



A Guide for Students & Parents

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Section 1: Welcome to PCVS

Pitt County Virtual School (PCVS) is Pitt County's personalized online learning program taught by Pitt County School teachers. Started in 2014 as a flexible program to assist students, administrators, and parents, it has grown to serve students in grades 4-12. The main goal of PCVS is to meet students where they are ready to learn. The flexible program allows options for students who may otherwise not be able to fit into the traditional school model. In addition to serving these students, PCVS is able to increase access to electives and alternative areas of study for all students.

[Frequently Asked Questions](#) for Students and Parents

A typical week for a PCVS student will most likely include:

- A. Thoughtfully reading the current week's assignments and lecture materials to identify main points and supporting details
- B. Interacting with fellow classmates to discuss a focus topic provided by the teacher
- C. Participating in online learning live sessions (when applicable), modules, completing and submitting assignments to be graded by the instructor.

Students and Parents, please check out the links below. The more familiar you are with our online school and the nature of e-learning, the better prepared you will be for your online courses.

- [Getting-Started Checklist for PCVS Students](#) – Everything you need to know to start the semester is here.
- [Student directions to login to NCEdCloud including PowerSchool and Canvas](#)
- [Traits of Successful Online Learners](#) – What is expected for an online learner? Find out here.
- [Support for students requiring course modifications](#) (IEPs, 504s, medical circumstances)
- [Canvas Parent app directions](#)



Policies and Procedures:

Student Conduct Expectations

Students are expected to follow the Student Conduct Guidelines, local school policies, local Acceptable Use Policies ([Policy 4312 AUP](#)), State and Federal laws while participating in both Pitt County Virtual School (PCVS) and North Carolina Virtual Public School (NCVPS) online courses. Safe, cooperative and respectful conduct is essential to the teaching and learning environment. Every student must act in an ethical and safe manner so that all students can learn. This code of ethics outlines the expectations of students.

Students must treat both their instructors and peers in the PCVS online environment with respect. Just as the traditional schools have guidelines and policies for the classroom. PCVS holds the students to high standards of acceptable communications. Students are expected to use their Pitt County assigned email account when communicating with teachers or students about related course activities.

Participation

General

- Students participate in their online courses according to the PCVS calendar.
- Students should check emails daily.
- Students should work on their online class(es) just as they would in the traditional classroom. Online students should commit to working in their course for at least 90 minutes, per course, per school day. If a student is taking their course(s) from home, then one of these “work days” may be included in the weekend.
- Students should respond to teacher and school communications within 48 hours.

Grades 4-8

- Zoom meetings: teachers and students are expected to follow [Zoom etiquette](#).
- All students are expected to join regular live instruction sessions as outlined within the schedule. Teachers will take attendance every day. Students are expected to make adequate progress in all courses.
 - Any student that has an overall failing average at the end of the nine weeks will be expected to return face-to-face instruction at their assigned base school.
- Students are responsible for completing the work assigned.
 - In the event that a student misses a live zoom session or needs to review the lesson, all sessions will be recorded and posted in the teacher’s Canvas page.
 - In the event a student does not understand the assignment, they must email their teacher for assistance and/or set up a time to meet during office hours.



- If students are unable to participate, students, parents/legal guardians, or the school online counselor must notify teachers as soon as reasonably possible.
- Students must provide documentation for the reason they were unable to participate.
- Students must have acceptable reasons for not participating in a PCVS course to include personal medical issues such as: accident, injury, illness, or death in the immediate family. Other acceptable reasons include severe weather, state and local disasters and emergencies or other valid reasons as deemed by the PCVS teacher. Vacations, unreported computer problems, other commitments are not acceptable reasons for not participating in a PCVS course.
- With adequate justification and documentation for not participating in their PCVS course, students have the opportunity to complete the makeup work without a grade penalty within a time period determined by the instructor.
- Only the Department of Digital Learning can drop a student from a course or add a student to a course. See [PCVS Support Staff](#) for contact information.

High School

- Zoom meetings: teachers and students are expected to follow [Zoom etiquette](#).
- All students are encouraged to join live instruction sessions. Students will not be counted absent if they are making adequate course progress and choose not to participate.
 - High school teachers will offer weekly office hours for enrichment, tutoring, and clarification.
 - In the instance where a student is not working or engaging, a teacher will require students to participate in a live session and count the student absent if they do not. This requirement will be the first step in the intervention process.
- Students are responsible for completing the work assigned.
- If students are unable to participate, students, parents/legal guardians, or the school online counselor must notify teachers as soon as reasonably possible.
- Students must provide documentation for the reason they were unable to participate.
- Students must have acceptable reasons for not participating in a PCVS course to include personal medical issues such as: accident, injury, illness, or death in the immediate family. Other acceptable reasons include severe weather, state and local disasters and emergencies or other valid reasons as deemed by the PCVS teacher. Vacations, unreported computer problems, other commitments are not acceptable reasons for not participating in a PCVS course.
- With adequate justification and documentation for not participating in their PCVS course, students have the opportunity to complete the makeup work without a grade penalty within a time period determined by the instructor.
- Only the Department of Digital Learning can drop a student from a course or add a student to a course. See [PCVS Support Staff](#) for contact information.



Grades 4-12

Inactivity in Course: Inactivity in a course includes not logging into a course for 5 or more school days and/or not demonstrating adequate progress in the course. To be specific, adequate progress means:

- Following the pacing guide in the course (turning in genuine attempts at assignments by the deadline)
- Active participation in the course (following suggested attendance policy above; posting and responding on discussion boards; completing individual and group assignments in a timely fashion)
- Regular communication with the instructor (Responding to instructor questions; reading the weekly announcements; informing the instructor immediately of any events that may affect your participation in the course)

Students should login and engage in their courses every school day, just as they would in a face-to-face class. If a student falls behind or becomes inactive in a course, the teacher will reach out to the student after 3 days of inactivity. If there is no response and continues to be no engagement from the student, the teacher will mark the student absent after 5 days of inactivity and each day thereafter until the student reengages with the course.

If a student is inactive in a course after 10 consecutive school days, a parent conference will be required at the base school and led by the Student Acceleration Advisor. During this meeting, the student will be provided a student success plan to assist them in getting back on pace in their course. Students will be required to meet all expectations documented in this plan.

If a student is not engaging in course work or making adequate progress, the principal may require the student to report back to campus to work in a face-to-face classroom or in a designated work area during the school day.

Failure to comply with the terms of the Student Success Plan could result in the student earning a failing grade in the course and being prohibited from taking an online course with Pitt County Schools in the future.

High School Class Withdrawal: During the fall and spring semesters, students should contact their school counselor if they wish to withdraw from a course. Students are able to drop a course within the first 5 school days without penalty. Students who wish to drop a course during the summer session may follow the specific summer school instructions for doing so within the first 5 days without penalty. Withdrawals that take place after these timeframes will result in the student earning a grade of “Withdraw with Failure” (WF) on their transcript.

Grading: Pitt County Virtual School follows Pitt County Schools grading scale and reporting periods. Teachers provide specific class requirements to their students in the course syllabus.



PCVS courses are not available for extended semester options at any campus.

Assignment Due Dates

- Students will be allowed to work within a window of time to complete assignments as outlined by their teacher.
- Teachers should use Monday announcements to remind students of due dates.

Middle School: 8th grade students who pass Math 1 or beyond, Earth Environmental, or World History that are described in and aligned to the North Carolina Standard Course of Study for grades 9-12 may use the course(s) to meet high school graduation requirements. Such course(s) shall count toward meeting graduation requirements and the number of credits required to graduate, and shall appear on the high school transcript. These courses shall not be included in the calculation of students' high school Grade Point Average (GPA). Student GPA shall be computed only with courses taken during high school. ([State Board Policy](#) CCRE-001)

Academic Integrity

PCVS Honor Code

Plagiarism Definition:

- The act of presenting the literary or academic work of another as your own (including ideas, thoughts, direct quotes, reports, essays, research papers, projects, publications, articles, etc).
- The act of intentionally or unintentionally copying and pasting literary or academic work from another source or reference material without properly citing the source as a reference (including journals, newspaper articles, internet sources, magazines, etc).
- The act or attempt of re-using your own work that may have been previously submitted for another assignment or course. Exceptions will be made with the instructor's pre-approval.

Cheating Definition:

- The act of giving or receiving answers on assessments including lessons, projects quizzes, tests or final exams.
- The act of allowing someone else to complete a quiz or test on your behalf in courses that you are enrolled in.
- The act of seeking or providing (publishing) online course curriculum content, questions, or answers to internet sources or answer banks.
- The act of copying answers that have been previously submitted by another student or resource.



- The act of working with another student to complete an assessment (including working side by side, accessing another's work by logging in as them, sharing login information, or printing completed materials to share).
- For world languages, the act of using a translator where it is specifically prohibited.

Consequences for violating the PCVS Honor Code

1st offense

- Notification by the teacher to the parent & school online counselor
- Redo assignment for ½ credit

2nd offense

- Notification by the teacher to the parent and school administration for academic review following school guidelines. These types of violations may carry significant penalties at the base school, including disciplinary referrals, in-school suspension, removal from honor societies & may be prohibited from taking future online courses with Pitt County Schools
- 0 on the assignment

Click here for a link to: [NCVPS Student Conduct and Academic Integrity Guidelines](#)

Behavior Expectations

Communication

Students will:

- refrain from the use of profanity.
- consistently use respectful language to classmates, teachers, and all PCVS staff and faculty.
- respect the religious beliefs of others.
- respect the rights of others.
- refrain from bullying and threatening conduct.
- use appropriate images and videos that are created or displayed for use in the academic course. Clothing that is distracting, revealing, or has inappropriate content is prohibited.
- use their Pitt County Schools (@pittschools.org) mail addresses for PCVS correspondence.
- use email to communicate with classmates regarding course-related topics. It is prohibited to send unsolicited email correspondence to your online classmates.
- follow all procedures and expectations as outlined within [Zoom Etiquette](#)

Students should refrain from the following:



- class disruptions.
 - Talking out of turn, talking (& writing) off topic inappropriately
- aggressive behavior
- initiating “Threats, Hoaxes, & Other Acts of Terror”
- cyberbullying
- insubordination
 - willfully ignoring the teacher/acceleration advisor (in person, on Zoom, and all other forms of communication)
- inappropriate language, conversations, or conduct
 - sexual, vulgar, profane, obscene, or violent including verbal & written language

Zoom Meetings

Zoom meetings: teachers and students are expected to follow [Zoom Etiquette](#)

Course Communication: “Netiquette” is a term used to describe the proper ways in which one should act in an online environment. This includes an eLearning environment; social media site; and/or while utilizing communication tools (i.e. email/text). Below are netiquette guidelines that all PCVS students are expected to follow:

- **Act Appropriately:** Be polite and courteous to others and avoid making any derogatory remarks to another person. Students are expected to adhere to the same code of conduct and acceptable behavior policy that has been established by their home school.
- **Follow Email Best Practices:** Email communications require a specific set of rules and understanding. For example, using ALL capital letters means you are yelling. Additionally, the tone and voice of email messages can be easily misunderstood, so it is always better to be clear and concise. Remember to anticipate what the person on the receiving end will think when they read your correspondence. When in doubt, students should have a parent, guardian, school counselor, or another teacher proofread the email prior to sending it.
- **Be Proactive:** If a student has a question about anything specific to their online course, they are strongly encouraged to ask their teacher directly. Teachers cannot offer assistance if they are unaware of the concern.

Inappropriate Student Behavior

- Course Disruption - Interference with teaching or conduct of course activities; creating a hostile environment
- Lewd Conduct - Students may not communicate any language or images that are deemed lewd.
- Inappropriate Language - Students must use appropriate language suitable for high school in their communications and assignments.
- Harassment and Bullying - Students may not irritate, torment or bully other students or their instructors.



Communication Tools

LMS Email Accounts: For all course-related communication with teachers and classmates, students should use the email system of their LMS.

Email Accounts: All students and parents must have a valid email address and check it regularly for communication from PCVS. Students should have their own email address separate from their parents. Every student in Pitt County Schools is provided an email address upon enrollment in the county. If a student does not know how to access that email address, they should talk to their school counselor.

LMS: Pitt County uses Canvas as its **L**earning **M**anagement **S**ystem to deliver all aspects of course content. Within Canvas, there are tools that support teacher/student communication. All communication within the PCS system is archived.

Zoom Meetings: All PCVS live instruction will be done using Zoom. Students are expected to follow [Zoom etiquette](#) when participating in these live sessions.

Communication Tips: There are various communication tools that PCVS utilizes. Students may feel awkward when initiating a conversation with their teacher but are encouraged not to be shy and to take ownership of their online learning experience. Appropriate style and language for school should be used when communicating with teachers and other PCVS staff. Students should write in full, grammatically correct sentences and with a respectful tone.

[Canvas Parent app directions](#)

Section 2: Welcome to NCVPS (High School students only) -

What is NCVPS? North Carolina Virtual Public School offers online courses taught by certified teachers employed by NCDPI. Click here for the [NCVPS Student & Parent Handbook](#).

All NCVPS policies and procedures are decided outside of Pitt County Schools and students must abide by those practices as stated in the [NCVPS Student & Parent Handbook](#).

If a student is taking an NCVPS course and does not engage in the course within the first 7 days of the course, he/she will automatically be dropped from the online course. No GPA or penalty will be applied to the student.

Summer Acceleration is provided through PCVS.

All interested HS students should speak with the school counselor for registration information. The deadline to enroll in a Summer Acceleration course must be made before the end of April.



- [Summer Online Learning](#) informational sheet

Contact Information

For a complete list of contacts, see the [PCVS Virtual Support Center](#) help document

For assistance with your online class, please contact your teacher first. You may also contact the PCVS office at (252) 830-3530.

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