



VIBE

Virtual • Innovative • Blended • Exploration

VIBE Virtual Learning Program

Student Handbook

2022-2023

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VIBE VISION

The VIBE Virtual Learning Program provides students a flexible and personalized pathway through learning as they build connections and skills to succeed in life now and in adulthood.

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Interdistrict Collaborative

The VIBE Virtual Learning Program is administered by the Burlington Community School District (BCSD). All faculty and staff are employees of BCSD, and BCSD is the fiscal agent for the program. Collaborating districts have agreed to a tuition-based enrollment and serve on an advisory council. Day to day operations are handled by BCSD's Principal of Virtual Learning.

Interdistrict Advisory Council

The following district's are part of the VIBE Virtual Learning Interdistrict Advisory Council:

Burlington Community School District
Fort Madison Community School District
Keokuk Community School District
New London Community School District
West Burlington Community School District

Program Administration

Beth Shurtleff, Principal of Virtual Learning

James Madison Education Center

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District Handbooks

Students enrolled in the VIBE Virtual Learning Program will be expected to adhere to the Burlington Community School District handbook and their resident district handbook. Although instruction will primarily be remote in nature, students are expected to follow the BCSD Dress Code and Code of Conduct while on any BCSD campus and during any school-related meetings, whether in-person or virtual.

Attendance

In the VIBE program, instruction is provided in numerous formats, including, but not limited to direct instruction via Google Meets with instructors, prepared instruction as posted in the Canvas Learning Management System and Edgenuity, the use of educational applications, and a variety of other methods. Student attendance is monitored via reports run through Google, Canvas, and Edgenuity (when applicable). Students are expected to attend all Google Meets and complete all coursework. Students should plan to spend one hour each school day working on each subject area or course. Exact time spent on schoolwork may vary based on the students' grade level, difficulty of the content, and subject area.

Meeting Participation and Expectations

While in virtual meetings and/or classes (usually Google Meets), students are expected to be alert, attentive, and participate in the lesson, discussions, and activities. Comments may be made verbally, through the discussion/chat features, or utilizing other apps incorporated by the teacher.

Signing into a virtual meeting/class does not guarantee students will be marked present, especially if the student's camera is off, and the student does not participate.

Students are expected to participate during class meetings. Participation may include contributing to a discussion, displaying work on video, or utilizing video conferencing features, such as comments, handraises, polling, and breakout group work.

Students are encouraged to have their cameras on during live classes. If students are unable to have their cameras on, they need to communicate the reason with their teacher. All students, regardless of camera being on or off, must participate in class using an alternate method such as giving verbal responses or using the chat feature.

Code of Conduct and Dress Code

Students (and anyone on camera) must adhere to the BCSD Code of Conduct and Dress Code during all meetings, activities, and communications. Please be sure weapons, guns, vapes, and any other device or substance not allowed in schools is not shown or displayed during a virtual meeting/class.

Good Academic Standing

Students are expected to actively participate in their classes and coursework. Students are expected to put forth appropriate effort on assignments and turn them in timely. Checks for participation will include a review of weekly progress and work submissions according to pacing charts and percent complete. Participation will also include regular communication with teachers.

Failure to make reasonable weekly progress and/or failure to communicate regularly with teachers may result in the student's removal from the VIBE program.

Withdrawal from the Program

Students enroll in the VIBE Virtual Learning Program for the entirety of the school year. Withdrawing or entering the program mid-year must be approved by administrators and generally takes place at the trimester/semester change.

Administrators retain the right to remove students from the program at any time for such reasons as truancy, lack of participation, honor code violations, or behavior.

Teaching and Learning

The VIBE Virtual Learning Program centers its learning philosophy around four pillars: virtual, innovative, blended, and exploration. Although academics *can* be completed strictly online and at home, students have the flexibility and availability of many options for learning and growing.

Virtual	Innovative	Blended	Exploration
Health Family Varying Learning Styles Flexibility	<i>New Day, New Way</i> Universal Design for Learning Personalized Learning Project-based Learning	Options for in-person classes, activities, and lessons. Field trips. Dual enrollment.	<i>Break the box.</i> Project-based Learning No boundaries Real-world application

Teaching and Learning

Learning is always a teamwork effort, regardless of the place or method of learning. In VIBE, it is imperative that every student has a strong learning team, both at home and at school. A Student Learning Team consist of the student, parents or guardians, a learning coach, teachers, school counselors, and school administrators. Responsibilities for student and family roles are listed below.

Student

Personal Commitment - Students will have a great amount of flexibility in their schedule, and there will be no administrators walking the halls to get them to classes. VIBE students are expected to have a high level of commitment to their own learning and keep up with classes and assignments accordingly.

Attendance - Although VIBE seeks to maintain a flexible learning environment, attendance is critical to success and is mandated by state law. **Students must attend school daily, with legal truancy proceedings possible after 6 unexcused absences.** Students should plan to spend at least one hour per subject area on schoolwork, although some work may be completed faster, and some may take longer. Students must also attend all live class meetings. If a student misses a class meeting, they are expected to view the recording. Please be sure to read through the attendance section for further details.

Honor Code - Students will adhere to a strict honor code regarding academic honesty. Plagiarism, cheating on assessments or tests, or other forms of dishonesty will result in student discipline up to and including removal from the VIBE program.

Communication - Students are expected to check and promptly respond to their email and Canvas messages. On school days, students should respond the same day or the following day if messages are received during the evening or on a weekend. In virtual learning, the distance makes communication slower than when in-person, so it is important that we all work together to be timely and responsive in our communication.

Parents/Guardians

Personal Commitment - Virtual learning requires the support and time of parents. As students are still maturing, they will need the continual support of parents in order to be successful in virtual learning.

Honor Code - Parents will adhere to a strict honor code regarding academic honesty. Parents should maintain a supportive academic role and may assist students as they learn concepts, but must not actually complete assignments for their children. This includes but is not limited to assessments, tests, projects, papers, and research. Violations of the Parent/Guardian Honor Code may result in student removal from the VIBE program.

Communication - Parents are expected to promptly update VIBE of any phone number or address changes during the year. Teachers and administrators need to be able to contact not only students, but also parents. Parents are expected to respond to correspondence from teachers and administrators as quickly as possible.

Attendance - Parents of VIBE students commit to assisting students achieve high attendance. This includes ensuring students have a working Chromebook and charger, coaching them through keeping the Chromebook charged, setting up sleep schedules so students are alert during the school day, and helping students set up schedules, alarms, etc., to stay on time and on task throughout the day.

Parents are also expected to participate in school events for parents and families, such as Parent Orientation and Parent-Teacher Conferences. Further participation and volunteering in open houses, concerts, and activities is also encouraged.

Courses and Graduation Requirements

High school students enrolled in VIBE will ultimately graduate from their resident high school. VIBE works in tandem with resident high school counselors to align coursework with resident high school graduation requirements.

Technology

Students in the VIBE Virtual Learning Program will have access to Burlington Community School District (BCSD) technology resources, including personal Chromebooks. Students must understand that Chromebooks and school accounts are the property of BCSD, are monitored, and are not for personal use.

Students should take care of their Chromebooks. Damage to Chromebooks that is not normal wear and tear may result in the student being charged for the cost of the Chromebook. The cost of lost Chromebooks will be charged to student accounts.

Please see the Acceptable Use Policy in the BCSD Student Handbook for details.

Activities/Athletics

Students enrolled in VIBE may participate in activities and athletics through their resident district. Attendance, discipline, and grades will be accessible to the resident district and may affect eligibility for activities/sports. Students must contact their resident district for information and participation in activities/athletics.

Grading

Grades K-6

Students in grades K-6 are graded using Standards-Based Grading practices and according to proficiency indicators. Proficiency indicators show progress towards each specific learning target for each course.

- M = Meets the standard -Students have consistently applied knowledge and skills to meet all of the required demands of the grade-level standard
- P = Progressing towards the standard - Students have consistently applied knowledge and skills of all prerequisite skills, but have not yet consistently applied knowledge and skills for all of the required demands of the grade-level standard.
- L = Limited progress towards the standard- Students are working on prerequisite skills that will lead them to mastery of the grade-level standard in the future
- NA = Not assessed at this time - These standards will be taught and assessed later in the school year.

Grades 7-12

Students in grades 7-12 will be graded on the following scale:

Score	Letter Grade	GPA
90-100%	A	4.0
80-90%	B	3.0
70-80%	C	2.0
60-70%	D	1.0
0-60%	F	0.0

Calendar

BCSD 2022-2023 School Calendar – Board Approved: 3/28/2022

Summary of Calendar:

First Trimester.....	59/377.5
Second Trimester	58/369
Third Trimester.....	59/379.5
TOTAL DAYS/HS	176/1126

CALENDAR LEGEND

Informational	
No School	

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day	(9/5)
Thanksgiving Day	(11/24)
Martin Luther King Jr. Day	(1/16)
Memorial Day	(5/29)

GRADUATION: June 3

CONFERENCES

Preschool:

November 15 and 17
March 21 and 23

Elementary:

October 20 and 25
March 2 and 7

Aldo Leopold:

October 20 and 24
March 23 and 28

Edward Stone:

October 4, January 5, and
April 4

High School:

October 6, January 12, and
April 6

Quarter Dates

(Aldo Leopold only)

- End Q1 – 10/28
- End Q2 – 1/13
- End Q3 – 3/24
- End Q4 – 5/31



August 2022					Student Days/Hours	
M	T	W	Th	F		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26	3	19.5
29	30	31			6	39
September 2022						
			1	2	8	50
5	6	7	8	9	12	76
12	13	14	15	16	17	108.5
19	20	21	22	23	21	134.5
26	27	28	29	30	26	167
October 2022						
3	4	5	6	7	31	197.5
10	11	12	13	14	36	230
17	18	19	20	21	40	256
24	25	26	27	28	45	288.5
31					46	295
November 2022						
	1	2	3	4	50	319
7	8	9	10	11	55	351.5
14	15	16	17	18	59	377.5
21	22	23	24	25	62	397
28	29	30			65	416.5
December 2022						
			1	2	67	427.5
5	6	7	8	9	72	460
12	13	14	15	16	77	492.5
19	20	21	22	23	80	510
26	27	28	29	30	80	510
January 2023						
2	3	4	5	6	84	536
9	10	11	12	13	89	568.5
16	17	18	19	20	93	592.5
23	24	25	26	27	98	625
30	31				100	638
February 2023						
		1	2	3	103	655.5
6	7	8	9	10	108	688
13	14	15	16	17	112	714
20	21	22	23	24	117	746.5
27	28				119	759.5
March 2023						
		1	2	3	121	772.5
6	7	8	9	10	126	805
13	14	15	16	17	126	805
20	21	22	23	24	131	837.5
27	28	29	30	31	136	870
April 2023						
3	4	5	6	7	141	902.5
10	11	12	13	14	145	928.5
17	18	19	20	21	149	954.5
24	25	26	27	28	154	987
May 2023						
1	2	3	4	5	159	1017.5
8	9	10	11	12	164	1050
15	16	17	18	19	169	1082.5
22	23	24	25	26	174	1115
29	30	31			176	1126
June 2023						
			1	2		
5	6	7	8	9		

180 Days/1080 Hours Calendar

Aug. 11-12, 15	New Teacher Work Days
Aug 16-17, 22-23	Certified Staff Work Days/PD
Aug 18-19	TQ Days(Full Day 18 th , Half Day 19 th)
Aug. 24	First Day of School (Begin 1 st Tri.)
Aug. 31	First Day of Preschool

Sept. 2	2 Hr. Early Out (Prof. Development)
Sept. 5	Labor Day (No School)
Sept. 23	No School (Prof. Development)

Oct. 7	2 Hr Early Out (Prof. Development)
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Oct. 21	No School (Prof. Development)
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Nov. 4	2 Hr. Early Out (Prof. Development)
Nov. 17	End 1 st Trimester (59 days/377.5hrs.)
Nov. 18	No School (Prof. Development)
Nov. 23	No School (Staff Flex Day)
Nov. 24-25	Thanksgiving Holiday (No School)

Dec. 2	2 Hr. Early Out (Prof. Development)
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Dec. 21	2 Hr. Early Out
Dec. 22-Jan. 1	Winter Break (No School)

Jan. 2	No School (Prof. Development)
Jan. 16	Martin Luther King Day (No School)
Jan. 20	2 Hr. Early Out (Prof. Development)

Feb. 3	2 Hr. Early Out (Prof. Development)
Feb. 17	No School (Prof. Development)
Feb. 24	End 2 nd Trimester(58 days/369hrs.)

Mar. 3	No School (Prof. Development)
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Mar. 13-17	Spring Break (No School)
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Apr. 7	No School (Staff Flex Day)
Apr. 10	No School
Apr. 21	No School (Prof. Development)

May 5	2 Hr. Early Out (Prof. Development)
May 18	Last Day of Preschool
May 19	Seniors' Last Day
May 29	Memorial Day (No School)
May 31	End 3 rd Trimester (59 days/379.5 hrs.)
May 31	Last Day of School (2 Hr. Early Out)
June 3	Graduation

NOTE: In the event of snow days, days will be added to the end of the year. Scheduled PD days may also be traded for snow makeup days.



**Student Honor Code and Commitment
Grades K-5**

I will get my work done.

I will go to my classes.

I will be nice and help my teachers and friends.

I will not say things that might hurt someone's feelings.

I will not use bad words during class or at school.

I will take care of my Chromebook.

I will use good manners.

My parents tell me they have read the Burlington Community School District handbook and the VIBE handbook, and they will help me do what the handbooks say.

Student Name (please print): _____

Student Signature: _____

Date: _____



**Parent/Guardian Honor Code and Commitment
Grades K-5**

I understand that my child will need adult supervision during the day, and that I am responsible for ensuring my child is safe and cared for during the school day.

I have read and understand school policies in both the Burlington Community School District Handbook and the VIBE Virtual Learning Program Handbook. I will help my child abide by those policies.

I understand that my child must have regular school attendance and will need adult assistance to accomplish this. I understand that a lack of attendance or participation will result in removal from the VIBE Virtual Learning Program and/or legal truancy proceedings according to Iowa state law.

I will not do my child's work for him/her. This includes but is not limited to assignments, projects, assessments, and tests. I may help guide my child through understanding how to do something, but I will not do the work nor give the answers.

I will be responsive to phone calls, texts, or emails received from teachers and administrators. If I need help, I will reach out to them for assistance.

Student Name (please print): _____

Parent Name: _____

Parent Signature: _____

Date: _____



**Student Honor Code and Commitment
Grades 6-12**

I have read and understand school policies in both the Burlington Community School District Handbook and the VIBE Virtual Learning Program Handbook. I will abide by those policies.

I understand that I must have regular school attendance. I understand that a lack of attendance or participation will result in removal from the VIBE Virtual Learning Program and/or legal truancy proceedings according to Iowa state law.

I will not cheat, copy, or plagiarize my school work. This includes but is not limited to assignments, projects, assessments, and tests.

I will be responsive to phone calls, texts, or emails received from teachers and administrators. If I need help, I will reach out to them for assistance.

Student Name (please print): _____

Parent Name: _____

Parent Signature: _____

Date: _____



**Parent/Guardian Honor Code and Commitment
Grades 6-12**

I understand that my child may need adult supervision during the day, and that I am responsible for ensuring my child is safe and cared for during the school day.

I have read and understand school policies in both the Burlington Community School District Handbook and the VIBE Virtual Learning Program Handbook. I will help my child abide by those policies.

I understand that my child must have regular school attendance and will need adult assistance to accomplish this. I understand that a lack of attendance or participation will result in removal from the VIBE Virtual Learning Program and/or legal truancy proceedings according to Iowa state law.

I will not do my child's work for him/her. This includes but is not limited to assignments, projects, assessments, and tests. I may help guide my child through understanding how to do something, but I will not do the work nor give the answers.

I will be responsive to phone calls, texts, or emails received from teachers and administrators. If I need help, I will reach out to them for assistance.

Student Name (please print): _____

Parent Name: _____

Parent Signature: _____

Date: _____