

**ACHIEVE VIRTUAL
EDUCATION ACADEMY
VIRTUAL HANDBOOK**



2024-2025 SCHOOL YEAR

MSD OF WAYNE DISTRICT VISION, MISSION, BELIEFS, AND VALUES

VISION: To develop GREAT people!

MISSION: To activate and accelerate student learning.

BELIEFS: We believe in the power of belonging, collaboration, and growth.

VALUES:

- **Growth:** We create conditions for data-driven growth for both students and staff.
- **Equity:** We provide a human-centered and culturally-responsive system.
- **Integrity:** We say what we mean and follow through on our commitments to ourselves and others.
- **Trust:** We invest in our relationships to earn trust.
- **High Expectations:** We engage in a productive struggle to reach our full potential.

DISTRICT EDUCATIONAL PHILOSOPHY

Students are the focus of the MSD of Wayne Township. The school corporation's major responsibility is to help all students develop to their fullest potential as citizens in a democratic republic. The MSD Wayne Board of Education has adopted the following statement of policy which embodies that belief: We believe in public education delivered by the MSD of Wayne Township that provides personalized learning for each student with equity, civility, and inclusivity in a safe, nurturing environment supported by a highly effective staff and the Wayne Township community.

SCHOOL MISSION AND BELIEF

The **mission** of the Achieve Virtual Education Academy is to provide innovative and high quality on-line courses to students in a flexible format that will lead to increased graduation through student choice.

Our staff **believes** that all of our students should...

- have equal access to education regardless of boundaries.
- be able to schedule their learning opportunities that best meet their needs.
- be achieving success in an online learning environment despite the distance barriers.
- be lifelong learners.

Our staff **believes** in...

- building relationships with students and their families.
- giving students individualized time.
- creating more relevance and rigor for our online learners.

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GENERAL INFORMATION

SCHOOL CONTACT INFORMATION	GENERAL INFORMATION
<p>Located Inside the Wayne Preparatory Academy: Achieve Virtual Education Academy 5248 W. Raymond Street Indianapolis, IN 46241</p> <p>Phone: 317-988-8450 Fax: 317-988-8729</p>	<p>Office Hours: 7:30 AM to 4:30 PM HS School Colors: Purple, Orange, and White 7-8 School Colors: Purple, Blue, and White</p> <p>*All enrolled 7-8 students must have signed enrollment contract on file **All enrolled students must complete the AVE Orientation prior to the start of courses</p>

OFFICE STAFF

Principal Grades 7-12	Derek Eaton	derek.eaton@wayne.k12.in.us (317) 988-8480
Assistant Principal Grades 7-12	Johnathan Bolek	johnathan.bolek@wayne.k12.in.us (317) 988-8475
Counselor: 7th Grade AVE 9-12 AVE	Stephanie Rose	stephanie.rose@wayne.k12.in.us (317) 988-8470
Counselor: 8th Grade AVE 9-12 BDED	Kurt Woosley	kurt.woosley@wayne.k12.in.us (317) 988-8460
Grades 7-12 Principal's Secretary	Stacey Warner	stacey.warner@wayne.k12.in.us (317) 988-8485
Grades K-12 Administrative Assistant	Lyndzey Abney	lyndze.abney@wayne.k12.in.us (317) 988-8450

SCHOOL CALENDAR

Date	Event
Monday, July 29	Teacher Workday (District Staff Development, No students)
Tuesday, July 30	Teacher Workday (District Staff Development, No students)
Wednesday, July 31	Pre-K, Preschool, Grades K-12 Students Full Day
Monday, September 2	Labor Day (No School)
Friday, September 27	END OF FIRST GRADING PERIOD (42 DAYS)
Monday, September 30	BEGINNING OF SECOND GRADING PERIOD
Week of Oct. 7 – Oct. 11	Parent/Teacher Conferences
Mon. Oct. 14 – Fri. Oct. 25	Pre-K, Preschool, Grades K-12 Fall Recess (No School)
Tuesday, November 5	Staff Development Day (No Students)
Wed. – Fri., Nov. 27 – 29	Thanksgiving Recess (No School)
Friday, December 20	END OF FIRST SEMESTER (88 DAYS)
Mon., Dec. 23 – Fri., Jan. 3	Winter Recess (No School)
Monday, January 6	Staff Returns From Winter Recess (Building Staff Development, No Students)
Tuesday, January 7	ALL Students Return From Winter Recess – SECOND SEMESTER BEGINS
Monday, January 20	Dr. Martin Luther King, Jr. Day (No School)
Monday, February 17	Presidents' Day (No School)
Friday, March 14	END OF THIRD GRADING PERIOD (47 DAYS)
Mon., Mar. 24 – Fri., Apr. 4	Spring Recess (No School)
Monday, May 26	Memorial Day (No School)
Wednesday, June 4	END OF SECOND SEMESTER (94 DAYS) (Pre-K – Grade 11 Last Day)
Thursday, June 5	LAST DAY OF SCHOOL (Teacher Workday, No Students)

SCHEDULE/ CLASS SCHEDULE

Grades 7-12 REMOTE ASYNCHRONOUS SCHEDULE:

Achieve Virtual Education is like any other traditional school in the state of Indiana and students are required to 'attend' 5 days per week.

This Means:

- a. Logging into the school platform, CANVAS, 5 days per week.
- b. Logging into each course **5 days per week**.
- c. Completing work and making **visible progress in each of the 5 days logged in** towards course completion.
- d. Contact your instructors, counselor, and the AVE office **if there is a reason you will not be able to meet this expectation**.
- e. Making **progress in coursework per week** to stay on pace to reach 100% completion by the end of the semester.

2 HOUR DELAY SCHEDULE/ CANCELLATION FOR WEATHER

On days that the MSD of Wayne Township has a 2-Hour Delay, Achieve Virtual will be fully virtual that day. No students will be on-site on any day that has a 2-hour delay. On days canceled for weather, Achieve Virtual will also be canceled - students will still have access to their coursework.

GRADING SCALE

Grades 9-12

Students will receive an academic education grade (letter grade), which will reflect their knowledge/skills of the Indiana Academic Standards or district curriculum for each subject area at Achieve Virtual. All classroom assessments, assignments (including homework), and activities will be directly linked to the Indiana Academic Standards. Grades accumulate over the course of the semester. Students will earn a high school credit toward an **Achieve Virtual Education Academy diploma** by earning a grade of D or higher. **Because our students are completing coursework in a virtual environment, Achieve Virtual grading policies may be similar, not identical to other MSD of Wayne Township Schools.**

In order to earn credits for courses, students must:

- Complete all required assignments (no skipping per State protocol)
- Be passing the course in order to be granted access to the final exam
- Pass the final exam in order to prove mastery of the course and earn credit.
 - Students may be granted a 2nd attempt on the final exam on a case by case basis by the instructor.

Grading System

Grade Level Standards	Scoring Guide	Value on a 4-point Scale	Percent Based	Letter Grade
Exemplary	4	4.00	93-100	A
		3.67	90-92	A-
Proficient	3	3.33	87-89	B+
		3.00	83-86	B
		2.67	80-82	B-
Progressing	2	2.33	77-79	C+
		2.00	73-76	C
		1.67	70-72	C-
Danger of Failing	1	1.65	60-69	D
Failing	0	0	50-59	F

Grading Description

Exemplary	The student demonstrates mastery at or above the 90% level on appropriate state standards as evidenced on the district or school common assessments.
Proficient	The student demonstrates mastery at or above the 80% level on appropriate state standards as evidenced on the district or school common assessments.
Progressing	The student demonstrates mastery at or above the 70% level on appropriate state standards as evidenced on the district or school common assessments.
Danger of Failing	The student demonstrates mastery at or above the 65% level on appropriate state standards as evidenced on the district or school common assessments.
Failing	The student does not exhibit mastery at or above the 65% level on the appropriate state standards as evidenced on the district or school common assessments. Students who fall below 65% at the end of the semester will receive an F.

Grades 7-8

The grade scale is common between all district middle schools. Students will receive an academic education grade (letter grade), which will reflect their knowledge/skills of the Indiana Academic Standards or district curriculum for each subject area. All classroom assessments, assignments (including homework), and activities will be directly linked to the Indiana Academic Standards. Grades accumulate over the course of the semester.

Grade Level Standards	Scoring Guide	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
Exemplary	4	100	A+	The student demonstrates mastery at or above the 90% level on the appropriate state standards.
		93-99	A	
		90-92	A-	
Proficient	3	87-89	B+	The student demonstrates mastery at or above the 80% level on the appropriate state standards.
		83-86	B	
		80-82	B-	
Progressing	2	77-79	C+	The student demonstrates mastery at or above the 70% level on the appropriate state standards.
		73-76	C	
		70-72	C-	
Danger of Failing	1	69-60	D	The student demonstrates some mastery at or above 65% level on the appropriate state standards
Not Yet Meeting Standard	0	Below 60	F*	The grade of F indicates that the student did not demonstrate achievement at or above the 65% level on the appropriate state standards.

STUDENT'S RIGHTS AND RESPONSIBILITIES

I. EDUCATION	
<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
<p>A. Eligible students whose parents or guardians reside within the areas served by the MSD of Wayne Township along with transfer students have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children, pregnant students, and disabled students regardless of the severity of their disability. Attendance in school is mandatory in Indiana from age seven or from the time of official enrollment until the student graduates or becomes eighteen.</p> <p>B. No student shall be subjected to corporal punishment, suspended, or expelled from the MSD of Wayne Township without an appropriate level of due process being implemented. However, a student's immediate removal may be necessary to restore order or to protect persons where the student's presence in school would constitute an interference with an educational function or school purposes.</p>	<p>It is a joint responsibility of the student and parent or guardian to see that the student attends school regularly:</p> <p>A. To be on time to school and each class assignment B. To have appropriate supplies, texts, and/or equipment on hand when required for class C. To have assignments prepared D. To understand and obey rules and regulations E. To accept authority of school personnel F. To seek help when it is needed G. To have the parent or guardian notify the school of the student's absence H. To obtain and complete assignments for all absences I. To understand due process and its basic principle, which is to provide justice, not evasion.</p>
<p>Research indicates a positive relationship between attendance and grades. Parents are encouraged to maintain close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems.</p>	

II. FREE SPEECH AND EXPRESSION	
<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
A. Students may express publicly or privately, in writing or orally, their opinions, concerns and ideas as long as that expression does not interfere with the rights of others in the school setting.	A. To see that the student's expression is offered in an appropriate manner at an appropriate time and place so that it does not interfere with an educational function or school purposes, present a hazardous condition, contain vulgarities, libelous or slanderous components as defined by law, or advocate violation of a law or school rule.

III. SAFE SCHOOL ENVIRONMENT	
<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
A. Students are entitled to a safe school environment in which to learn.	<p>A. To monitor one's own behavior so that harm to self or others does not occur</p> <p>B. To help forestall, when possible, wrongful acts by other students or individuals</p> <p>C. To advise staff members when the safety of individuals or property is threatened</p>

IV. PERSONAL PROPERTY	
<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
<p>A. Students have the right to have personal belongings secure within the educational setting</p> <p>B. Students shall be provided the rules regarding searches of lockers and their contents. Lockers and other storage areas remain the property of the MSD of Wayne Township. Where possible, searches shall be conducted in the presence of the students. The principal may request law enforcement officials to assist in a search. A student may be searched when there is reasonable suspicion to believe the student possesses any illegal item or an item that will cause harm to that student or any other person.</p>	<p>A. To keep personal property in appropriate places.</p> <p>B. To keep locker combinations confidential and to use only their assigned locker.</p> <p>C. To refrain from bringing to school any materials or items that would be disruptive or dangerous.</p> <p>D. To respect the property rights of all others.</p> <p>E. To refrain from transporting or keeping illegal and/or dangerous items on school property</p>

V. INDIVIDUAL FAIR TREATMENT AND RESPECT

<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
A. Students have a right to expect courtesy, fairness, and respect from school personnel and other students.	A. To treat others in the educational setting with courtesy, fairness, and respect.

VI. DRESS AND GROOMING HABITS

<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
A. Students may dress and groom themselves in any manner that is not disruptive to the educational program and dangerous to themselves or others.	<p>A. To follow the Wayne Township Schools' dress code, dressing and exhibiting grooming habits appropriate for the educational activity.</p> <p>B. To refrain from grooming in the classroom or where it would constitute an interference with an educational function or school purposes.</p> <p>C. To wear required safety devices or uniforms that ensure the student's safety or unrestricted movement.</p>

VII. PRIVACY

<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
A. Students' educational records will be protected and any disclosure will be consistent with legal requirements specified in the state and federal law.	A. To keep school personnel promptly informed about changes in addresses, phone numbers, emergency contacts, etc.

ATTENDANCE PROCEDURES AND EXPECTATIONS

While a virtual school provides for a flexible learning environment for the student, it still maintains a basic expectation of student attendance and performance.

Attendance for 7-12th Grade Students:

Achieve Virtual Education is like any other traditional school in the state of Indiana and students are required to 'attend' 5 days per week.

What does attendance look like?

- Logging into the school platform, CANVAS, at least 5 days per week.
- Logging into each course **5 days per week**.
- Completing work and making **visible progress in each of the 5 days logged in** towards course completion.
- Contact your instructors, counselor, and the AVE office **if there is a reason you will not be able to meet this expectation**.
- **Grades 7-8:** Complete **all assignments** in the folder for the week.
- **Grades 7-12:** Making **5-6% progress in coursework per week** to stay on pace to reach 100% completion by the end of the semester.

Attendance Reporting Procedures (Prolonged Absence, more than 1 day):

If your student will be absent during expected attendance time online please contact the office to report the absence ensuring we have the following information:

- First and last name of student
- Name of person making the call and the relationship to the student
- The reason for the absence
- The date and period of time expected for the student absence
- A telephone number or email address so the call / email can be verified

Students Not Working or Progressing:

- Teachers will contact students that are not working consistently.
- Each week, students that have not been working are submitted to the student's counselor and/or Achieve Virtual Assistant Principal.
- Students that continue to not engage in their coursework, who are classified as truant, will be notified via email that they are in truancy protocols.
- Be aware of State Code regarding truancy for virtual students:

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.

As added by P.L.211-2019, SEC.18.

Student Expectations:

Student at Achieve Virtual Education are expected to:

- attend school as per the above stated policy as unverified absences could lead to truancy protocol for excessive unexcused absences..
- show respect to instructors, staff, and other students while enrolled with Achieve.
- communicate with staff in the event they are unable to meet attendance expectations.
- follow all the policies of the MSD of Wayne Township.
- demonstrate **academic integrity** throughout their time as a student with Achieve.

DRESS CODE

Grades 7-12

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

These guidelines and expectations apply to all students while either on-site or off-site and visible for synchronous learning. No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in

Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

- **Shirts / Tops:** All shirts or tops must “cover” the underarm, chest, shoulders (no spaghetti straps), stomach, and back.
- **Pants, Skirts, Shorts:** All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.
- **Shoes:** Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.
- **Jackets / Coats:** Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.
- **Headwear and Glasses:** Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandannas, headbands, scarves) designed to pull or hold hair.
- **Hair / Facial Jewelry:** Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.
- **Book bags / Backpacks:** Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.
- **Undergarments / See-Through Materials:** Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute “cover”.

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.

ACADEMIC INTEGRITY (CHEATING)

Integrity is very important to us. Sometimes students may try to take shortcuts in their learning due to the stress of work or falling behind in their coursework. It is our teacher's duty to ensure our students meet the standards as determined by the State of Indiana. This means students are moving toward proficiency in their courses by demonstrating post secondary readiness competency through their own skills and work. Below are guidelines and expectations regarding Academic Integrity for Achieve Virtual students.

- Students **should** answer and respond to questions on assignments, exams, and activities in their courses with their own generated answers with the following acceptable practices:
 - Citing material from other sources within their answers.
 - Paraphrasing material from other sources and giving citations.
- Students **should not** answer and respond to questions on assignments, exams, and activities in their courses with plagiarized material which would include but is not limited to the following:
 - Copy and Paste material from a website or search engine.
 - Copy and Paste AI generated answers.
 - AI means Artificial Intelligence sites such as ChatGPT, Bard, etc.
- Teachers have the right to assign a failing grade for assignments that are submitted as the original work of the student and **are proved to be copied from other students, other websites, search engines, or AI generated material.**
 - CANVAS has an internal plagiarism checker for teachers.
 - Teachers utilize various AI Checkers to determine AI % generation of student submissions.
- Parents or guardians will be notified of the offense.

Student Copyright - From Board Policy

Along with staff, students are expected to follow copyright laws. Students will respect the rights of copyright owners, including the rights of copyright owners to materials posted to the Internet. Copyright infringement occurs when a student or staff member reproduces a work that is protected by copyright outside the limitations of copyright law without the explicit permission of the copyright owner. Students own the copyright to works that they create in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright. The students and the students' parents or guardians must agree before the school will distribute or profit from student work.

FREE AND REDUCED LUNCH

Any student who may qualify for free or reduced lunch, should complete the form in order to ensure you qualify for textbook assistance in grades 9-12. For students in grades 9-12, it could impact the student's opportunity to take the SAT and ACT exams one time at no cost. This process is completed through the Wayne Township website.

Instructions and the form can be found here:

<https://childnutritionservices.wayne.k12.in.us/free-reduced-lunch-information/>

STUDENT SERVICES

Stephanie Rose - Guidance Counselor (stephanie.rose@wayne.k12.in.us)

317-988-8470

- 9-12th Grade Achieve Virtual Students

Kurt Woosley - Guidance Counselor (kurt.woosley@wayne.k12.in.us)

317-988-8460

- 9-12th Grade Ben Davis Extended Day Students
- 7-8th Grade Achieve Virtual Students

GRADUATION REQUIREMENTS

(To Earn an Achieve Virtual Education Academy Diploma)

CORE 40 Diploma Course Requirements

English/ Language Arts	8 Credits
Mathematics	6 Credits (in Grades 9-12)
	2 Credits: Algebra 2 Credits: Geometry 2 Credits: Algebra II or complete Integrated Math I, II, and III for 6 credits *Class of 2016 and beyond - All students must take a math or quantitative reasoning course each year
Science	6 Credits
	2 Credits: Biology 2 Credits: Chemistry I or Physics or Integrated Chemistry-Physics 2 Credits: any Core 40 science course
Social Studies	6 Credits
	2 Credits: US History 1 Credit: US Government 1 Credit: Economics 2 Credits: World History or Geography/History of the World

Directed Electives	5 Credits
	* World Languages, Fine Arts Career/ Technical
Physical Education	2 Credits
Health and Wellness	1 Credit
Electives	6 Credits (Career Academic Sequence Recommended)
Total	40 Credits * Students must also pass required State Assessments ** Most 4-year Colleges require 2 years of a world language and a year of pre-calculus.

Core 40 Diploma

In the State of Indiana, students entering the ninth grade are encouraged to work toward minimally completing the requirement for a Core 40 diploma. All Wayne Township graduates are expected to meet the requirements of the Core 40 diploma. Core 40 is a directed set of high school courses that will help prepare students for success, whether pursuing a career that requires four or more years of college, one or two years of post-secondary education in a business or technical college or training through an apprenticeship program. Indiana's Core 40 includes courses beyond those required for graduation from high school, reflecting the belief that students need more than the minimum to be successful. The option to opt out of the Core 40 diploma is available to students under special circumstances. The student, the student's parent/guardian, and the student's counselor must meet to discuss and review the student's career and courses before opting out of the Core 40 and awarding a general diploma. (511 IAC 6.2-3)

CORE 40 WITH ACADEMIC HONORS DIPLOMA

The Indiana State Board of Education has established a Core 40 with Academic Honors Diploma. The diploma is intended to bring honor to those students who choose challenging courses and accumulate at least 47 credits in high school. To be eligible for an Academic Honors Diploma, a student must have a weighted grade point average of "B-" (2.67) or above. No grade lower than a "C-" may count towards the diploma. A gold seal is placed on the diploma and the student's transcript notes the awarding of the Academic Honors Diploma. (511 IAC 6.2-3)

CORE 40 WITH TECHNICAL HONORS DIPLOMA

The Indiana State Board of Education has established a Core 40 with Technical Honors Diploma. The diploma is a special diploma intended for those students who choose a career-technical focus for their high school career path. Students must accumulate at least 47 credits in high school. Students must maintain a grade point average of "B-"

(2.67) or better and have no grade lower than a "C-" in order to earn the Core 40 with Technical Honors Diploma. The Core 40 with Technical Honors Diploma designation will be placed on student diplomas and transcripts. (511 IAC 6.2-3)

GRADUATION DIPLOMA REQUIREMENTS: GRADUATION PATHWAYS

(Class of 2023 and Beyond)

Link to Indiana Department of Education Info-graphic: Click [Here](#)

Diploma Requirements	
1. Credits	<ul style="list-style-type: none"> ● Core 40 - 40 credits ● Academic Honors - 47 credits ● Technical Honors - 47 credits ● General
2. Learn & Demonstrate Employability Skills	<ul style="list-style-type: none"> ● Produce Defined Outcome(s) based on Experience <ul style="list-style-type: none"> ○ Resume ○ Letters of Recommendation ○ Letter of Employment Verification ○ Post-Secondary Related Experiences ○ Extra-Curricular Participation
3. Post-Secondary Ready Competencies	<ul style="list-style-type: none"> ● Honors Diploma ● SAT ● ACT ● ASVAB ● Industry Certification ● Apprenticeship ● CTE Concentrator ● AP/ IB/ Dual Credit/ Cambridge International/ CLEP ● Locally Created Pathway ● Waiver

COLLEGE TRANSCRIPT PROCESS

Parchment

It's easier than ever to have your students register for their Parchment accounts.

You can now go to [Settings > Ordering*](#) to get your school's very own registration and ordering page link (URL). Give the link to your students or give it (and the custom HTML code) to your IT Staff to add the [Order](#) button to your school's website:

You can add your school's logo and a welcome message for your students to see. Plus, when your students register with the link, your school is automatically added to their accounts.

*Only Site Admins can access the Ordering settings.

ON-SITE EXPECTATIONS AND PROCEDURES

Grades 7-12

This list is a set of school-wide procedures and rules that are to be followed at all times while on-site for state assessments:

1. Students will ring the doorbell and Check-in at the Reception Desk in the main office, students should present a picture ID for verification.
2. Students will report directly to the classroom for **state testing**.
3. No students should be in the hallway without a pass or permission.
4. Only 1 person at a time will be allowed into the restrooms while on-site.
5. Visitors are not permitted on-site.
6. Cell Phones, smart watches, and earbuds will be collected in the main office as these items are prohibited for state assessments.
7. No food is allowed in the classrooms. Students may have a water bottle.
8. Once testing is completed students should:
 - a. Notify their transportation
 - b. Leave once their transportation arrives
 - i. Students should not be in the hallway nor wandering to other parts of the facility.

STUDENT DISCIPLINE AND THE CODE OF CONDUCT

Student Discipline

Our hope is to encounter zero disciplinary issues, and when working with larger groups of students we must plan in case there are times when procedures are not followed.

All students will be given due process and all disciplinary issues will be investigated by administration. Administration will determine and assign consequences as appropriate and necessary within the guidelines set forth by the school board policies of the MSD of Wayne Township.

Students will be expected to follow all MSD of Wayne Township policies approved by the school board in regard to discipline. Which can be found here at:

[MSD of WAYNE TOWNSHIP STUDENT CODE OF CONDUCT](#)

Middle School Grades 7-8

AVE RULES and PROCEDURES

The “Wayne Township ‘Student Code of Conduct and Annual Notices’” will be given to students or mailed home and can be accessed online in the link above. In addition to that Code of Conduct, we expect AVE Middle School students to read and understand and follow all of the district and AVE procedures and rules each year. These rules include, but are not limited to the following:

1. **All School and District Conduct Rules apply** (1) during school activities on or off district property; (2) on district property at any time; (3) while traveling to or from school or an activity.
2. **Devices:** Students will have and use their school issued Chromebook ***while following the Wayne Responsible Use Policy.***
3. **Profane language, images, or references are not allowed** (to be viewed, shared, etc.). If the sharing or showing of profane images causes a disruption to the school day, it could result in disciplinary action.
4. **Suspended students** are prohibited from **all MSD of Wayne school properties** during the course of the suspension and/or expulsion.
5. Students must be **in their assigned area at all times**, and must be supervised by a staff member at all times while on-site.

6. Upon violation of a rule or procedure, and/or after warning(s), students may earn disciplinary consequences such as suspension, off-site contract, alternative placement, and/or expulsion in extreme circumstances.

High School Grades 9-12

The following constitute misconduct for which a student may be suspended or expelled:

1. Insubordination: A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity.

Examples of insubordination include, but are not limited to:

- a. Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority: Failure to follow any reasonable direction given by a staff member or adult in charge
- b. Refusal to Report to Office: Failure to report to the administrative office as directed by a staff member or adult in charge.
- c. Refusal or Failure to Identify Oneself: Failure to identify oneself when requested by a staff member or adult in charge.
- d. Failure to Participate in an Alternative to Suspension Program.
- e. Failure to Respond Truthfully and completely when questioned about a school-related matter.
- f. Refusing to Cooperate in a Vehicle Search conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.
- g. Failing to Show Student ID Cards: Students are required to show their ID cards or identify themselves when asked to do so by a school employee or adult in charge.
- h. False Attendance Note, Call, or Hallway Pass: Any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction. The same is true for a false attendance call, professional note, or parent note.

2. Disrespect: A student will not behave in a disrespectful manner toward staff or an adult in charge. Examples of disrespectful behavior include, but are not limited to:

- a. Walking Away: Leaving while a staff member or adult in charge is talking to the student or has directed them to stay in the area.
- b. Talking Back: Responding orally in a rude or insolent manner to a staff member or adult in charge.

c. Inappropriate Gestures and/or Actions that can be viewed as Obscene or Rude.

3. **Behavior that Injures or Presents a Risk** to the student or another person

4. **Bullying, Harassment, Intimidation, Provocation and Threat:**

"Bullying" as used in this policy means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Ind. Code 20-33-8-0.2.

"Harassment" as used in this policy means: Unwelcome words and/or actions directed to another person, which interfere with the victim's ability to work, learn, or benefit from a school activity; or an offer of a benefit or an opportunity to avoid a sanction if the victim accommodates or does not reject the harasser's words or actions.

"Intimidation" as used in this policy means communicating a threat to another person, with the intent that the victim engage in conduct against the other person's will; that the other person be placed in fear of retaliation for a prior lawful act; or causing a building to be evacuated. See Ind. Code 35-45-2-1

"Provocation" as used in this policy means words and/or conduct intended to or having the effect of "calling out" or challenging a person to fight. It includes using "fighting words" or challenges to a person based upon race, color, religion, actual or perceived disability, national origin or ethnicity, gender, sexual orientation or identity.

"Threat" means an expression, by words or action, of an intention to: unlawfully injure the person threatened or another person, or damage property.

5. **Hazing** - "Hazing" as used in this policy means causing a person to perform or submit to an act of initiation or rite of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk by a victim shall not be considered in determining if hazing has occurred. For criminal liability for "hazing", see the Indiana Criminal Recklessness statute at Ind. Code 35-42-2- 2.

6. **"Sexual harassment"** as used in this policy means unwelcome words or actions motivated in whole or in substantial part by the victim's gender when:

- a. acceptance of or submission to the words or actions is an express or implied condition of receiving a benefit, avoiding a penalty, or displacing legitimate considerations in a decision concerning the victim's employment or education;
- b. the unwelcome words or actions substantially interfere with an employee's work performance or a student's ability to learn; or the unwelcome words and/or actions create a hostile environment for work or teaming.

7. Knowledge of Deadly or Dangerous Weapons or Threats of Violence. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Use of an Object as a Weapon. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion.

9. Failing to report Behavior of Another Person to a teacher or administrator when behavior by another person could result in harm to another person or persons or damage the property of another person or persons when the student has information about such behavior.

10. Possessing a Knife, Firearm, Dangerous Device or something that appears to be a dangerous device including laser pointers. "Dangerous device" includes fireworks, a handgun, rifle, shotgun, stun gun, knife, mace, pepper gas, and all other weapons and personal protection devices capable of causing injury or discomfort to a person. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon will subject a student expulsion. In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation.

11. Consuming, possessing, offering, providing, or being under the influence of:

- a. Alcohol or an alcoholic beverage and/or illegal drug
- b. a prescription drug except as authorized by a prescription by a licensed healthcare provider.

- c. an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as their primary ingredient except as authorized in a prescription by a licensed healthcare provider.
- d. any substance represented to be, or thought to be by the intended recipient to be an illegal or prescription drug except as authorized above.
- e. a substance such as an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on labeling, a sign, or by school personnel.
- f. rolling papers, clips or displaying materials that promote or encourage alcohol or drug use.
- g. cigarettes, smokeless tobacco, e-cigarettes(i.e. vape pens), Juul devices and other “vape” devices and accessories, snuff, or other tobacco products or a device such as a lighter designed primarily for use in consuming tobacco products (see School Board policy A150-R)

12. Engaging in sexual behavior. Sexual behavior is defined as any inappropriate conduct of a sexual nature, including inappropriate display of affection. Public Affection: Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or inappropriate, but petting or kissing is inappropriate and objectionable. Disciplinary action will be taken against students who refuse to cooperate.

13. Profanity/Obscenity: A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:

- a. Swearing: Saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting.
- b. Obscene Gestures: Making any sign that conveys an offensive, obscene, or sexually suggestive message.
- c. Derogatory Written Materials: Having any written material or pictures that convey an offensive, obscene, threatening, demeaning or sexually suggestive message, satanic or gang- related drawings, symbols, and references, or racial in nature.
- d. Directed at Staff Member: Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a staff member.

INDIANA'S BULLYING LEGISLATION

Bullying is prohibited by the MSD of Wayne Township. Students who commit any acts of bullying are subject to discipline including but not limited to suspension or expulsion. Students may also be subject to arrest and/or prosecution for criminal acts.

IC 20-33-8-0.2 "Bullying" Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

IC 20-33-8-13.5 Discipline rules prohibiting bullying required Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must: (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention. (b) The discipline rules described in subsection (a) must apply when a student is: (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school. (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

STUDENT DRUG TESTING

Our school's Administrators reserve the right to request a drug test according to the Wayne Township Board Policy. Please read as follows:

The use of illegal drugs, alcohol, and tobacco is prohibited and requires interventions. Students may be tested through voluntary testing, which requires parent/guardian permission, or required testing based on individualized, reasonable suspicion. Voluntary testing may be requested when a student violates certain school rules or if the student is having significant trouble with grades or attendance. "Individualized, reasonable suspicion" means circumstances which, when considered together in the context of which each occurred, give rise to a reasonable belief that, at the time the test would be administered, the test would show that the student had used a drug, alcohol, or tobacco in violation of Indiana or Federal Law or M.S.D. of Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, legal drugs, alcohol, tobacco, and substances that mask the presence of or block the detection of another substance. The use of a "blocking agent" is an expellable offense. The refusal to provide a specimen is a violation and will have the same consequences as a positive test. The results of voluntary testing will be reported to the district testing coordinator who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with the parent or guardian to find appropriate assistance for the students. The consequences of a confirmed positive required test shall be consistent with the Student Code of Conduct.

SCHOOL BUS: CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times, since the safety of all students is our top priority. In order to help ensure student safety, periodic videotaping may occur on the bus. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. Though we are virtual, there may be times we offer field trip opportunities for students where student would meet on campus and ride a bus to the location of the trip.

To promote a safe, orderly, efficient and enjoyable bus ride to and from school the rules listed below must be followed by all students.

At the bus stop...

- Be on time. Board only at your regularly assigned stop, unless special permission is received in advance.
- Stay out of the street and away from the road.
- Help protect surrounding property while waiting.
- Wait to enter until the bus comes to a full stop, and the door has been opened by the driver.
- Take your turn and do not push when entering the bus.

On the bus...

- Always obey the driver promptly and respectfully.
- Be seated promptly and stay in the assigned seat.
- Keep all books and materials on your lap or contained in a pack or bag.
- Be courteous and use no profane language.
- Speak in low tones.
- Never push, shove, scuffle or horseplay.
- Keep all belongings including head, hair, hands and feet inside the bus and to yourself.
- Never smoke or use any tobacco product.
- Never fight.
- Never throw objects inside or outside the bus.
- Never eat or drink on the bus.
- Treat bus seats and equipment with care and respect.
- Keep the bus clean and orderly. Leaving the bus
- Leave the bus only at your regularly assigned stop, unless special permission is received in advance.
- Wait to leave until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when leaving the bus.
- Once off, clear the area immediately. If crossing the street in front of the bus, wait for a signal from the bus driver, then walk quickly across the street.

ELECTRONIC DEVICES

Grades 7 and 8:

Chromebooks:

Each student is issued a Chromebook to use during the school year. **Students are responsible for keeping the device in good condition, properly charging the device, and having the device with them for on-site and off-site instruction.** In case of damages, each student's parent will receive a bill in the mail for payment or replacement of the device.

Grades 7 and 8:

Cell Phones:

Students may bring a cell phone to school, and the phones and any accessories of the phone will be turned into the main office while on-site.

Cell phones are to be turned off. All accessories (ie. earbuds, headphones, chargers, etc.) should be kept in the student's bag along with their phone while on-site. If a student's cell phone must be confiscated because of misuse or not following directions while on-site, parents will be able to pick up the device in the office the next school day.

Grades 9-12:

Students may bring a cell phone to school, and the phones and any accessories of the phone must be kept in their bag and turned off while on-site.

***Since 9-12 grade students will be on-site for exams/assessments, phones must be turned into the main office prior to entering the testing room.**

EXTRACURRICULAR ACTIVITIES

Grades 7-12

Achieve Virtual Education Academy currently does not offer any extracurricular activities such as:

- Interscholastic Athletics (ie. football, basketball, track and field, etc.)
- Music Programs (ie. choir, band, orchestra, etc.)

Students are prohibited from joining or competing as a member of any other MSD of Wayne Township school's athletic or musical programs, or of any other school, district, or school corporation's athletic or musical programs.

Students are prohibited from entering any competition representing Achieve Virtual Education Academy. Students can enter as independent or "unattached", but may not represent Achieve Virtual Education Academy without written approval from the Principal or member of the MSD of Wayne Township's Administration Team.

EXTRACURRICULAR CLUBS

Grades 7 and 8

Extracurricular clubs may be formed with the approval of the Principal if the following criteria are met:

- Completed/ Submitted the Extracurricular Club Application to the Principal
- A sponsor of the club that has completed all necessary background checks, if not a staff member
- Scheduled and meets outside of school hours with students, no meetings held outside of the school operation hours of 7:30 am to 6:00 pm. Monday through Friday
- Transportation for students is provided to and from the facility
- The club is self-funded
- The is Sponsor is responsible for:
 - Scheduling and Reserving the meeting space
 - Setting up the meeting space
 - Cleaning up the meeting space
 - Supervising the members of the club to ensure all facility rules are followed

APPENDIX A: ENROLLMENT CONTRACT

Achieve Virtual 7th and 8th Attendance Contract 2024-2025 School Year

I, _____, agree to the following expectations and conditions in order to maintain enrollment in Achieve Virtual 7th and 8th for the 2023-2024 Academic School Year. I understand that failure to comply with these expectations **will result in the withdrawal from Achieve Virtual 7th and 8th** and mean my student will enroll into either Chapel Hill 7th and 8th Grade Center, Lynhurst 7th and 8th Grade Center, or another middle school.

Expectations of Attendance:

- Students must have reliable and consistent access to the internet, and not internet provided from a Wayne Mifi service.
 - Students currently enrolled in a Wayne school will require the mifi device be returned before withdrawing.
- Students are expected to login on the virtual days at the assigned day and time as communicated by Achieve Virtual 7th and 8th daily Monday through Friday.
- Students are expected to attend in-person for state assessments.
- Planned absences will be communicated to our office and teachers by phone or email 24 hours in advance of the planned absence.
- Parent(s) will provide documentation for excused absences (IE, doctor, dentist, optometrist appointments).
- For all absences, students will have the same number of days absent to make up any work missed.
- If ever a student exceeds five (5) days absent, the parent may be asked to meet with the counselor, administrator, or appointee of the administration to determine an action plan for eliminating future absences.
- Communication regarding absences will be sent home via mail, electronically, and/or phone call.
- Student(s) will miss no more than ten (10) total days per year; Virtual.
- If a student reaches ten (10) or more absences, for any reason, the school may withdraw the student from Achieve Virtual 7th and 8th per 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. *As added by P.L.211-2019, SEC.18.*

Parent Name (Printed)	_____	Date _____
Parent Signature	_____	Date _____
Counselor Signature	_____	Date _____
Administrator Signature	_____	Date _____