation, harassment, or hazing of any kind. Students should report such behavior to a teacher or the director and it will be investigated and appropriate action will be taken.

## **Fire and Disaster Drills**

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Fire and disaster drills will be held randomly each month. Students will be instructed on procedures that are posted in each area.

## **Food and Drink**

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Food or drink from any fast food chain will not be delivered to the school campus. Food/Drinks brought for breakfast or lunch must be consumed in the Student Break Room. Students may bring a clear water bottle to class.

# **Additional Home Learning Responsibilities**

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**Livingston Virtual** values home learning as a strategy for improving student performance. It assists in:

- Supporting student learning
- Developing sound study habits
- Developing student independence, initiative, and personal responsibility
- Engaging parents in the learning program
- Giving parents a better idea of content being explored

Home learning supports the virtual program and is designed to be relevant and worthwhile. Useful home learning assignments may include:

- Researching
- Preparing for tests and certifications
- Reflecting on a period of learning or project/assignment
- Engaging in assignments and projects
- Mastering key academic skills
- Developing career focus
- Keeping a course journal
- Interactive assignments shared with parent/guardian/other

Home learning for students should develop or expand content knowledge and should include practice/review, preparation, and extension/skill integration assignments. Research indicates that high school students should complete 90-120 minutes of home learning each school day in the areas of practice/review, preparation, and extension/skill integration.

**Practice Assignments** reinforce newly acquired skills or knowledge. These assignments are designed to review material presented in class and/or develop skill mastery.

**Preparation Assignments** are designed to introduce material that will be helpful in understanding future instruction. They are intended to provide background information and can include readings in the text, library research, collecting materials for a class demonstration, and other activities requiring the gathering or organizing of information before a class discussion or demonstration. Effective preparation includes guidelines on why and how the assignment should be completed.

**Extension/Skill Integration Assignments** encourage individualized and creative learning by emphasizing student initiative and research. These assignments are designed to use separately learned skills and concepts and apply them in the completion of a single task such as a report, project, or writing assignment.

**Extension Assignments** should transfer previously learned skills and concepts to other situations such as making real world and cross curricular connections. Frequently these assignments are long-term, continuing projects that parallel class work. Extension assignments require students to apply previous learning.

## Student Responsibilities

There is strong evidence that students who complete appropriate home learning tasks will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete home learning on a regular basis.

Students must:

- Complete assignments and tasks by the due date. Negotiate with the teacher before the due date if illness or another reason causes a student to get behind in work due. Negotiate with the teacher to develop a timeline to catch up on work missed through short-term absence
- Have a system for recording home learning assignments
- Have a clear understanding of assignments before leaving class
- Have the books and materials necessary to complete the assignment
- Allocate an appropriate amount of time for the completion of home learning
- Turn in home learning assignments as requested



# Grading Procedures

## Middle School

A weighted grade format will be used for assigning student grades in core content courses. During the school year students will receive 4 report cards, one at the end of each 9 weeks. In addition, 4 interim reports will be issued: one after 4 ½ weeks, one after 13 ½ weeks, one after 22 ½ weeks and one after 31 ½ weeks. Letter grades will be assigned according to the different grading scales based on the type of course each student is enrolled in.

## High School

During the school year students will receive 2 report cards, one at the end of each semester. In addition, 3 interim reports will be issued each semester: one after 4 1/2 weeks, one after 9 weeks, and one after 13 1/2 weeks. Letter grades will be assigned according to the different grading scales based on the type of course each student is enrolled in.

Regular Classes	
Grade/Point Value	Average
A = 4	93 - 100
B = 3	85 - 92
C = 2	75 - 84
D = 1	67 - 74
F = 0	0 - 66

Weighted Categories for each High School Course:		Weights for each Category:
Major Assessments (MA)		40%
Assessed for Accuracy (ACC)		35%
Participation / Completion (PC)		10%
End of Semester Assessment* (SEM EX)		15%
LAA 2 or ACT 833 Students Only:		
Weighted Categories for each High School Course:		Weights for each Category:
Major Assessments (MA)		40%
Assessed for Accuracy (ACC)		40%
Participation / Completion (PC)		15%
End of Semester Assessment* (SEM EX)		5%

## Examples of Types of Assignments for Each Category

Major Assessments	Measures full intent of the standard(s)/mastery of the standard(s)
Post Test, Essay, Unit Project, Presentation, EAGLE Assessments, Student Portfolios, etc.	
Assessed for Accuracy	Piece of the standard or skills within a standard(s) that are assessed
Mastery Tests, Standards Based Tasks or Lab, Discussion Based Assessments, Bell Ringer Quiz, Exit Ticket (graded for correctness), Project, Standard Based Course Activity/Presentation/Project/Performance Task	
Participation/Completion	Effort, participation, or completion of work assessed
Completion of Homework, Completion of Classwork, Completion of Daily Bellringer, Teacher Observation, Group Participation, Journal, Self-Assessment, Teacher Checklist	
End of Semester	Semester or Course Standards
LEAP 2025, Proficiency Test, End of Semester Test, Certification Exam	

All student work to be graded will be assigned a point value. The number of points assigned will be determined by the teacher. Weighted grades will be used.

When calculating percentage grades to determine a letter grade, **.50** and above will always be rounded off to the next highest number. (Example: 92.50% = 93% = A, 66.50% = 67%= D.)

It is strongly encouraged students check grades on PowerSchool weekly.

## Testing Policy

Students will be required to take Unit Tests and End of Semester Tests at the **Livingston Virtual** Main Campus. Students must contact their **Livingston Virtual** teacher to schedule these tests.

At certain times of the school year, students may have to take LEAP 2025, Advanced Placement exams, ACT tests, or CLEP tests at their home-based site. **Livingston Virtual** Director or teachers will notify students when they must complete state and national tests. It is the responsibility of the student to attend those mandatory tests.

## Academic Practices

### Discussion Boards Practices:

A discussion board is an online forum, within a course, where students consider a question or topic and examine varying perspectives by reading, writing, and responding to other students within a discussion thread. A discussion thread is written dialogue on a single question or topic. When participating in discussion boards, students should engage in academically rich conversations. The table below provides characteristics of model student postings on a discussion board.

WINNING DISCUSSION POSTINGS
1. Statements Backed Up with References and Research
2. Observations that Connect to the Issue
3. Reflections on a Posting that Connects to the Student's Own Experiences and Knowledge
4. Feedback from a Personal Perspective
5. Responses that Build on the Ideas of Other Students
6. Postings that Demonstrates that the Student Understands the Lesson
7. Statements that Elicit Thoughtful Reflection and Response from Other Students
8. Postings that Integrate Multiple Views and Demonstrate Respect for the Ideas of Other Students
9. Reflections that Dig Deeper into the Assigned Question or Topic

# Student Code of Conduct

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Although our classroom is virtual, the standards of behavior are as important as they are in traditional brick-and-mortar school. Virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. Proper student conduct is the responsibility of the student and parents. It is the daily responsibility of **Livingston Virtual** staff to assure that no single person interferes with the learning environment of other students.

Disciplinary action will include but not be limited to one of the following:

- Counsel/warn a student
- Administer punish work
- Contact the student's parent/guardian
- Suspension
- Expulsion

The action(s) taken will be determined by the severity of the infraction and the number of prior offenses. The Director will determine when offenses are extreme or flagrant. School administrators may notify law enforcement officials whenever there is a belief that a criminal offense has been committed.

The Student Code of Conduct below addresses student interaction with **Livingston Virtual** staff and other **Livingston Virtual** students, as well the individual actions of students.

## Interactions with Livingston Virtual Staff:

1. Students should address all **Livingston Virtual** staff as adults with the courtesy expected of education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with **Livingston Virtual** staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with **Livingston Virtual** staff. These actions are prohibited.
5. Students must use the LPSB email address provided to them. Email addresses that use profanity or may otherwise be construed as offensive shall not be permitted in correspondence with **Livingston Virtual** staff. Profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. The **Livingston Virtual** administration reserves the right to determine if a student email address and/or profile picture is inappropriate. Students using an inappropriate email address and/or profile picture will be required to update their user profiles.

## Interactions with Other Livingston Virtual Users:

1. All communications with other students enrolled in **Livingston Virtual** must be of a course-related nature. Any sending of unsolicited email to other **Livingston Virtual** classmates is prohibited.
2. All communications with other students in any forum, course-related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of enrollment in our courses.
4. Do not collaborate with other students (work with) on your **Livingston Virtual** assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other **Livingston Virtual** students. These actions are prohibited. **Livingston Virtual** will not tolerate bullying, intimidation, harassment, and hazing of any kind. These are offenses which are subject to expulsion. Students who are being harassed should notify a teacher or the **Livingston Virtual** Director. The incident will be investigated, and appropriate action will be taken.

## Appropriate Use of the Internet:

1. **Livingston Virtual** students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
3. Any student that violates this policy will be subject to disciplinary action that may result in removal from **Livingston Virtual** course(s), as well as other disciplinary or legal action.

## Search and Seizure:

School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable suspicion that the student may be in possession of drugs, alcohol, weapons, or materials in violation of school policies or state law. Property (cars, book bags, purses, etc.) shall remain under the control of school officials and shall be subject to search. Students are responsible for all items found on their person or in their possession, including cars, book bags, purses, etc.

## Other General Rules:

The following list of general rules is not intended to place undue restrictions on students but to encourage students to behave in such a manner that they will be a credit to **Livingston Virtual**.

Students are to refrain from the following behaviors:

1. Extreme dress or appearance which is disruptive to the class
2. Possession of inappropriate reading material in class
3. Wearing sunglasses or hats in class
4. Physical contact with any other student (NO touching, hugging, kissing, holding hands, etc.)
5. Rowdy behavior
6. Improper language
7. Littering the classroom, building, or school grounds
8. Defacing school property
9. Damaging or losing school property
10. Gambling on school grounds
11. Bringing food or drinks into the classroom
12. Chewing gum
13. Bringing personal possessions other than required items for classroom uses (i.e., games, laser pens, lights, hats, sunglasses, IPODS, MP3 players, etc.)
14. Bring visitors to school (including brothers and sisters)
15. Stealing
16. Any conduct contrary to decent, polite, honorable, and honest standards
17. Any activity considered illegal under local, state, or federal laws
18. Repeated misbehavior

## Disciplinary Action:

Violations to the **Livingston Virtual** Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will notify the **Livingston Virtual** Director and complete a Referral Form.
2. The teacher or **Livingston Virtual** Director will notify the student and parent that the student has violated the code.
3. Based on the referral, the **Livingston Virtual** Director will determine what, if any, disciplinary action must be taken. A violation of the **Livingston Virtual** Student Code of Conduct will result in a disciplinary action and may result in the withdrawal of the student in **Livingston Virtual** course(s) or removal of the student from the **Livingston Virtual** program.
4. A student in violation of the **Livingston Virtual** Student Code of Conduct is also subject to discipline by his/her home-based school per the district/home-based school's discipline policy.



## **LPPS Health Rules**

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**Livingston Virtual** follows the LPPS Health Guidelines. Please consider your student's statement of feeling ill prior to attending the **Livingston Virtual** main campus.

## **Student Non-Discrimination Policy**

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It shall be the policy of LPLTC that the school shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for its students. No student shall be excluded from participation in or denied the benefits of any educational service, program or activity on the basis of economic status, intellectual ability, race, color, disability, religion, creed, national origin, age, or sex. All programs offered by this school shall be open to all students in compliance with statutory and judicial requirements. Livingston Parish Public Schools adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX Coordinator is Steve Parrill, Assistant Superintendent, P.O. Box 1130, Livingston, LA; phone (225)686-7044; email [stephen.parrill@lpsb.org](mailto:stephen.parrill@lpsb.org) . In addition to the above, it is the policy of LPPS that no person in the school district shall, on the basis of age, race, color, creed, disability, religion, national origin, veteran status in its educational programs and activities, sex, or similar personal distinction be denied the benefits of, or be subject to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity under the jurisdiction of the LPPS. Any individual having a question about this policy or concern that the policy is not being followed should immediately contact the Superintendent at 13909 Florida Blvd., Livingston, LA 70754, or by calling (225)686-7044.

# **Frequently-Asked-Questions**

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## **IS LIVINGSTON VIRTUAL A RESPONSE TO COVID-19?**

No. Discussions regarding an online learning program for Livingston Parish students began in 2016. The program was presented to the board in February 2020 and has been in development since then. If there are concerns regarding returning to school due to COVID-19, contact your home-based school.

## **HOW DO I ENROLL FULL-TIME IN LIVINGSTON VIRTUAL?**

Enrollment in the full-time online program of Livingston Virtual takes place before the beginning of each semester (Fall and Spring) of the school year. Students/parents should complete the Livingston Virtual Interest Application online at [www.LivingstonVirtual.org](http://www.LivingstonVirtual.org) and submit it electronically during the application window. Applications must be completed in full, including the submission of all requested documents. Once the application and documents have been reviewed, the Livingston Virtual Director will contact the student/parent regarding the next steps in the enrollment process.

## **IS THERE A DEADLINE TO ENROLL FULL-TIME IN LIVINGSTON VIRTUAL?**

Yes. The Priority Application Deadline for applying for the Fall Semester is July 31st, and the Priority Deadline for applying for the Spring Semester is November 30th. There are limited spots available, and applications and all requested documentation will be reviewed by the LPPS Admissions Committee in the order in which they are received.

## **IS LIVINGSTON VIRTUAL AN ACCREDITED PROGRAM?**

Livingston Virtual is a program of the Livingston Parish Public School system. Our high school diploma and all course credits earned through Livingston Virtual are being granted by the student's home-based school in the Livingston Parish Public Schools system. All Livingston Parish Public Schools are state-approved public schools.

## **WHAT IS THE DIFFERENCE BETWEEN LIVINGSTON VIRTUAL AND TRADITIONAL BRICK-AND-MORTAR HIGH SCHOOLS?**

The content standards in the curriculum of the Livingston Virtual program and the curriculum of traditional brick-and-mortar schools are the same. There is a significant difference in the flexibility offered to all Livingston Virtual students in the way they can earn their courses/credits online.

## **WHAT IS THE COST?**

Livingston Virtual is free to Livingston Parish Residents. The program will assess each student a yearly Technology/Supply Fee of \$100 for technology upgrades, copy paper, etc. Fees may be paid online at [www.LivingstonVirtual.org](http://www.LivingstonVirtual.org). There is no charge for online payments.

## **CAN I USE A DIPLOMA FROM LIVINGSTON VIRTUAL TO ENROLL INTO COLLEGE, OBTAIN A SCHOLARSHIP, OR GAIN EMPLOYMENT?**

Yes. Livingston Virtual offers a standard high school diploma that meets state and school board requirements. Students will receive a diploma from the home-based schools issued by Livingston Parish Public Schools. Our graduates will be able to go on to post-secondary education or employment opportunities or to join the military.

## **IS LIVINGSTON VIRTUAL AVAILABLE TO EVERYONE?**

Livingston Virtual is a public-school program serving students in grades 6-12 residing in Livingston Parish only. If you meet Livingston Virtual admission requirements and have determined that online learning is suitable for your needs, you are encouraged to apply for enrollment. The online program will offer students a well-rounded and diversified learning experience.

## **WHO WILL BE LIVINGSTON VIRTUAL STUDENTS?**

Any student seeking a quality education through a flexible format is a potential Livingston Virtual student. Livingston Virtual students are students who will benefit from individualized instruction. Highly motivated students who prefer to accelerate, students with medical issues, or home school students are candidates for the diverse student population. The program will provide the flexibility many families are seeking while providing the resources and supports necessary for students to succeed. It is a program for students earning first-time credit in core and elective courses. Highly motivated students seeking to graduate earlier than the standard four years in high school must meet college and career readiness standards prior to seeking early graduation approval from the Livingston Virtual Director.

## **WHAT TYPES OF STUDENTS WILL FIND SUCCESS AT LIVINGSTON VIRTUAL?**

Students seek enrollment in an online learning environment like the Livingston Virtual program for many different reasons. A successful online learner is a motivated self-starter and is committed to the success of his or her education. The most successful students will have the following characteristics in common: superior time-management skills, excellent communication skills, awesome self-advocacy skills, and fantastic intrinsic motivational skills. Students must be able to stay on-task and have the desire to perform at their full potential. Before deciding whether the college-prep courses and high school diploma programs at Livingston Virtual are right for the student, we suggest that he or she speak with a school counselor regarding the various academic options available to the student.

## **IS LIVINGSTON VIRTUAL LESS CHALLENGING THAN OTHER TRADITIONAL ACCREDITED HIGH SCHOOLS?**

No. As an accredited school program, Livingston Virtual offers a flexible alternative for students. It is not an easier option than traditional accredited high schools. All courses are written at grade level and require an average of two to three hours of focused study per course on a daily basis. This is to ensure the student will complete courses within the required time frame. Our courses engage students in real-life projects, requiring the use of critical thinking, problem-solving skills, and the ability to apply the knowledge they have acquired.

## **ARE STUDENTS ELIGIBLE TO PARTICIPATE IN SPORTS OR OTHER EXTRACURRICULAR ACTIVITIES?**

Students enrolled in Livingston Virtual are eligible to participate in home-based school extracurricular activities, including graduation, ring ceremony, school dances, and sporting events. Due to some team sports requirements during the academic day, the option for students to participate in those extracurricular activities does not fit into the virtual program. However, students wishing to participate in sports such as bowling, golf, gymnastics, swimming, and tennis may be eligible to do so pending try-outs at the home-based school. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program at brick-and-mortar schools. Online students will have to follow all of the same school policies as traditional students. Livingston Virtual is awaiting a review of the program by the NCAA Eligibility Center to determine if the program meets the requirements for college-bound student-athletes to practice, compete, and receive athletically-related financial aid at a Division I or II school.

## **HOW WILL I KNOW IF MY STUDENT IS MEETING ACADEMIC GOALS?**

All courses include meaningful assessments of student learning. Teachers are in regular contact with all students. In addition, students are required to take standardized tests to meet promotion and graduation standards and so that their learning can be compared to students statewide.

## **AS A PARENT, WILL I BE KEPT INFORMED OF MY STUDENT'S PROGRESS?**

Absolutely! As a parent, you will likely receive more updates and information about your student's progress than ever before. We strongly feel that a parent's involvement in a student's education is critical. Livingston Virtual teachers will provide frequent online reports to parents. You can always see how your student is performing by logging in to the parent/guardian account(s) or by contacting your student's teacher or the Livingston Virtual Director.

## **WHAT IF THE STUDENT HAS QUESTIONS OR PROBLEMS WHILE TAKING A COURSE?**

Teachers at Livingston Virtual will be available via face-to-face interactions on site, messages, video conferences, emails, or telephone calls to facilitate learning and to provide feedback and support as needed. Teachers are eager to assist any way possible to ensure student success.

## **ARE THERE ANY BOOKS?**

No! Materials are included in the learning management system (EDMENTUM). Students are encouraged to have basic school supplies like binders, planners, and writing utensils so they can take notes and stay organized. Students can also print off many of the online materials should they feel it is beneficial to their learning styles.

## **WHO TEACHES THE ONLINE COURSES AT LIVINGSTON VIRTUAL?**

All courses are taught by highly qualified and certified teachers who facilitate learning and provide support and feedback as needed. You can be sure that quality in education is our #1 goal!

## **WHEN DO STUDENTS LOGIN TO CLASSES?**

Anytime! Livingston Virtual is an online program specializing in student-led independent learning. Curriculum and coursework are housed in an internet-based learning management system (EDMENTUM), so students have 24/7 access to classes.

## **WHAT KIND OF DEVICE WILL A STUDENT NEED?**

Students will be issued a Livingston Parish Public Schools-purchased laptop. Tablets, iPads, and even smart phones can be used for small, simple tasks or for checking grades and teacher feedback. However, they are not ideal for completing assignments; a fully functioning device is best for utilizing all the features of the learning management system (Edmentum).

## **IS THE PROGRAM'S ONLINE ENVIRONMENT SAFE?**

Livingston Virtual will offer a safe online environment. Staff members will monitor school virtual classrooms and discussion boards. Staff members will regularly archive and review chat conversations. Livingston Virtual has a Student Communications Policy outlining acceptable Digital Citizenship skills as well as other policies and procedures regarding student communications. Livingston Parish Public Schools also has a comprehensive Acceptable Use Policy, to which all students and parents must agree.

## **WILL TECHNICAL ASSISTANCE BE AVAILABLE?**

Connectivity issues with WIFI should be directed to the student's internet provider. Technical issues with the Livingston Virtual program-issued device should be directed to the student's teachers or the Livingston Virtual Director.