



**MUNCIE
COMMUNITY
SCHOOLS**

Virtual Learning Program Handbook

Welcome to the Muncie Virtual Academy

The Muncie Virtual Academy is a unique learning opportunity provided by the Muncie Community Schools. We are continuing to learn and grow as we build the program with our students, parents, teachers, and partners. We recognize that we are all learners, and we all play a vital role in the success of our students.

We are driven by our vision to develop inspired learners who are future ready, today. We look forward to partnering with you in order to do so!

Mission Statement

The Muncie Virtual Academy (MVA) is committed to empowering life-long learners by developing collaborative relationships. Within our community, we provide an innovative, personalized learning experience where students feel safe, inspired, and challenged. Success in this mission will cultivate critical thinkers who have the tools to contribute to a changing global society.

Vision Statement

Placing Learners First

Who do you contact, when?

Refer to the below chart to guide you in who your supports are for various topics. In general, your learner's learning facilitator (teacher) is your first line of contact and can support you and your learner.

| | |
|---|--|
| Orientation/Getting Started Assignments/Grades Resetting usernames Resetting passwords | Contact Stride K12 Phone Support (1-84-GO-FUELED or 1-844-638-3533) |
| Logging in to Chromebook Chromebook malfunctions School Supplies | Contact your base school. |
| <ul style="list-style-type: none">• Powerschool access• Powerschool grade discrepancies• Excused absence documentation• Academic concerns• Behavior Concerns• Comments/Suggestions | MVA Administrator |

Attendance Guidelines

Students enrolled in Muncie Virtual Academy must meet Indiana compulsory attendance requirements. Attendance must be recorded on a regular and ongoing basis, and MVA students have the same guidelines related to truancy students attending in person.

Students enrolling after the start of the year and mid-year are subject to all the same enrollment and course progress/completion requirements as students who enroll prior to the start of the school year or semester. These requirements include the on-boarding process. MVA students are expected to attend school starting on day one. Any student who has not attended school or completed the on boarding process by Day 10 after enrollment may be administratively withdrawn.

IC 20-19-9-5 Withdrawal of habitual truants

Sec. 5. A school corporation that operates a virtual education program must require that if a student who attends a school corporation's virtual education program accumulates the number of unexcused absences sufficient to result in the student's classification as a habitual truant (as described in [IC 20-20-8-8\(a\)\(17\)](#)), the student must be withdrawn from enrollment in the school corporation's virtual education program.

Required Instructional Hours

To meet the Indiana's requirements, families are recommended to have their student complete a minimum hours of schooling each week. MVA shall conduct at least 180 student instructional days during each school year. In order to count as an instructional day, a school corporation must provide:

- at least 5 hours of instructional time for grades 1 through 6; and
- at least 6 hours of instructional time for grades 7 through 12.

"Instructional time" is defined as time during which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher.

How Attendance/Progress Will Be Assessed

Attendance and progress will be determined based on several criteria, including logins to the platform, time in individual classrooms, missing assignments, and class progress. The PowerSchool record is the official record, so please make sure to inform MVA staff of any excused absences and provide appropriate documentation.

Good Academic Standing

Adequate participation (and therefore progress) in Muncie Virtual Academy coursework is based on several criteria. These criteria include student daily logins which are tracked by the online platform, course percentage progress and completion, and communication with the teacher. Students are expected to submit assignments in each course every week school is in session. A student is in good academic standing based on weekly progress and work submissions as defined by course pacing guides and percentage complete, as well as regular communication with teachers. Therefore, even though the online platform may be recording a high number of student logins, failure to make adequate weekly progress and/or regular communication with teachers, in all courses, may place the student at risk of being removed from the Muncie Virtual Academy.

Parent/Guardian Responsibilities

Alert School of Student Absences

Attendance is based on students logging into our learning management system, as well as Learning Coach reporting. Regardless of the amount of time a student misses due to absences, the student is required to complete all coursework included in the course grade book and assessment list. Excessive absences, delinquent assignments, and/or lack of course progress may lead to a student being considered truant. Health related absences of three or more consecutive school days may also require a doctor's note. Students should submit their doctor's notes to their base school. All other absences will be considered unexcused.

Complete Defined School Year

Regardless of the number of hours of schooling a student may complete prior to the last day of the school year students are required to meet the weekly required instructional hours up to and including the last day of the school year.

Vacations or Days Off

MVA allows students 24/7 access to their courses. While the access allows students to work ahead or catch up, the expectation of course progress and completion remains. Students will have the vacation/days off that align with the Muncie Community Schools calendar, but are still required to make course progress and complete all coursework.

Official Attendance Record

We utilize PowerSchool to officially track attendance. It is, however, only one of many sources used to determine if a student is meeting the minimum instructional hours requirement. In certain cases, where it has been determined that a student has not completed enough work or that certain other school requirements have not been fulfilled, an administrator may invalidate the attendance record, resulting in sanctions up to and including withdrawal.

Learning Coach Expectations

MVA is a unique learning environment where the Learning Coach facilitates a majority of the learner's daily learning activities. Learning Coaches are expected to oversee and help to facilitate the instructional support for their learner(s). This requires a significant commitment from parents or another designated adult. Learners should not be left home alone and require a committed Learning Coach to support them with their school work throughout the day.

Top Ways To Be A Successful Learning Coach

1. Log Online Attendance and Lessons daily rather than backlogging
2. Know what your learner is learning about in each subject, and relate to it by logging into your OLS account to view your student's schedule and content
3. Establish a daily routine and schedule!
4. Be a Learner!!! -Utilize the school's resources by attending workshops and completing the online orientation course.
5. Prepare for lessons and have materials organized.
6. Network with other Learning Coaches during school.
7. Know your Learner's schedule and give reminders.
8. Communicate with your learner's teachers early and often!
9. Set weekly goals with your learner and reflect on progress, growth and areas to improve on to keep learning at the center.
10. Don't be afraid to ask questions. We cannot assist in your journey if we don't know your struggles.
11. Set up an effective learning space or environment for your learner to work.
12. Check email REGULARLY! School communication is sent through email.

READINESS TO LEARNING TIERS OF SUPPORT

The mission of Muncie Community Schools is to provide a quality educational environment where every child is known, safe, inspired, challenged, and empowered. To succeed in this mission, MCS utilizes a Multi-Tiered System of Support.

For more information about MTSS please consult the full MCS Student and Family Handbook and Support Guide (found on the Muncie Community Schools website).

Academic Integrity Code

MVA has high expectations with regards to academic integrity. Muncie Community Schools academic integrity guidelines listed in the MCS Student and Family Handbook ensures that learners are following these expectations to the highest degree. Cheating in any manner is a violation of academic integrity. Examples of this could be:

- Submitting work that is not completed by the learner
- Allowing learners to submit the work of another learner as their own
- Parents completing work for the learner
- Using any unapproved aids on assignments, quizzes, or in tests (including the internet)
- Submitting the same work for more than one course or assignment without prior written approval from the instructor(s)
- Fabricating data: This includes falsifying or manipulating data to achieve desired result, reporting results for experiments not done, or falsifying citations in research reports
- Destroying, tampering, or altering another learner's work to impede academic progress
- Plagiarizing in any manner. Any time you present words or ideas of another person as your own without proper citation of sources (electronic, internet, or print). Some examples are:
 - Utilizing internet chat groups to ask questions and using the responses as your own
 - Utilizing sources excessively even when documented or relying on similar order of sentences while altering a few words or word order
 - Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission

Note: Many courses require written work in which learners will need to cite sources. Direct quotations, or text copied directly from a source, need to be indicated by quotation marks (" "). Direct quotations from the textbook or online material must be cited. For textbook citations, (Author, Page Number); for online material citations, (UnitX, LessonY, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a learner is citing information found on a website, they must provide the complete Web page or site title, URL, author if known, page number if applicable, and publication place and date of the site, if available. Some assignments in 6th-12th grade English class are automatically submitted to Turnitin, plagiarism detection software.

Academic Integrity Violation Consequences

1st Offense- A 0% will be recorded in the grade book and feedback to student will be provided that indicates to the learner that academic integrity is a concern. The learning facilitator will contact the learning coach to share concerns. The learning coach must acknowledge the contact and reply to the concern. The learner will show evidence of learning on the assignment, by redoing it. The final grade of the redo is up to the discretion of the learning facilitator. Documents explaining plagiarism and MVA's Academic Integrity Code will be shared with the learning coach to support the learner.

2nd Offense- The learner earns an automatic 0 % on the assignment. The learning facilitator will contact the learning coach that academic integrity is a concern. The learning coach must acknowledge the contact and reply to the concern. The learner will show evidence of learning on the assignment, by redoing it; however, the 0 will remain. A behavioral referral will be sent to the director regarding the learner's behavior. A conference with the learning facilitator, program director, learning coach and learner will occur.

3rd Offense- The learning facilitator will contact the learning coach to share concerns about an academic integrity violation. The learning coach must acknowledge the contact and reply to the concern. A behavioral referral will be sent to the director regarding the learner's behavior. A conference with the learning facilitator, program director, learning coach and learner will occur to communicate that the learner automatically fails the course in which they have violated academic integrity code in for the third time. (This is cumulative over the school year and spans across all content areas. If a learner plagiarized first in English, then in science, and for the third time in history, the learner would fail the history course.)

4th Offense- The learning facilitator will contact the learning coach to share concerns about academic integrity. The learning coach must acknowledge the contact and reply to the concern. It is possible that the learner's access to the course is locked until contact has been established. A behavioral referral will be sent to the director regarding the learner's behavior. A conference with the learning facilitator, program director, learning coach and learner will occur to determine learner's continued enrollment with MVA

Resources:

Purdue Online Writing Lab- MLA Citation Guide:

<https://owl.english.purdue.edu/owl/resource/747/01/>

4th-5th graders- How can you show respect for other people's work

<https://www.commonsense.org/education/lesson/whose-is-it-anyway-3-5>

6th-8th Grade- A Creator's Rights

<https://www.commonsense.org/education/lesson/a-creators-rights-6-8> 9th-12th grade

Copyrights and Wrongs

<https://www.commonsense.org/education/lesson/copyrights-and-wrongs-9-12>

Internet access

Parents/guardians of learners enrolled in MVA will be responsible for providing Internet service for the learner. The Muncie Virtual Academy requires students to access the online K12 curriculum on a daily basis. Parents/guardians are responsible for resolving Internet connectivity issues with their Internet service provider. Learning Coaches are responsible for having a "Back-Up Plan" for days when they are encountering internet issues.

We recognize that families may need assistance with providing Internet access. If you need assistance, options are available through Comcast support program. The program offer families low-cost Internet access, if they are eligible. In addition, learners can also access wireless internet at public libraries, outside school campuses, and other public venues. If families continue to face connectivity issues, please seek assistance from MCS.

Further Guidance Please consult the full MCS Student and Family Handbook and Support Guide (found on the Muncie Community Schools website).