



Student and Family Handbook

Updated March 2023

BELLINGHAM VIRTUAL LEARNING



Introduction to Bellingham Virtual Learning

Welcome to our community of online learners! Our goal is to help you be successful in your online courses so we developed this guide to help you get started as a Bellingham Virtual Learning (BVL) student. Below are some common questions that will help you and your family determine if taking an online course is right for you.

What is BVL? Bellingham Virtual Learning (BVL) is a web-based educational program of the Bellingham Public Schools.

- c. Individual course syllabus, course schedule and coursework are available within Edgenuity and available for each course via the Family Portal accessed online or by hardcopy upon student or parent request of the BVL instructor.
- 2) Required weekly contact Students enrolled in online courses are required to have weekly contact with their instructors for instruction, review of assignments, testing, reporting of student progress or other learning activities. Here are some examples of what weekly contacts can look like:
- x An assignment/test/activity submitted to an instructor for grading and/or providing feedback on work
 - x Email exchange with an instructor
 - x Phone call with an instructor
 - x Electronic exchange with instructor such as zoom meeting, discussion board, blog, instant message, etc.
- 3) Adequate progress in all online classes Adequate progress in an online course consists of two important components for students:
1. Students taking online courses are required to have direct weekly contact with their online instructor.
 2. Students must maintain a minimum grade of C- (2.0) in all online courses.

- x Monthly: Student progress is also evaluated at the end of each month by staff to determine satisfactory vs. unsatisfactory for the month as a whole, based on benchmarks specific to the course and the student's work. Students, parents/guardians and school counselors will receive this monthly progress report via email. If the student is behind in a course, increasing the amount of time/effort put in.

100% of the course work assigned and pass with a 60% or higher. If students do not complete a course by the end of a semester they earn an incomplete (INC) for the grading period. However, the student may continue working on the course during the next grading period. Once complete, the INC will be changed to a letter grade on their transcript. Students who do zero work in their BVL course will receive NC on their transcript.

BVL Percentages and Letter Grades

Note: All assignments, projects, quizzes, tests, etc. must be attempted prior to awarding credit using this scale

How do I sign up for a BVL class?

Students and families who are interested in taking a BVL course should contact their school counselor to complete an application packet. School counselors will review and approve the student's BVL course selection before the BVL application is considered complete. The application packet is turned in to the registrar at OHS. A BVL staff member will call/email to set up a one-time orientation meeting (in person or via zoom) with the student parent/guardian prior to student starting BVL classes. More information about BVL can be found on the Bellingham Public Schools website at bellingshamschools.org/bvl.

What family support do students need in BVL classes?

- x Families are critical partners with BVL teachers. We encourage families to actively read weekly reports and stand () Tj2.9 (i)-4.610.9 (r)-0 Td [(t)11.3 (i.f)-3.9 Tw 0.2fecenon or959 (m)-2.62 0 0 11.04 72

about digital citizenship and our 1:1 technology resources book online. Below are a few highlights that are important to remember when engaging in online classes.

BVL “Netiquette” Policy Online and network etiquette (called netiquette in cyberspace) exists in the wide world of computers. Perhaps just as important as "real world manners," netiquette rules are necessary because readers draw inferences from your words rather than nonverbal language. Be aware that teachers and administrators have complete access to your communications. All postings within the email system or the class discussion area are public. Any inappropriate use of email or communication within the course will result in administrative action. Email messages should be written in a more formal manner than instant messaging but not as rigid as a business letter.

Online and Digital Communication

- Show respect for your fellow students and instructors.
- Work to communicate using more formal spelling, grammar, and capitalization, as compared to less formal communication used in other settings, like social media.
- Include your first and last name in your communications.
- Avoid writing in all caps, which can be perceived as **SHOUT** by your reader.
- Think through any abbreviations (like BRB for “be right back”) or emoji you use in your communications, and make sure your reader knows what they mean, and that they enhance and support your writing.
- Use your digital citizenship skills; do not send chain letters, spam, or any inappropriate communications to your teachers or classmates.

ALL BVL students MUST use Bellingham Public School’s student email to receive communication from BVL staff weekly. Personal emails can not be used for primary contact in BVL.