Hanna Virtual Solutions

Hanna Cyber Academy (HCA)

2022-2023
Learner / Family Handbook

Updated August 2022

Hanna Virtual Solution Mission *is to increase and extend learning options to learners through the continued development of a comprehensive, flexible, learner-centered learning solution which effectively utilizes the latest technologies and research-based instructional strategies.*

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Introduction

Dear Learners, Parents, and Guardians,

Welcome to Hanna Virtual Solutions (HVS). The Susquehanna Township School District (STSD) offers a full-time virtual learning option for students that need flexibility. Mirroring STSD's Vision of "World Class, Every Day, In Every Way," the focus of our Hanna Virtual Solutions program is "Every Way, Every Learner, Every Day." The individual student (learner) is the most important person in any school—traditional, charter, virtual, private, or public. At HVS, we focus on the individual needs, desires, and interests of our learners and families, and we do everything we can to help our learners reach their academic goals. Every learner will have access to both a rigorous, modern curriculum and dedicated, highly qualified teachers.

Hanna Cyber Academy (HCA) is STSD's alternative to learners attending outside cyber schools, allowing our learners to remain enrolled within the school district. HCA, powered by a partnership with CAOLA, is an asynchronous online learning academy. Asynchronous learning happens on the learner's schedule using pre-recorded material – methods include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms. HCA's web-based courses meet the increasing demand for high-quality learner instruction that incorporates proven online learning practices and next-generation software.

This handbook was developed to provide information about our virtual learning options, support systems, and important policies and procedures. You need to remember that you have selected a program that is part of a public school and, therefore, must comply with all state and federal regulations. The handbook will also provide clear guidelines on both your and the school's responsibilities.

We look forward to working with you this school year. Our commitment is to support learner success, and we are dedicated to achieving that goal together. If you have questions, we are here to help. Please do not hesitate to contact our school administrators below with any concerns you may have.

Sincerely –

Hanna Virtual Solutions Team

Susquehanna Township School District Administrators:

Dr. Tamara Willis (Superintendent)	twillis@hannasd.org
Dr. Kristi Prime (Supervisor of Data & Curriculum)	kprime@hannasd.org
Mrs. Carrie Martin (Director of Student Services)	cmartin@hannasd.org
Dr. Nicole Smith (High School Principal)	nsmith@hannasd.org
Mr. Ryan Evans (Middle School Principal)	revans@hannasd.org
Mr. Keith Edmonds (Elementary School Principal)	kedmonds@hannasd.org
Mr. Andrae Martin (Primary School Principal)	amartin@hannasd.org

STSD Building Phone Numbers:

Susquehanna Township Administrative Building	717-657-5100
Susquehanna Township High School	717-657-5117
Susquehanna Township Middle School	717-657-5125
Thomas W. Holtzman Elementary School	717-657-5158
Sara Lindemuth / Anna Carter Primary School	717-657-5122

STSD School Counselors:

Russel Wade (High School) - Last Names (A-G)	rwade@hannasd.org
Tessa Stockdale (High School) - Last Names (H-O)	tstockdale@hannasd.org
Dawn Kaloz (High School) - Last Names (P-Z)	dkaloz@hannasd.org
Patrick Leister (Middle School) - Last Names (A-K)	pleister@hannasd.org
Rachel Hall-Jenkins (Middle School) - Last Names (L-Z)	rhall-jenkins@hannasd.org
Jennifer Strohm (Elementary School)	jstrohm@hannasd.org
Mrs. Jill Debroisse (Primary School)	jdebroisse@hannasd.org

Hanna Virtual Solutions Points of Contact:

Ms. Jennifer Jenkins (HS Assistant Principal / Virtual Solutions Coordinator)
717-657-5117 ext. 40137   jjenkins@hannasd.org

Mrs. Nicole Nokovich (HCA Advisor)   nnokovich@hannasd.org
717-732-8400 ext. 8133

Ms. Lisa Robbins (Middle School Point Principal)   lrobbins@hannasd.org

Mr. Josh Gibson (Thomas Holtzman Point Principal)   jgibson@hannasd.org

Ms. Amanda Pressley (Sara Lindemuth Point Principal)   apressley@hannasd.org

Hanna Virtual Solutions Learning Option (2022-2023)

Full-Time Hanna Cyber Academy

This option is designed to meet the dynamic needs of learners who are finding success in an online, non-traditional learning environment. HCA provides a flexible learning option that allows students to learn at home and at times that fit their daily schedule. With HCA, learners experience a high-quality curriculum that is dynamic and engaging and with the support of **certified** STSD Teachers or **certified** Online Provider Teachers.

Parents/guardians need to support their learners at home. Younger learners K-5 are expected to have a Learning Coach at home to assist them through their learning. Additionally, students in 6-12 will also need support at home to be successful in this learning environment.

Note: Although available to students in grades K, 1, and 2, these two options are not recommended.

Attendance

Pennsylvania State Law requires parents/guardians to be responsible for ensuring their learner attends school. All learners, including those taking online courses, are expected to follow the STSD school year calendar. CLICK HERE for a full copy of STSD Board Policy #204.

Each HCA student must log in and work **at least** five (5) days of the 7-day attendance period (Monday through Sunday at midnight). If the week includes a district holiday, students will only be held accountable for the number of days school is in session that week. If a student does not work for the required number of days, they must be considered "On Pace" in each class, meaning a student does not have any outstanding assignments on the day attendance is taken. For example, when attendance closes on a Sunday evening, there are no outstanding assignments that were due for that week. Students who do not meet the "On Pace" criteria will be marked absent for the days not logged in. As always, if the student were sick or had any obstacles that prevented them from working, a written excuse must be sent to the building attendance secretary via email.

Parents must notify the Building Attendance Secretary of any absences and submit the STSD Absence Excuse Submission Online Form.

Building Attendance Secretary Contact Information
- Mercides Roland (STHS)   717-657-5117   hsattendance@hannasd.org
- Nicole Detwiler (STMS)   717-657-5125   msattendance@hannasd.org
- To Be Determined (TWH)   717-657-5158   thattendance@hannasd.org
- Ajahnae Sanks (SL/AC)   717-657-5122   slattendance@hannasd.org

Excused Absences

STSD recognizes that circumstances can occur that will keep a learner from completing daily lessons and/or signing into the system. These types of absences are considered excused absences and should fall into one of the categories below. Learners are expected to work with

their HCA Advisor, Teacher, or Assistant Principal / Virtual Solutions Coordinator to make up any missed work.

Absence due to illness, health condition, family emergency. The parent or legal guardian is expected to notify the Building Attendance Secretary prior to the absence unless the situation does not provide such an opportunity. A doctor's note must be provided if the learner misses three consecutive days due to illness.

Participation in a school-approved activity. To be granted an excused absence, the activity must be authorized by the Assistant Principal / Virtual Solutions Coordinator. The affected teacher shall be notified prior to the event.

Parental request for an absence. Upon parental request, the Assistant Principal / Virtual Solutions Coordinator may excuse a learner for agreed reasons as stated in Board Policy #204. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed detrimental to the learner's academic progress.

Disciplinary actions. Absences due to temporary suspensions are deemed excused for attendance record keeping.

Unexcused / Unlawful Absences

Any absence that does not fall into an excused absence category or is not documented will be considered an unexcused/unlawful absence. Parents should monitor their child's attendance via the Campus Parent Portal. Three (3) or more unexcused/unlawful[VC1] absences occurring in a month may require a conference with the parent, learner, and/or Assistant Principal / Virtual Solutions Coordinator. At that time, an action plan will be determined to ensure learner success. If a learner has ten (10) or more consecutive unexcused absences, they will be ***removed from the virtual learning solution and returned to in-person learning.***

Pacing

Students will be expected to remain on pace will their courses. This can be done by:
1. Being on pace based on the online suggested pacing guide, or
2. Completing a required number of assignments per week. Your HCA Advisor will provide learners with an individualized pacing guide to help them stay on pace with course assignments.

Learners who do not stay on pace with the online system or do not complete their minimum number of weekly assignments will be flagged for intervention. Learners should contact their HCA Advisor immediately if they fall short of being on pace for that week. Learners who remain behind pace for more than two weeks will meet with building-level staff and the HCA Advisor to discuss how to improve performance.

Support for learners who fall behind in grades or assignment completion will incorporate a multi-tiered approach:

- Tier One - Learners must attend weekly meetings with their Advisor. These meetings may be virtual or in-person, based on the judgment of the HCA Team.

- Tier Two - After two weeks of weekly meetings, with little to no improvement in pacing and/or grades, the learner and guardians will be required to attend a meeting with the HCA Team, Assistant Principal / Virtual Solutions Coordinator, and school counselor to discuss progress, grades and develop an action plan. This plan might require attending in-person learning sessions.

- Tier Three - After several weeks of working with the HCA Advisor and School Counselor with little to no improvement in pacing and/or grades, learner and parents/guardians must meet with the Assistant Principal / Virtual Solutions Coordinator to discuss moving to a different learning option. Online learning is not the best learning option for all students; therefore, the district might require moving to in-person instruction to promote learner success.

Continuing Eligibility

Learners should complete a minimum number of assignments during the **ten (10) day** period to remain in HCA for the remainder of the marking period. If a learner does not make adequate progress during this initial "Grace Drop" period, the school reserves the right to return the learner to in-person learning.

Grades and/or progress will be evaluated at the end of each marking period. To remain in HCA, learners must finish each course with a final grade of 60% or above in all core classes. For semester (half-year) courses, learners must have at least 50% of coursework finished with an average of 60% or better by the halfway point.

Learners taking virtual courses are subject to STSD policies, procedures, and rules applicable to learners enrolled in traditional in-person courses, including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, cyberbullying, etc.

Note: STSD seeks to support students in the best way possible. This includes enrolling them in

the learning model best suited for individual success. Students are expected to remain on pace and maintain passing grades while enrolled in HCA. If a student is not successful in the HCA learning model, STSD reserves the right to switch them back into a more supportive learning model. School officials will contact the parent(s) when a switch is necessary to schedule a meeting. If the parent(s) are non-responsive to meeting requests, officials will send a letter to the mailing address on file detailing the reason for the switch.

Dropping a Course

Students are expected to consult with the Teacher, School Counselor, and/or Assistant Principal / Virtual Solutions Coordinator before asking to drop out of a class <u>or</u> make a schedule change. Learners have **ten (10)** calendar days to drop an online course without incurring a penalty. The window starts from the day the learner enrolled in the course – weekends included**. *STSD may charge a fee for dropping the course after the 10-day window (including weekends) has expired.***

Changing Learning Models

Learners who enroll in any HCA course(s) commit to remaining in the program for at least one marking period (9 weeks). If a learner and/or their family wishes to move to a different learning model, they must notify their school counselor at least one week before the beginning of the next marking period. Learners have **ten (10)** calendar days to change learning models without incurring a penalty. The window starts from the day the learner enrolled in the course – weekends included.

Note: The ability to change learning models may be affected by the uncertainty of the COVID-19 conditions.

Placement

School Counselors, Assistant Principal / Virtual Solutions Coordinator, and the Hanna Virtual Solutions team will work with learners and families to determine the best learning option for learner success. The school will place the learner at the appropriate course level, taking into consideration previous grades, courses taken, earned credit, academic performance, assessments, and graduation requirements.

Academic Support

All courses will have an online teacher who will grade and monitor the learner's progress and, if necessary, will work with the learner to help them master lesson objectives. These teachers will provide office hours and a means to contact them.

Each learner can seek assistance from online, on-demand tutors who are qualified STSD teachers. Tutors will be available to assist all grade levels and subject areas.

Special Education Services

STSD is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to learners with disabilities. Learners with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact the STSD for further assistance. STSD will work with the

parent and learner to ensure proper procedures are followed with appropriate results. Communication between the Advisor, School Counselor, Teacher, and/or Assistant Principal / Virtual Solutions Coordinator will ensure the learner receives the proper modifications outlined in the IEP or 504 plans.

Grading Policies and/or Procedures

Learners are assessed on various criteria such as assessments, quizzes, essays, tests, and project-based learning activities. Learners have immediate and continuous access to grades by logging into the system.

Learners are permitted to make up missed assignments without grade penalty if they are submitted before the end date for the marking period. If an approved extended absence is the reason for late work, an incomplete grade may be given on the quarterly report card if the learner's make-up days overlap with a quarter-end date. Necessary stakeholders will be notified of incompletes for semester grades, and there may be a conference with the learner and parent.

HCA uses a 100-point system of evaluation, with 60% as the lowest passing grade.

> 90% to 100% = A
> 80% to 89% = B
> 70% to 79% = C
> 60% - 69% = D
> 0% to 59% = F

Learners and parents have continual access to learner grades online. STSD will issue progress reports, report cards, and high school diplomas.

Learner School Records

A cumulative file will be maintained for the learner while enrolled in HCA. This record shall contain only verified information of educational importance and may be used only for the learner's benefit, promotion, or welfare. All material in each learner's file shall be confidential and access strictly limited to personnel at the local school, virtual platform providers, and parents/guardians.

Testing Policies and/or Procedures

Mandated Testing

Federally required state assessments must be administered in person. Therefore, online learners are required to be in school for assessments such as the Pennsylvania System of School Assessment (PSSA) for grades 3-8 and the Keystone Exams for grades 9-12. Learners will communicate with the School Counselor and/or Assistant Principal / Virtual Solutions Coordinator on the date and time they are expected to arrive at their local school.

Proctored Exams

Learners may be required to take some proctored exams on-site at their respective school buildings. The learner will work with the School Counselor and/or Assistant Principal / Virtual Solutions Coordinator to arrange when and where the exam will take place.

Advanced Placement Exams

Learners wishing to take Advanced Placement (AP) exams must work with their School Counselor to determine the date, time, and location. The cost of AP exams is the responsibility of the learner.

Scholastic Aptitude Test (SAT)

Learners wishing to take SAT exams must contact their School Counselor to determine the date, time, and location.

Extracurricular Eligibility – Athletics, Clubs, Events, & Organizations

Learners wishing to participate in STSD extracurricular activities must express interest to the School Counselor, Athletic Director, and/or Assistant Principal / Virtual Solutions Coordinator. In turn, the staff member will give the learner the appropriate details of the extracurricular activity, including academic restrictions. STSD has the authority to enforce academic probation on any learner participating in an extracurricular activity. Staff members will work with learners, parents, and coaches/directors to assist learners in danger of academic probation.

Field Trips and Social Activities

Learners are encouraged to participate in school-sponsored activities. Learners must comply with all STSD policies and not be on disciplinary action. Learners wishing to attend field trips or social activities must notify the School Counselor and/or Assistant Principal / Virtual Solutions Coordinator. Once arrangements and permission are granted, learners will notify their teacher of their excused absence. Learners are responsible for completing missed work during field trips or social activity.

Learners should remember that they still represent STSD and therefore should dress appropriately. STSD dress code policy will be enforced, and any learner who violates the dress code policy will not be allowed to participate in the field trip or social activity. Learners should also be aware that when they attend an STSD function, they should conduct themselves appropriately, as their conduct directly reflects on themselves, their families, and their school.

Driving to Field trips: Determined on a case-by-case basis when applicable.

Health Screening/ Immunization

For information about requirements for Immunizations, Physical Examinations, and Dental Examinations, please visit the STSD Nursing Department home page on our website: Health Services - Susquehanna Township School District (hannasd.org)

Mrs. Jennifer Halfond, RNC BSN CSN
Certified School Nurse
717-657-5117 Option 3
jhalfond@hannasd.org

STSD offers various health screenings to our learners. Building nurses will send information specifying when these free screenings will be made available. Learners are encouraged to participate in these screenings. Most communication will be via email and the online learning message system.

All learners are required by state law to update and maintain their immunizations. Failure to do so will result in suspension from all services until all necessary records are updated.

Technology and Technical Support

Technical Support

Technical Support will be provided to online learners for the device (laptop or iPad) and class access. Technical Support cannot and will not be provided for personal devices.

Learners will use their district-assigned device.

Learners who do not have internet access at home may request an internet hotspot device from the Assistant Principal / Virtual Solutions Coordinator– the device may only be used for coursework purposes. The family will be responsible for paying for any lost or permanently damaged spots.

All use of the provided technology and services must adhere to STSD's Acceptable Use Policy (#815). CLICK HERE for a full copy of STSD Board Policy #815.

All use of the Internet and computer technology must be related to or in support of the educational goals of the learner. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks, obtaining, or housing obscene or pornographic material, is forbidden.

Use of program technology or the Internet for fraudulent or illegal copying, communication, taking, or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.

Learners, parents, and/or any third parties not participating in the cyber program are forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer. Such software shall not be loaned, given, or used on any other computer.

The school reserves the right to deny a learner access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Learners denied such access must return any issued equipment.

Learners will report all computer-related issues that they are having to the STSD Technology Help Desk by emailing support@hannasd.org

Support Personnel will attempt to respond to technical issues within 24 hours or the next school day.

Device Set Up (Computer <u>or</u> iPad)

The technical support staff will be available to assist the learner/parent with activating the computer system.

The learner/parent should report any malfunction of computer hardware as soon as possible.

The staff will discuss the specifics with the learner/parent to determine if the problem is hardware-specific or software related and will determine an action plan.

Lost / Damaged Property

The learner/parent must notify the school within three (3) days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The learner/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the learner's possession.

Families/learners are financially responsible for their equipment. In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to the cost and value of the equipment. The family/learner must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the Assistant Principal / Virtual Solutions Coordinator, who will then forward the information to the appropriate personnel.

Replacement Equipment must be arranged by contacting the Assistant Principal / Virtual Solutions Coordinator. STSD will arrange for replacement equipment only after:

- Copies of all applicable reports and claims have been received.
- Appropriate arrangements have been made by the learner/family to compensate the school for the loss.
- The family/learner signs a revised agreement that reflects the issuance of new equipment.
- The damaged equipment is returned, if applicable.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a federal law protecting learner education records' privacy. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights concerning their children's education records. These rights transfer to the learner when he or she reaches the age of 18 or attends a school beyond the high school level. Learners to whom the rights have transferred are "eligible learners."

STSD follows the FERPA act and requires that any request for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions about FERPA and learners enrolled in the online learning program.

Parent/Guardian Responsibilities

Parents/Guardians of online learners have a unique opportunity and responsibility to participate in their children's education. Parents are expected to supervise and assist students in multiple areas, including:

School work
- Supervise your child's education at home, including providing a physical environment conducive to your child's educational needs, and talk with your child about the specific requirements of taking virtual courses.
- For younger students (K-5), directly supervise the education of learner(s) by serving as the Learning Coach or arrange for another responsible adult to serve as Learning Coach. Review Learning Coach descriptors at: https://learningcoach.accelerate.education/ and follow all applicable recommendations.
- Attend the virtual solutions orientation for parents and children.
- Log in at least weekly to monitor your child's progress.
- Work with your child and the Teacher, Online Facilitator, School Counselor, and/or Assistant Principal / Virtual Solutions Coordinator to ensure successful completion of the curriculum within the allowable timeframe.

Policies
- Notify the Building Attendance Secretary of absences and submit the STSD Absence Excuse Submission Online Form.
- Instruct child on the correct procedure for logging in to record class attendance.
- Regularly check email for correspondence for HCA Advisor and online teachers.
- Maintain regular contact with the school by telephone and/or email, and inform the school of any changes in address, phone, or email.
- Assist your learner in complying with all school district rules, policies, and procedures.
- Assist your learner in promptly submitting all forms, applications, and documentation to the school.
- Monitor your learner's computer use to ensure that equipment and software are used for educational purposes per school district policy.
- Assure that all work submitted by your learner was completed solely by them.
- Provide transportation as needed to participate in standardized testing or other in-school activities.
- Sign and/or enforce the Academic Integrity Policy, Acceptable Use Policy, Learner Contract, and Parent Contract.
- Return all equipment to the school as requested by the learner's Advisor and/or Assistant Principal / Virtual Solutions Coordinator.

<u>Learner Responsibilities</u>

Learners pursuing a virtual education have expectations and policies that must be followed. These include the following:

- Follow the school district calendar and log in the required number of days each week to be considered in attendance
- Complete required lessons, tasks, and assessments to maintain passing grades.
- Attend the HCA orientation and other informational sessions, as necessary.
- Stay on pace by following the online system pacing guide or completing your suggested number of weekly assignments.
- Attend weekly or biweekly meetings with the HCA Advisor (to be determined after the start of the school year or marking period).
- Check STSD email daily and respond when necessary.
- Maintain regular contact with the teachers by email.
- Notify the teacher of any planned excused absences.
- Use appropriate language, common sense, and proper grammar when sending electronic communications.
- Utilize your school district and/or program's email.
- Do not use any other learner's login or password.
- Contact the HCA Advisor or Teacher with questions or problems while taking the course.
- Contact the Assistant Principal / Virtual Solutions Coordinator when ready for proctored exam(s) if district policy requires it.
- Sign and follow the Academic Integrity Policy, Acceptable Use Policy, and Learner Contract.
- Follow all other policies outlined in this handbook.

Academic Integrity Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual learner. This includes, but is not limited to, exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a learner should be a true reflection of his or her own effort and ability. If such is not the case, then the learner has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, the HCA Advisor, learners, and families are all important contributors to upholding academic integrity in the online learning community.

Cheating, plagiarism, and unauthorized materials/devices fall under STSD's Academic Integrity Policy (#243). The full copy of Board Policy #243 can be located on the STSD's website at www.hannasd.org. Cheating and plagiarism compromise the educational integrity of the school district's educational programs. All work submitted as part of course requirements must be the original work of the learner. STSD's faculty and administration believe that enforcing rules against learner cheating and academic dishonesty will enhance the validity of the educational program for every learner.

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted learner papers and projects have increased. Many institutions of higher learning (post-high school education) penalize plagiarism with learner expulsion. Repeated infractions of cheating, plagiarism, and unauthorized use of materials/devices may result in the learner being removed from HCA.

STSD Code of Conduct

STSD expects learners enrolled in online learning to follow the local code of conduct policies. The district will not tolerate any actions from learners, parents, staff, or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the learner's misconduct. The learner's age, maturity, nature of the infraction, and previous record are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions of the code of conduct may result in disciplinary action and removal from the online program:
- Bullying is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.
- Cheating, acting dishonestly, copying, or using someone else's work.
- Fighting - participating in physical contact with one or more learners, faculty, or staff.
- Harassment or profane/obscene language or gestures towards learners/staff/others.
- Hazing is defined as any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, or deprivation of rights or create physical or mental discomfort. It is directed against a learner being initiated into, affiliated with, holding

office in, or maintaining membership in any organization, program, or club.
- Insubordination, not accepting directions, refusing to cooperate with school staff and other agents.
- Possession and/or use of drugs, alcohol, tobacco, or mood-altering substances at school-related events or on school property.
- Possession and/or use of weapons on school property or school-related events.
- Theft - taking property of another without right or permission
- Vandalism - purposeful destruction of misuse of STSD property.
- Violating the Acceptable Use Policy
- Violating the Academic Integrity Policy.
- Wrongful conduct is any action or inaction not explicitly referenced in the listing above that impedes, obstructs, interferes, or violates the mission of STSD.

In addition to the above outlined Code of Conduct, all learners enrolled in HCA must adhere to the STSD Student Success Manual and the Parent / Student Handbook.

STSD Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Learners must:

- Communicate only in ways that are kind and respectful.
- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.
- Not destroy or damage data, networks, or other resources that do not belong to them.
- Not distribute confidential information about others or themselves.
- Not infringe on copyrights (no making illegal copies of music, games, or movies).
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct.
- Not plagiarize.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not use the resources to further criminal acts or violate the school's code of conduct.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Observe all network security practices as posted.
- Report security risks or violations to the HCA Advisor, School Counselor, Teacher, Assistant Principal / Virtual Solutions Coordinator, and/or network administrator.
- Report threatening or discomforting materials to the HCA Advisor, School Counselor, Teacher, Assistant Principal / Virtual Solutions Coordinator, and/or network administrator.
- Respect and practice the principles of communication.
- Respect and protect: (a) the integrity, availability, and security of all electronic resources, (b) the intellectual property of others, and (c) the privacy of others.
- Use only assigned accounts.

Learners may, if in accord with the policy above:
- Design and post web pages and other material from school resources.
- Use direct communications, such as online chat or instant messaging, with permission from the Assistant Principal / Virtual Solutions Coordinator and/or network administrator.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of the Assistant Principal / Virtual Solutions Coordinator and/or network administrator.

Consequences for Violation
- Violations of these rules may result in disciplinary action, including the loss of a learner's privileges to use the school's information technology resources.

We have read and understood both the Academic Integrity / Plagiarism Policy and the Acceptable Use Policy. We agree to abide by these rules.

_____   _____
Learner Signature   **Date**

_____   _____
Parent/Guardian Signature   **Date**

HCA Learner Contract

As a learner enrolled in Hanna Cyber Academy, I agree to the following:

- I will engage in the appropriate use of the Internet or of STSD devices.
- I will use appropriate language and send appropriate messages.
- I understand that advisors, administrators, and technology staff may access my HCA course activity and STSD email history at any time.
- I will adhere to the following course procedures:
    - Communicate with my teachers and the HCA Advisor regularly using acceptable language, proper grammar, and spelling.
    - Maintain academic honesty.
    - Follow STSD's Acceptable Use Policy and all other rules as specified by the HCA Handbook.
- I will adhere to the HCA Attendance Policy, and my parent or guardian will submit the necessary documentation for absences.
- I will maintain a consistent pace as determined by the online pacing guide or by completing a minimum number of assignments (specified by my HCA Advisor) each week.
- I will follow the tiered supports outlined in this handbook if directed by the HCA Advisor or Assistant Principal / Virtual Solutions Coordinator.
- I will respect the decision of the school and administration if Hanna Cyber is not determined to be the best learning mode,
- I will contact my HCA Advisor with concerns or requests for assistance.
- I will commit to completing all my HCA coursework by the course end dates.

If learners do not or cannot abide by the above-listed rules, the learner and their parent/guardian will be notified of the infraction. The Hanna Cyber Academy team may convene a meeting to discuss intervention strategies with the learner and parent/guardian. In the event of any severe misconduct, the learner will be removed from the course/program.

We have read and understood this contract. We agree to abide by the rules, policies, and procedures within.

_____   _____
Learner Signature   **Date**

_____   _____
Parent/Guardian Signature   **Date**