

REMOTE LEARNING ACADEMY

# STUDENT HANDBOOK

## 2023-2024

A HANDBOOK FOR  
STUDENTS, PARENTS, AND CAREGIVERS  
AS PARTNERS IN EDUCATION

*2020-21 final draft (Subject to Board Approval & Possible Future Revisions)*

Valley Virtual Remote Learning Academy is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education.

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### **Mission Statement of Valley Virtual Remote Learning Academy**

Valley Virtual Remote Learning Academy, an online public charter school, strives to foster nurturing

partnerships among parents, students, staff, and school districts collaborating to provide quality, educational opportunities that align to state standards for students who benefit from learning in a non-traditional setting.

### **Philosophy**

All students can learn given optimum learning experiences. The school is dedicated to customizing learning opportunities for all students so that they become successful learners guided by high expectations.

### **Goals**

- To provide quality, self directed, flexible learning options to students.
- To create a learning environment that incorporates the best resources from a variety of media, is flexible in pace and content, and includes a combination of home, community and school based instruction.
- To provide a learning system that creates partnerships between educators, parents, and caretakers.
- To expose students to a variety of vocational opportunities that enhances their prospects for successful employment.
- To provide an educational support system based on Ohio academic content standards for “at risk” students.

### **Location**

**Mahoning County Educational Service Center**  
**7320 N. Palmyra Road**  
**Canfield, Ohio 44406**  
**Phone: 330-533-8755**  
**Fax: 330-729-9349**

**Lab Hours:** Monday – Friday 8 a.m. - 3:00 p.m.

**Valley Virtual Staff**

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Extension</b>	Jack Zocolo Superintendent	j.zocolo@mahoningesc.org	1209	Sue Forsythe Coordinator	s.forsythe@valleyvirtual.org	1181	Kathy Miller Math/Lab	k.miller@valleyvirtual.org
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				Gina Christy Intervention Teacher	g.christy@valleyvirtual.org	1082	Stacy Rutana Intervention Teacher	s.rutana@valleyvirtual.org	1082	Michael Palmer Technology Repair	m.palmer@mahoningesc.org

### **Teachers**

Teacher contact information will be provided in Virtual Learning Academy as well. All students are assigned a teacher of record to monitor student progress. The teacher serves as the point of contact for student and parent, and is responsible for monitoring attendance and student progress. You may reach the teachers by phone (teacher’s cell phone # will be posted in Virtual Learning Academy. Teachers will post times when they are available each week day for calls. E-mail is another important communication tool which is encouraged. Regular conferences will be held once a semester and more often when necessary.

The experienced and certificated/licensed staff, including regular education instructors, special education instructors, school psychologist, physical, occupational, and speech therapists are employed and trained by the Mahoning County Educational Service Center under contract to “Valley Virtual Remote Learning Academy”. The staff resources of the Educational Service Center are available, including special education related service staff, instructional consultants and technology.

### **Enrollment Procedure**

- 1) Complete and enrollment packet
- 2) Drop off the completed enrollment packet at VV



- 3) Provide accompanying documents (all required documents must be provided at the time of application)
- 4) Staff will make copies of documentation (and return documentation to guardian)
- 5) VV will call guardian to make an appoint (when records have arrived and schedule is made)
- 6) Student and guardian(s) will attend enrollment appointment
- 7) Students/Guardian will go through the enrollment process.

### **Withdrawal Procedure**

- 1) Enroll in new district (new district will send VV a records request)
- 2) Complete a Mahoning Unlimited Classroom withdrawal form and **return all technology equipment**. If the equipment is not returned, student transcripts will not be released. Parent/Guardian will be billed for any missing items.

A student's enrollment in Valley Virtual Remote Learning Academy shall cease on the day any of the following occur:

- Valley Virtual receives documentation from a parent/guardian terminating enrollment of the student;
- Valley Virtual is provided documentation of a student's enrollment in another public or nonpublic school;
- Valley Virtual ceases to offer learning opportunities to the student;
- Valley Virtual pursuant to attendance policies has invoked a forced withdrawal for failure to participate in learning opportunities offered to the student. These policies include expulsion: based on Valley Virtual policies and regulations.

### **Equal Education Opportunity**

Valley Virtual Remote Learning Academy provides a free education to Ohio residents between the ages of 9 and 22 (grades 6 -12) who do not possess a valid high school diploma. All state and federal regulations applying to Community Schools will be followed.

Valley Virtual Remote Learning Academy commits that there will be no discrimination in the admission of students to the school on the basis of gender, race, ethnicity, English proficiency, disability, or socio-economic status. Upon admission of any handicapped student, Valley Virtual Remote Learning Academy will comply with all federal and state laws regarding the education of handicapped students. Valley Virtual Remote Learning Academy does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

### **Attendance Requirements**

Students are expected to attend classes regularly in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility. All Valley Virtual Remote Learning

Academy students have the responsibility to complete their coursework or lessons in a timely manner within their own home or by attending the Computer Lab located at the MCEC.

There are three components of the attendance policy (Logon hours, Lab hours and Non-classroom, Non-computer Learning Activities). Students must meet the following standards to remain in good standing:

- 1) **Students must attempt and submit ALL assignments for EACH class, weekly, according to the school year calendar.** Weekly due dates will be provided to students and their families at the time of enrollment. Students are required to submit coursework on or before the assigned dates. We highly recommend a daily structured schedule when students are doing online work.
- 2) **For a typical class, a student needs to plan approximately 5 hours per week in each class to keep on track with assignments.** The exact amount of time required to complete each weeks' worth of work will vary depending on a number of factors (unit requirements, student's readiness and determination).

Students with "C" averages or above have the option to work ahead if they would like to challenge themselves.

Target benchmarks have been established to assure adequate progress during the year to meet the state mandated 920 hours of learning opportunities. Student participation will be monitored through both completion of weekly assignments, as well as quantity and quality of hours logged-on. Intervention activities will be initiated for those students considered to be in jeopardy by not completing weekly assignments and/or the required hours. **Students that have a "F" average in any class should communicate with the teacher of that class(es) once a week. This may be done in person, by phone, through screen sharing, or through the use of email, depending on the teacher and the class.**

Truant means absent without an excuse. Students may be considered truant if:

- 1) They fail to have contact with teachers for a period of five consecutive days.
- 2) They fail to log into the website for a period of 5 consecutive days.
- 3) They receive an attendance warning and fail to complete late work within two weeks.

H.B. 204 created procedures in the Ohio Revised code allowing schools to appoint hearing officers to revoke and/or deny driving privileges to truant students. This law applies to all persons under age eighteen (18) who drop out of school, who are habitually absent from school without a legitimate excuse, or who have been expelled from school for using or possessing alcohol or drugs.

**A student may be withdrawn from Valley Virtual Remote Learning Academy after twenty-one documented, consecutive days of failing to complete assignments. HB 364 requires students in virtual schools to be withdrawn from school upon failure to participate for consecutive hours of learning opportunities offered to the student followed by 30 calendar days which cannot exceed another 72 instructional hours.**

Students at Valley Virtual Remote Learning Academy will have access to the virtual curriculum 24 hours per day, 7 days per week with the exception of periodic scheduled maintenance of the network.

The Ohio School Attendance Law requires that all children ages six to eighteen to attend school for the full time that school is in session. The Ohio Missing Child Law requires a communication between parents and school when a child is absent. This is to insure parents are aware when a child is absent and to allow for prompt notification of authorities if a child is missing.

According to state law, no student under age 14 will be excused to help at home.

**Injury and Illness:** If a student is attending the computer lab, all injuries must be reported to school officials. If the injuries are minor, the student may be treated and/or parents will be notified. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parent/guardian.

If a student who is attending the computer lab should become ill, the teacher or administrator will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Excused Absences**

- Medical- if a student is not capable of completing their school work for five consecutive days due to medical problems, they must provide a written doctor's **excuse within two days** of their release. ●
- Approved Vacation
  - Students will not be excused for vacations unless they are accompanied by their parents.
  - Students must arrange with the Coordinator of Valley Virtual Remote Learning Academy or designated personnel one week in advance for all excused vacations.
  - Any student requesting permission for an excused vacation must make arrangements with each of his/ her teachers for make-up assignments.

Students in the Valley Virtual Remote Learning Academy are welcome to attend a computer lab located in the Mahoning County ESC to complete coursework and receive help by tutors and/or teachers. **Transportation to the lab will not be provided. The staff is only responsible for students while they are in the lab. Once the lab closes or a student chooses to exit/sign-out, the staff will not assume responsibility for a child.**

### **State Testing Policy**

Students of Valley Virtual Remote Learning Academy are required to participate in all state mandated testing programs including diagnostic, Ohio's Next Generation tests, End-of-of-Course Tests, MAP tests and the Ohio Graduation Test. *"Each internet- or computer- based school must withdraw any student who, for two consecutive years, has failed to participate and was not excused from taking the spring administration of any state mandated test."* Students with disabilities and limited English proficiency may participate with allowable accommodations as determined by IEP or other individual plan.

### **Attendance Policy and Student Expectations**

**Students are in public School when enrolled in Valley Virtual Remote Learning Academy and are expected:**

- Must be logged into Virtual Learning Academy software an average of **5 1/4 hours** per school day. **State of Ohio's required 315 minutes of daily academic instruction in a "flexible "full-time" format.** Meaning that students may meet this requirement throughout the day.
- There are three components of the attendance policy (VLA Logon hours, Lab hours and Non-classroom,



Non-computer Learning Activities).

- **Attendance will be based on this according to new state regulations concerning attendance. Nights, weekends and school vacations can be used to make up missed hours.**
  - Parents are responsible to monitor attendance hours daily. Insufficient hours and lessons completed over time may result in truancy. Truancy will lead to a meeting/contract with the truancy team. Breaking the contract will result in the removal from the school, per the "new" guidelines from the Ohio Department of Education.
  - Check and respond to announcements and messages on a daily basis.
  - Complete all required weekly assignments.
  - **Participate in all required State assessments and testing including MAP testing.** •
- Communicate with their teachers and mentor(s) regularly, in a professional and respectful manner.

The school calendar includes school "holidays" or vacation time. You will not have access to your assigned teacher(s) during this time, but you can continue to do school work. Whenever possible, family vacations should align with school vacation days. Parents are encouraged to contact their teacher if they plan a vacation that does not coordinate with the school calendar, taking into consideration mandatory testing dates.

### **Make-Up Work Policy**

All work may be made up. **It is the responsibility of the student to contact the teacher and make arrangements to make-up work.** As a general rule students are expected to make up educational activities within a time period equal to the number of days that were missed. Special situations give the teacher the latitude to make other arrangements when it is necessary.

**An extension request may be required for excused and make-up work.**

### **Work Extension Policy**

- A student will have 18 weeks to complete work for a 1/4 or 1/2 credit. If an extension is needed to complete the work due to special circumstances, an extension can be applied for by filling out the Extension form.
- Extensions will only be considered when the proper form is completed and sent in through mail, fax, or in person by the eighth week of the assigned grading period.
- All extension requests must be signed by both parent and student.
- Note: The students will still be responsible for completing the current nine weeks' worth of work in addition to the work that they requested the extension for.
- Extension will only be granted one time, unless extreme circumstances are given. 8

Students in Valley Virtual Remote Learning Academy are welcome to attend a computer lab located at the Mahoning County ESC to complete coursework and receive help by tutors and/or teachers. **Transportation to the lab will not be provided. The staff is only responsible for students while they are in the lab. Once the lab closes or a student chooses to exit/sign-out, the staff will not assume responsibility for a child.**

To ensure an appropriate climate for teaching and learning, students must adhere to the following and rules and dress code:

# Computer Lab Rules

Lab Hours: Monday – Thursday 8 a.m.- 3:30 p.m., Fridays (or last day of week) 8 a.m. – 2 p.m.

- Enter the computer lab quietly (other students may be working or taking tests)
- Students must sign-in/sign-out when entering and exiting the lab.
- Do NOT share your password with other students
- No running, pushing, or horseplay
- Take the 1<sup>st</sup> available computer or one that is assigned to you by an adult
- No saving computers for friends
- Do NOT touch another student's mouse or keyboard
- Do NOT disturb others around you
- No bullying or taunting behaviors
- Raise your hand when needing assistance
- Ask for permission to print any documents that are not school related
- No Internet browsing (unless it is related to a school assignment)
- No writing or retrieving personal emails
- Clean-up your work area when leaving for the day
- Eating or drinking around computers at your own risk, if you damage you will have to pay for damages
- No tobacco products of any kind on school grounds
- No weapons, pocket knives, etc. (real or play) on school

## Dress Code

- Only clothing that is neat, in good repair and in good taste is permitted to be worn. ● Pants, shorts, and skirts are to be worn at the waist. Shorts and skirts must be at least fingertip length. ● Bare mid-sections, bare shoulders, or exposed cleavage are not permitted.
  - Clothing or accessories which bear anything (stated or implied) referring to drugs, alcohol, sexual reference, violence, cults or gangs will not be permitted.
- Any trend or fad that compromises the health and safety of students and staff is prohibited.

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## Grading Policy

### GRADE SCALE

90 – 100 A  
80 – 89 B  
70 – 79 C  
60 – 69 D  
Below 60 F

Grade Point Average (GPA) Scale

- A = 4.00 C = 2.00
- A- = 3.67 C- = 1.67
- B+ = 3.33 D+ = 1.33
- B = 3.00 D = 1.00
- B- = 2.67 D- = 0.67
- C+ = 2.33 F = 0.00

**Progress Reports**

Student progress can be checked anytime using the Virtual Learning Academy gradebook. Report cards will be issued every nine weeks and at the end of the school year. Parents have the option to contact the teachers at any time for an updated progress report on their child and/or log in as the guardian.

**Promotion/Retention**

Elementary and Middle School students failing two or more core courses (Math, Science, L.A. and Social Studies) for the year may be considered for retention in the same grade.

**Credits**

In general, students earn class status by the number of hours passed: 0 – 4.9 Freshman 5.0 – 9.9  
 Sophomore  
 10.0 – 14.9 Junior  
 15.0 – 20.0 Senior

**Graduation Requirements**

Valley Virtual Remote Learning Academy and Ohio standards for graduation require the following: • Get 18 points on State End of Course Tests ( see website for more details). Failure to earn the proper EOC points will endanger a student from entering Ohio colleges or other post secondary options. • Earn a minimum of twenty (20) credits

- Parents, please note that students who do not graduate from High School will not be eligible to enroll in Ohio state universities.
- Within the required number of credits, the successful completion of the following specific credits is required:

	English	Math Science Social Studies	Health/ Physical Ed.	Electives
<b>Total of 20 credits required for graduation</b>	<b>4 Credits</b>	<b>4 Credits 3 Credits 3 Credits</b>	<b>1 Credit</b> Each class counts for ½ credit	<b>5 Credits</b> <b>Must include:</b> One credit in Bus./ Tech., Fine Arts or Foreign Language

**Course Withdrawal Policy**

During the first 14 days of being activated into an online course, the student may drop a course without penalty. • A student may register for an alternative class but must complete the requirements by the end of the current academic school year.

- A student must maintain a minimum of 5 credits for the school year, unless they are a potential graduate.



- A student considering dropping a class must consult with the School Guidance Counselor to discuss the reasons and ramifications of the change.
- Parents and teachers are asked to sign a drop request slip for any withdrawal

### **Submitting Work Policy**

- Work should be done on a weekly basis
- When a student's course is activated in the middle of a nine weeks grading period, the report card will be generated with an (I) for Incomplete. When the following report card is generated that (I) will be converted to the letter grade that the student received for that 9 weeks period.
- It is important to start where a teacher directs the student and complete all assignments in the order assigned.

### **Turning in Student Assignments**

All assignments must be turned in using the process established by Valley Virtual Remote Learning Academy's online management system or online instructor. When problems occur, students must receive permission from the guidance counselor or online instructor to use an alternative method to turn in coursework. **Alternative methods to turn in assignments will not be accepted without prior permission of the school counselor or online instructor.**

### **Student Code of Conduct**

**Board policy will be furnished on request**

All Students will be expected to conduct themselves in a manner that is respectful and considerate of the rights of teachers, classmates, school personnel and support staff. Students are asked to adhere to this code of conduct, conform to all school regulations and accept directions from school personnel and support staff at all times.

The following rules apply to all activity conducted in connection to Valley Virtual Remote Learning Academy and its Web sites. Failure to abide by these rules may result in revoked access to enrollment in Valley Virtual Remote Learning Academy

If you witness any violations of these guidelines, please contact your instructor.

### ***Accountability***

- Posting anonymous messages is not permitted except for the express purpose of collaborative writing. Impersonating another person is also strictly prohibited.
- Students will be responsible for complying with policies and procedures outlined in the student handbook.
- Students will adhere to the Acceptable Use Policy.
- Use only your own user name and password, and do not divulge these to anyone. ● Do not aid anyone in gaining unauthorized access to the password-protected “Valley Virtual Remote Learning Academy” web pages.
- Do not publicly post your personal contact information (address and telephone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.

### ***Inappropriate Behavior***

Students will respect their classmates, school personnel and support staff at all times and refrain from inappropriate behavior, which includes:

- Academic Dishonesty will not be tolerated
- Theft, misuse or vandalism of school property
- Disruption of school or school-related activities
- Insults, attacks or bullying of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment (continuously posting unwelcome messages to another person) or use of threats

The following procedures may be applied by school personnel during face to face activities to maintain discipline:

- A student may be removed from his/her class or group for a “cooling off” period. ● A student may be restrained by an adult, if that student is in danger of hurting himself or others. At this time, the student will be removed from the classroom until his/her behavior is under control. Parents will be notified immediately and expected to attend an emergency team meeting. ● In the case of a severe violation, a student may be removed from the learning environment. ● Parents will be notified in writing and/or by phone if a student’s behavior deviates from the norm. ● If a student brings a weapon on to the school grounds or to a school sponsored activity, damages 12 property, brings in drugs, or touches any staff member in an inappropriate manner, the appropriate legal authorities will be contacted immediately.

### ***Use of Copyrighted Materials***

All material contained in Valley Virtual Remote Learning Academy Web site is copyrighted and provided for exclusive use by students enrolled in Valley Virtual Remote Learning Academy. Enrolled students may print or photocopy material from the Web site for their own use while enrolled in the Valley Virtual Remote Learning Academy program. Copying or reprinting these

materials for use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to the Valley Virtual Remote Learning Academy Website.

### ***Integrity***

All work submitted by Valley Virtual Remote Learning Academy students is assumed to have been completed without direct help. Valley Virtual Remote Learning Academy provides guidance on plagiarism and the proper citation of sources. Students are responsible for observing these standards and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit and revoked access to Valley Virtual Remote Learning Academy.

### ***Plagiarism***

The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism Valley Virtual Remote Learning Academy will not tolerate include:

- Copying or rephrasing another student's work
- Having someone else rewrite an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example, Cliff Notes), critical sources, reference materials, or other materials in part or in whole without acknowledgement
- Indirect reproduction of student aids, such as Cliff Notes, Coles Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgement.

### ***Source Citation***

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a Web site, provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available.

### **Privacy Policy**

Valley Virtual Remote Learning Academy is committed to protecting our users' privacy. 13

## **Bullying or Taunting Behaviors**

Bullying is written or oral expression, expressions through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that a school District's board of trustees or the board's designee determines:



- 1) Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- 2) Is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.
- 3) Exploit the balance of power between the predator and the student victim.
- 4) Interferes with a student's education or substantially disrupts the operation of the school.

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

Cyberbullying is defined as willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Although most cyberbullying is created on computers, cell phones and other devices that are not owned by the district or not located on school property, cyberbullying can still affect the school environment and the welfare of students.

Harassment through electronic communication includes but is not limited to E-Mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and Web sites whether or not this conduct originated on school property or with school equipment so long as:

- 1) A reasonable person should know, under the circumstances, that the act will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his or her person or damage to his or her property; and has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school; or
- 2) The act is directed specifically at students and intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicated that bullying has occurred.

### **Student Suspension/Expulsion**

The Director or his or her designee may suspend or expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Student suspension may be denial of access to the electronic learning environment **OR** required time with face to face instruction.

### **Due Process Rights**

## **Suspension**

The following procedure does not apply to in-school suspensions. The School Administrator may suspend a student if the following procedure is met:

1. Prior to the imposition of the suspension, a written Notice of Intent to suspend will be given to the student, which contains the following:
  - a. The reasons for the intended suspension; and
  - b. If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and if the student is age 16 or older, the notice must also indicate the possibility that the School Administrator may seek permanent exclusion.
2. The student must be allowed an informal hearing before the Superintendent or his/her designee, the School Administrator or Assistant School Administrator to challenge the reasons for the intended suspension or otherwise explain his actions. The student is not entitled to call witnesses at this informal hearing.
3. Within one school day after the suspension is imposed, the School Administrator shall provide written notification to the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice must contain the following:
  - a. The reasons for the suspension;
  - b. Notification of the right to appeal to the Board of Education or its designee;
  - c. The right to representation at all appeals;
  - d. The right to a hearing before the Board or its designee; and
  - e. The right to request that the hearing be held in executive session.

If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the student is age 16 or older, the notice must also indicate the possibility that the Superintendent may seek permanent exclusion.

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Suspensions imposed during the last ten days of the school year may be carried over into the following school year. However, only the superintendent may impose a carryover suspension.

## **Expulsion**

The School Administrator or his/ her designee may expel a student. The following procedure is required:

1. Prior to the imposition of the expulsion, the School Administrator must provide not only the student, but also the parent, guardian, or custodian written notice of his intention to expel. The notice must include the following:
  - a. The reasons for the intended expulsion; and
  - b. The time and place for a hearing, which must be not less than three nor more than five school days after giving the notice, unless the period is extended by the School Administrator at the request of the student, his parent, custodian, guardian or representative. The parent, guardian, or custodian must be sent written notice of any extension, and the subsequent notice should contain the same information required in the original notice.
  - c. If the student is age 16 or older and the expulsion is for one of the serious criminal offenses for which permanent exclusion is allowed, the notice must also indicate the possibility that the Superintendent may seek permanent exclusion.
2. A hearing must be scheduled not less than three or more than five school days after giving the notice, for the student and his parent, guardian, custodian or representative to appear in person before the School Administrator or his/her designee to challenge the reasons for the expulsion or otherwise explain his/her actions.

#### **TECHNOLOGY and INTERNET ACCEPTABLE USE**

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**The use of technology and computer resources through the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's technology equipment and may bring additional disciplinary action.**



Students are expected to use the technology available through the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Students are expected to be responsible and use Technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

**Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in policy no. 271 Student Code of Conduct.**

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings or blocking devices, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
  - A. any activity that requires an exchange of money and/or credit card numbers;
  - B. any activity that requires entry into an area of service for which the School will be charged a fee; C. any purchase or sale of any kind; and

D. any use for product advertisement or political lobbying.

8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

9. By passing blocking programs is against School policy.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind; either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

My signature accepting the student handbook attests that I have read the above Internet Acceptable Use Policy and I agree to abide by it.

See Instructional Property Loan Agreement; Computer Return Checklist

### **Technology Equipment**

Students enrolled in Valley Virtual Remote Learning Academy are furnished computer hardware, software, and required technology equipment at no cost. Parents or the responsible party are required to sign a legally binding contract taking responsibility for the return of technology equipment upon student withdrawal. Parents or the responsible party will be assessed a fee to cover the cost of repair or replacement for lost or damaged school

property, equipment or supplies. Legal action may be taken if school property is not returned within 5 days of withdrawal. (See Instruction Property Loan Agreement)

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**Consistent Internet access is a requirement for enrollment in the Valley Virtual Remote Learning Academy.**

### **Field Trips**

Field trips may be offered periodically by school personnel for participation on a voluntary basis. Parent/Caregiver participation will be required for any school sponsored field trips and Parent/ Caregiver initiated trips are encouraged.

### **Student Records/Directory**

The Director of Valley Virtual Remote Learning Academy is responsible for the proper administration of student records in keeping with Ohio and Federal law (see FERPA Guidance Policy included) and the records are available to parents upon request.

No personal student information will be released to an outside agency not directly involved in an official capacity with the school without written consent of the parent or guardian. Parents will be required to sign a Prohibition/Consent of Student Directory Information at orientation or within two weeks of a student's enrollment.

### **Student Privacy & Parental Access to Information**

Valley Virtual Remote Learning Academy respects the privacy rights of parents and their children. No student shall be required, as a part of the school program, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. Political affiliations or beliefs of the student or his/her parents;
- b. Mental or psychological problems of the student or his/her family;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships; f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

### **NONDISCRIMINATION**



The nondiscrimination policy of Valley Virtual Remote Learning Academy extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

### **NONDISCRIMINATION ON THE BASIS OF GENDER**

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

### **NONDISCRIMINATION ON THE BASIS OF DISABILITY**

The Board maintains that discrimination against a qualified disabled person solely on the basis of disability is unfair. To the extent possible, qualified disabled persons should be in the mainstream of life in a school community. In addition, the District is the recipient of federal funds and therefore must be in compliance with all laws and regulations which deal with disabled individuals.

Accordingly, employees of the District comply with the law and Board policy to ensure nondiscrimination on the basis of disability. The following is expected.

- No one discriminates against qualified disabled persons in any aspect of school employment solely on the basis of disability.
- Facilities, programs and activities are made available to qualified disabled persons.
- Free appropriate public education at pre-school, elementary and secondary levels, including nonacademic and extracurricular services and activities, are provided to qualified disabled persons.
- No one excludes any qualified disabled person, solely on the basis of disability, from participation in any preschool education, day care, adult education or vocational education program.
- Each qualified disabled person is provided with the same health, welfare and other social services which are provided to others.

### **FERPA General Guidance for Parents**

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary

school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Under FERPA, schools must generally afford parents: -access to their children's education records -an opportunity to seek to have the records amended -some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

### **Access to Education Records:**

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.
- 

### **Amendment of Education Records:**

Under FERPA, a school must:

- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs.

### **Disclosure of Education Records:**

A school must:

- Have a parent's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:



- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the school district's annual notification of rights to parents;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs; • The disclosure is pursuant to a lawfully issued court order or subpoena; and
- The information disclosed has been appropriately designated as directory information by the school.

### **Annual Notification:**

A school must annually notify parents of students in attendance that they must allow parents

- to:
- Inspect and review their children's education records;
  - Seek amendment of inaccurate or misleading information in their children's education records;
  - Consent to most disclosures of personally identifiable information from education records. The annual notice must also include:
    - Information for a parent to file a complaint of an alleged violation with the FPCO; • A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
    - Information about who to contact to seek access or amendment of education records.

Means of notification:

- Can include local or student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform parents;
- Notification does not have to be made individually to parents.

### **Complaints of Alleged Violations:**

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue, SW

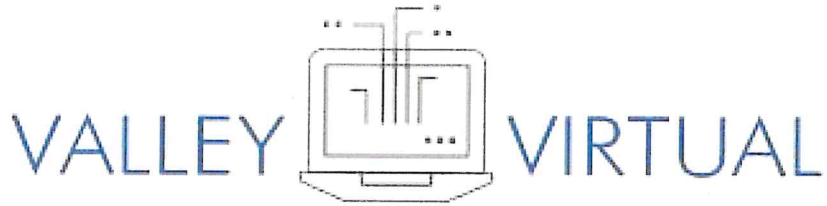
Washington, DC 20202-5901

Phone: (202) 260-3887

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
  - Names and titles of those school officials and other third parties involved;
  - A specific description of the education record around which the alleged violation occurred; ○ A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;
  - The name and address of the school, school district, and superintendent of the district;
  - Any additional evidence that would be helpful in the consideration of the complaint.





REMOTE LEARNING ACADEMY

To: Legal Guardian/Student  
From: ADMINISTRATION  
Re: ACCEPTANCE OF STUDENT HANDBOOK

By signing this memo the Legal Guardian/Student verifies that they have received and had an opportunity to obtain clarification of any policies that are contained in the student handbook.

*My signature attests that I have read the student handbook and I agree to abide by it.*

**Signature of Legal Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_ **Printed**

**Name** \_\_\_\_\_

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_ **Printed**

**Name** \_\_\_\_\_