

MCAS GREAT LAKES

VIRTUAL ACADEMY



2025-2026

Student Handbook

GREAT LAKES VIRTUAL ACADEMY NON-TRADITIONAL PROGRAMS

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MICHIGAN CITY AREA SCHOOLS (MCAS)

Mission

We are a diverse community of families, students, and staff who take pride in our schools, contribute positively to society, and prepare students for lifelong success.

Vision

Michigan City Area Schools: High expectations. Supported students. Innovative paths to success.

Values and Belief Statements

TRUST

We believe in promoting a culture of integrity so that all members of our community experience deep trust and partnership with the district.

DIVERSITY

We believe in celebrating diversity and empowering all members of our community.

GROWTH

We believe in continuously growing, learning, and improving, so that all of our students experience academic and personal success.

PRIDE

We believe in cultivating pride in our schools.

GREAT LAKES VIRTUAL ACADEMY

Mission

MCAS Non-Traditional Programs, including Great Lakes Virtual Academy, offers a supportive and inclusive environment where innovation and flexibility extend beyond traditional education, empowering each learner to succeed through a personalized approach.

Vision

MCAS Non-Traditional Programs, including Great Lakes Virtual Academy, will be an educational program in which staff:

- Foster a collaborative culture that builds on each student's unique strengths to support individual success.
- Cultivate a safe and inclusive environment.
- Provide tiered supports focused on graduation and post-secondary preparation.
- Seek innovative approaches in the pursuit of alternative learning opportunities and pursue innovative strategies to expand access to alternative learning opportunities.

Great Lakes Virtual Academy

ADMISSION

High school students must meet all eligibility requirements related to residency, academics, age, immunizations, and any other criteria outlined by State law, Board Policy, and administrative regulations in order to be admitted into Great Lakes Virtual Academy. Families should contact the Non-Traditional Programs Main Office for detailed admission requirements and enrollment guidance. A staff member from the Non-Traditional Programs team will reach out to schedule an intake meeting to complete the enrollment process. Final enrollment is confirmed upon successful completion of registration, a review of student records, and the intake meeting.

STAFF RESPONSIBILITIES

Non-Traditional Programs staff will work closely with students and their families to regularly communicate progress to promote academic success. A designated School Counselor along with the Non-Traditional Programs Principal will oversee placement of students, course schedules and provide social and emotional learning support.

FAMILY RESPONSIBILITIES

We appreciate the key partnership that must exist between home and school to make a virtual learning experience have success. This partnership works best when:

- families have access to reliable WIFI and technology capabilities every school day;
- families provide a secure and safe study environment for their student to engage in online instruction;
- families supervise the student's work and make sure the student is complying with attendance procedures and attending required live remote (Zoom, Google Meet, etc.) instruction with camera on;
- families keep in close communication with Non-Traditional Program Staff about academic progress;
- families commit to making students available to attend required in-person local and state assessments;
- families commit students to be placed in Great Lakes Virtual Academy for a minimum of one semester.

It is an expectation that the parent/guardian for Great Lakes Virtual students will act as educational advocates, providing their students with additional problem-solving support when needed.

In order to keep parents informed of their student's progress in school, parents are provided with academic progress information on a continuous basis. Parents are encouraged to communicate any suggestions or concerns that may help their student better accomplish his/her educational goals.

STUDENT RESPONSIBILITIES

Students enrolled in Great Lakes Virtual Academy will be expected to abide by all policies outlined in the **Student Handbook**. It is required that:

- students have access to reliable WIFI and technology capabilities every school day;
- students follow their online teacher's lesson planning and calendar, and that they log in as assigned;
- students keep in close communication with Non-Traditional Programs Staff;
- students must have their camera on for all live teaching/Zoom;
- students must attend all required in-person testing;
- students follow the teacher's virtual classroom rules.

Success in the Great Lakes Virtual Academy program is contingent upon students taking accountability and ownership of their education.

VIRTUAL LEARNING SUCCESS TIPS

The following tips are provided to help students and families be successful in an online learning environment:

- **Check email and messages every day Monday-Friday.**
- Log into the school platform, Edmentum, at least five (5) days per week.
- Log in and complete work every day Monday-Friday.
- Attend all live sessions.
- Watch the tutorials.
- Stay on pace.
- Utilize the tools available in the course.
- Communicate often with your teacher and Non-Traditional Programs staff for support.

HOME LEARNING ENVIRONMENT

Students are asked to dedicate a space in their homes for online learning. Please eliminate any distractions that may interrupt live instruction. Environments will be treated as if the families or students are in the school they would normally attend. **MCAS reserves the right to remove anyone from the Great Lakes Virtual Academy program whose behavior impedes or disrupts the online learning environment.**

CURRICULUM

Great Lakes Virtual Academy uses the Edmentum online learning platform to provide curriculum for Great Lakes Virtual Academy students.

Edmentum's curriculum provides a learning experience that is based on real-world skills and aligned to state and national standards including updated high school diploma requirements. This rigorous and engaging content is designed to meet each child at his or her proficiency level through the use of media-rich and interactive experiences.

All Great Lakes Virtual Academy students will also be enrolled in a MCAS Schoology course providing them with a single location for schedules, announcements, and additional assignments.

SCHOOL CALENDAR

Great Lakes Virtual Academy will follow the MCAS school calendar located at <https://2025-2026.MichiganCityAreaSchoolsCalendar>. **Families should be aware that the Edmentum system does not accommodate designated days off school.** Students should work ahead or catch up upon return when taking a planned vacation to stay on or ahead of pace.

MCAS EVENTS

Great Lakes Virtual Academy students are allowed and encouraged to attend any MCAS event which is open to the public including performances and sporting events. **Students fully enrolled in Great Lakes Virtual Academy and have legal settlement within MCAS boundaries are only allowed to participate in additional special events such as dances or banquets at the invitation of the school or if they are**

invited by a current MCAS in-person student and have completed appropriate paperwork as a student from another school.

ACADEMIC DISHONESTY

1. A student must not submit substantial portions of the same academic work for credit more than once without permission of the instructor.
2. A student must not allow others to conduct research or to prepare any work for them without advance authorization from the instructor. This prohibition includes (but is not limited to) commercial term-paper companies and past papers of other students.
3. Plagiarism—A student must not intentionally or unintentionally adopt or reproduce ideas word, or statements of another person without giving acknowledgment;
 - a. Whenever he/she quotes another person's actual words, including Internet sources.
 - b. Whenever he/she uses another person's idea, opinion, or theory;
 - c. Whenever he/she borrows facts, statistics, or other illustrative material-unless the information is common knowledge.
 - d. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.
4. Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty. This includes sharing answers with another student.

Students caught cheating will be subject to the appropriate discipline of the teacher's classroom management plan. A second instance of academic dishonesty will result in a referral to the administration for disciplinary consequences and a parent meeting. This may result in suspension and/or loss of credit for the semester.

Online courses use copyrighted materials that have been licensed or developed by their vendor. These materials are the property of the respective developer and are provided only for the use of students. You may not distribute, publish, or reuse the materials, audio files, images or design of any of the curriculum. You are authorized to view, copy, and print documents contained within the portal and courses, subject to the agreement that:

- Your use is for the performance of coursework as required by the instructor teaching the course for which you are registered.
- All copyright or proprietary notices are displayed on all copies
- You will not reuse any material contained on the portal or courses, including the functionality of the courses delivery system
- You will not copy the course delivery system for any commercial or noncommercial purpose. You will not copy any codes or graphics contained in the site, except those graphics used in courses, subject to the above terms.

ATTENDANCE POLICIES

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

Students who are enrolled for the entire school year are required to attend 180 instructional days annually. The total instructional days are adjusted proportionally based on the student's start date.

The instructional time requirements in Indiana for schools are established by state law. These requirements apply regardless of how many semesters make up a school year.

- IC 20-30-2-1: Instructional time is time during which students participate in an approved course, curriculum, or an educationally related activity under the direction of a teacher, which includes a reasonable amount of passing time between classes. Instructional time doesn't include lunch or recess.
- IC 20-30-2-2: Requires that the instructional day for grades 1-6 consist of at least 5 hours of instructional time, and the instructional day for grades 7-12 consist of at least 6 hours of instructional time.

Attendance requirements for Great Lakes Virtual Academy are as follows:

- Log into the school platform, Edmentum, at least five (5) days per week.
- Log into each course at least five (5) days per week.
- Complete work and make **visible progress in each of the five (5) days logged in** towards course completion by the end of the semester.
- Complete work and **stay on pace**.
- While students may work at their own pace, it is important to maintain progress in all courses.
 - Students should plan to complete an estimation of five (5) hours of effective school work or a weekly average of 25 hours of online work per five (5) days within a seven (7) day week window. *Keep in mind the amount of time online may be different for each student.* by the classroom teacher.
 - Students can complete work aligned with live teaching or can work ahead within the given week's work of content as allowed by the classroom teacher.
 - Students are expected to stay on pace with at least 50% of their courses on a weekly basis to be considered in good standing.
 - There may also be additional work to complete offline.
 - *This time should be divided among all classes.*

Students must demonstrate consistent progress toward completion of the coursework to be noted as being "on pace" and in good standing.

Good Standing Status - Students will be marked in attendance and considered in Good Standing if any of the following occurs:

- The student is on pace with half (50%) or more of their classes.
- The student logs in to Edmentum or Canvas work and completes assignments daily.

Warning Status- Students who are not on pace half (50%) or more of their classes will be designated as Warning Status. These students will be notified via email of this change in status. Depending on the time of year, the course grade and current grade may also be taken into consideration.

Students in Warning Status have the following guidelines:

- A Warning Status Intervention Plan will be developed that includes:
 - An attendance requirement: Students are required to log in three out of five days and complete work in **all courses** Monday through Friday.
 - Identification of courses that need the most attention.
- When a student returns to being on pace in at least half (50%) of their courses they will be returned to Good Standing Status.
- If a student remains in Warning Status for two weeks they will be moved to *Probationary Status*.

Probationary Status- Students who have not successfully addressed *Warning Status* interventions will be placed on Probationary Status. These students will be notified via email and phone call of this change in status. Depending on the time of year, the course grade and current grade may also be taken into consideration.

Students in Probationary Status have the following guidelines:

- A Probationary Status Intervention Plan will be developed that includes:
 - An attendance requirement: Students are required to log in every day (five days) and complete work every day in **all courses each day** Monday through Friday.
 - Identification of courses that need most attention and target deadlines to address them.
- Any day a student does not log in and complete work they will be marked with an unexcused absence.
- When a student returns to being on pace at least half (50%) of their courses or less than 20 assignments behind pace they will be moved to *Warning Status*.
- Students who have been repeatedly placed in Probationary Status and in the same semester will be withdrawn from Great Lakes Virtual Academy and transferred back to their originating school at the beginning of the next grading period or semester depending on the grade level.

STUDENT-TEACHER ORIENTATION

1. First Three Days of Class: I understand that my student is expected to log in and participate in live class sessions for the first three (3) days of classes each semester. This will allow them to meet their teacher and participate in orientation to understand the expectations for each class.
 - a. After the first three (3) days of class, my child may utilize the live sessions, recorded sessions, and other resources provided. As long as my child stays on pace each week, my child will have flexibility to complete assignments at a pace that works for them.
 - b. If my child gets off pace and is no longer in good status, they may be expected to participate in live sessions and/or log in for a set amount of time each day and/or week. (Good status consists of being on pace (on track) in at least 50% of your assigned classes.)
 - c. Logging in to each class each day for a minimum of 20-25 hours per week will keep students on pace. Some classes may take longer than others.

Notification of Absences

Students are expected to stay on pace and complete assignments at all times. Contact the Non-Traditional Programs Main Office if extenuating circumstances arise that may keep a student from meeting goals and regular attendance. Absences will be coded as excused or unexcused based on district policy.

Truancy

According to Indiana Code 20-20-8-8, Chronic Absenteeism is defined as being absent 18 or more days within a school year for any reason and Habitual Truancy is defined as being absent 10 days or more from school within a school year without being excused.

Students meeting the Habitual Truancy qualification must be withdrawn from Great Lakes Virtual Academy per IC 20-19-9-5. A student who is withdrawn pursuant to this policy may not be re enrolled for the school year in which the student is withdrawn per IC 20-24-7-13.

Specific interventions for students and families of students who become truant will be provided. Prior to a student reaching Habitual Truancy status, the school will establish a truancy conference. Notification of the conference date, time and location will be sent to the student's family through email and U.S. certified mail. The notice will clearly state that the student has failed to adhere to the attendance policy and required immediate intervention. The truancy conference team will seek to understand the unique situation of the student and family.

The school will review information provided by the student's family and will determine if there is sufficient basis for an excused absence, in accordance with school policy.

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school . . . to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

If a student is withdrawn due to Habitual Truancy, MCAS may:

- Report the student to the Indiana Department of Child Services (DCS)
- Report to the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults (The Clearinghouse)
- Report to the Indiana Bureau of Motor Vehicles (BMV) information to indicate ineligibility for an operator's license or learner's permit
- Call the local law enforcement agency to confirm child welfare
- Not allow the student to re-enroll for the remainder of the current school year

ONSITE EXPECTATIONS

Students in Great Lakes Virtual Academy may be requested to be onsite at various locations within the school district to complete testing, evaluations, or participate in required in-person programming. In such instances, Great Lakes Virtual students are asked to sign-in upon arrival. Virtual students may also have access to public events hosted by MCAS. During all onsite visits, Great Lakes Virtual Academy students are expected to comply with the **Student Handbook** policies, building policies, and comply with directives of school staff. Failure to comply with these procedures could result in school discipline, being issued a no trespass order and/or removal from virtual school programming.

CODE OF RESPONSIBLE BEHAVIOR

Philosophy

The primary focus of the Michigan City Area Schools is to create and maintain safe and caring schools that promote high expectations for behavior and learning, responsible choices, and success for all. . Our mission is to achieve Excellence for Everyone. In order to ensure the proper environment for “Excellence for Everyone,” strict adherence to the Code of Conduct is required.

As students mature from childhood to adolescence to young adulthood, our practice will be to initially teach children to understand how their actions affect themselves and others, and that expectations for acceptable behavior are based on our culture and civilization. We will guide children to assume increasing responsibility for making decisions for their individual behavior based upon the laws and rules of our community and society.

Through our actions with students, we will demonstrate and model compassion, kindness, and integrity so that our children learn how to make good decisions, resolve conflicts peacefully, and work together cooperatively. Parental/Guardian support is essential for the proper development of our students.

We believe that students have a right to attend school without fear and should be able to express themselves in their words and actions as individuals. However, this right to express one’s self cannot be harmful, disrespectful, or disruptive to others or to the educational process.

Rights and Responsibilities

When a student fails to meet expectations or makes inappropriate choices, the student will be subject to a series of interventions and/or consequences with the goal of improving future behaviors. Behaviors that occur outside of school but that have the effect of disrupting the educational process are subject to the consequences covered in this handbook.

At each school, the staff, using Positive Behavior Supports, and through the Response to Instruction Team, will develop and implement a series of interventions for the general population and individual students as needed to promote the goals of this Code.

When a student engages in actions considered irresponsible, the following process will occur:

Students will be afforded Minimum Due Process, which is defined as:

- The student will be informed of the alleged violation of this Code of Responsible Behavior;
- The student will have an opportunity to respond to the accusation;
- The student will be informed of the consequences for this action.

In assessing the consequence for the student, the age of the student, the frequency of the misbehavior, and the seriousness of the situation will all be taken into account.

Parents/guardians will be informed of the administration of student due process. The school will work together with the parent/guardian to monitor and correct irresponsible and inappropriate actions.

Schools will follow due process in instances of suspension (whereby a student is separated from school attendance for a period of not more than ten school days) and expulsion (a denial of the right of a student to take part in any school function for any period greater than ten school days).

Any student recommended for expulsion shall be entitled to Formal Due Process as provided by law. Formal Due Process requires a written statement and notification to parent that the school intends to seek expulsion and the parent/guardian has a right to a due process hearing with a Hearing Examiner.

The disciplinary interventions and/or consequences for Special Needs students will take into account the unique circumstances of their Individual Educational Plan and any behavior intervention plan and will be subject to procedural safeguards in accordance with state and federal regulations including Indiana's Article 7 and the Federal Individuals with Disabilities Education Act.

Consequences for Irresponsible Actions

The following is a list of actions subject to disciplinary action. This list is not intended to be all-inclusive, but is a general list of actions that do not meet expectations for responsible behaviors, or are highly disruptive or illegal. While the Levels of Behavior are designed to follow a logical progression, the final determination of these responses rests with the building administration, who will take into consideration the results of any investigation and all relevant facts. Responses for an irresponsible action will always involve consequences and may involve other interventions as well.

Generally, Level One behaviors are behaviors that do not require administrator intervention and can be resolved at the point of contact between staff and students. Level Two and Three behaviors require a disciplinary referral. At that point, resolution rests with the administrator assigned to the behavior subject to all applicable due process requirements and within the general framework of possible consequences and responses.

Level One Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
<p>Behaviors that:</p> <p><u>do not</u> significantly violate the rights of others</p> <p>and</p> <p><u>do not</u> endanger the safety of self or others</p> <p>and</p> <p><u>do not</u> appear to be chronic</p> <p>and</p> <p><u>do not</u> require administrator involvement</p>	<p>cellphone/electronic device in unauthorized area</p> <p>classroom disruption</p> <p>dishonesty</p> <p>disrespect to staff</p> <p>dress code violation</p> <p>food and/or drink beyond the cafeteria</p> <p>horseplay</p> <p>inappropriate use of equipment</p> <p>littering</p> <p>out of assigned area</p> <p>public display of affection</p> <p>put-downs/minor teasing</p> <p>refusing to follow directives</p> <p>sharing locker</p> <p>tardy</p> <p>truancy</p> <p>using inappropriate language (isolated incident)</p>	<p>Closer monitoring/proximity</p> <p>Describe and teach expected behavior</p> <p>Goal-setting</p> <p>Refer to counselor/MTSS team</p>	<p>Apology</p> <p>Class time-out</p> <p>Loss of class participation points</p> <p>Parent conference</p> <p>Redirection</p> <p>Restitution</p> <p>Detention</p>

Level Two Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
<p>Behaviors that:</p> <p><u>are chronic</u> Level One behaviors</p> <p><i>or</i></p> <p><u>violate</u> the rights of others</p> <p><i>or</i></p> <p><u>may endanger</u> the safety of self or others</p> <p><i>and</i></p> <p><u>require</u> administrator involvement</p>	<p>academic dishonesty</p> <p>defiance or disrespect</p> <p>excessive absences</p> <p>extortion</p> <p>fight instigation</p> <p>forgery, deception, misuse of any document</p> <p>gambling</p> <p>inappropriate language or gestures</p> <p>insubordination</p> <p>missed detention</p> <p>obscenity</p> <p>provocation</p> <p>throwing objects</p> <p>unauthorized presence in an unsupervised area</p> <p>vandalism/theft (minor)</p>	<p>Inform student of violation</p> <p>Contact local agencies that can provide support, which may include police contact or teen court referral</p> <p>Parent contact/conference</p> <p>Refer to counselor/MTSS team</p> <p>Responsible Behavior Plan</p>	<p>Class time-out</p> <p>Detention: Lunch or Wednesday</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Restitution</p> <p>Revocation of license and/or work permit</p> <p>Revocation of parking privileges</p> <p>Social probation</p>

Level Three Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
Behaviors that: <u>are chronic</u> Level Two behaviors <i>or</i> <u>violate</u> district or state policies or laws <i>or</i> endanger safety of self or others <i>and</i> <u>require</u> administrator involvement and possible external assistance	arson bomb threat bullying/intimidation/harassment/hazing drug/alcohol violations drug paraphernalia violation false alarms fighting/assault/battery gang-related activities harassment: sexual, ethnic, racial, gender, or religious slurs sexual misconduct sexual harassment technology-related offenses * cyberbullying * digital images * sexting Tobacco/vaping violation threat or attack against a staff member unlawful activity vandalism/theft: felony weapon/explosive device	Contact local agencies that can provide support, which may include police contact or teen court referral Parent Contact/Conference Refer to counselor/MTSS team	Alternative to expulsion (A2E) Discipline referral SCALE Expulsion <i>(requires all formal aspects of due process)</i> In-school suspension Out-of-school suspension Restitution Revocation of license and/or work permit Revocation of parking privileges Revocation of technology privileges Social probation

DRESS CODE

Students should adhere to dress codes as outlined by MCAS policy during live virtual instruction. This dress code is also in effect when students meet in-person for test administration or conferences onsite as well as attending any MCAS events.

Student dress and good hygiene are the responsibility of both the student and the parent/guardian(s). Appropriate student dress is a part of a safe and healthy school. We take pride in providing all students with a first-rate education and positive school environment both virtually and in-person. Non-Traditional Programs staff and administration ask all students to do their part by taking pride in themselves and our academy by following the student appearance and dress guidelines each and every school day.

1. Clothing signifying gang-related activities, slogans, colors, etc. is prohibited.
2. T-shirts, other attire, or jewelry that advertise or promote alcoholic beverages, drugs, cigarettes, vaping, profanity, or the disregard for others are unacceptable.
3. Hats, bandanas, and other headgear are not to be worn in the building. This includes extracurricular activities.
4. Mesh tops, see-through tops, spaghetti tops, or tank tops with enlarged sleeve openings are prohibited.
5. Hoodies are acceptable but must be worn with hoods down.
6. Skirts and shorts shall be no less than mid-thigh length.
7. Jackets, coats, gloves, or other forms of outerwear are not to be worn in the classroom.
8. Shoes must be worn at all times. No open toes, flip flops, slides, heels above 2", slippers.
9. Beachwear and pajamas are prohibited.
10. All pants must be worn at the waistline.
11. Leggings are not acceptable as pants unless worn with a long shirt or dress.
12. Straps that are unbuckled and belts that are unfastened or anything dangling from the waist or pockets such as chains, ropes, rags, etc are prohibited.
13. Tops and pants that reveal the midriff or undergarments are prohibited.
14. Any clothing or appearance that is disruptive to the educational process is prohibited.

Violations of the dress code will result in disciplinary action as outlined in the Code of Responsible Behavior.

All Non-Traditional Programs staff members may address student appearance and dress. A student may be asked at any point to readjust or remove any item that violates the established guidelines. A dress and appearance violation does not mean an automatic referral to the administration. Consequences for a dress and appearance guideline violation can be anything from a warning to removal from Great Lakes Virtual Academy. Administration has the final authority in assigning consequences. If a student blatantly violates the established dress and appearance guidelines, he or she will be asked to change clothes after a parent is notified.

COMMUNICATION

The Great Lakes Virtual Academy teacher will communicate via email and/or phone on a weekly basis building for reminders, updates, and to highlight upcoming events.

SCHOOL CLOSINGS & DELAYS

Should MCAS be closed or closing/opening with altered times (2 hour delay) because of weather conditions or other circumstances beyond the school's control, there is no impact on Great Lakes Academy students. Great Lakes Academy students will still be expected to conduct their virtual learning as previously assigned. Any planned onsite visits will be rescheduled.

AUTOMATED CALLING SYSTEM

MCAS uses a communication system to send out automated messages to all parents via voice or email. This automated system will enable Non-Traditional Programs administration and staff members to communicate

general and emergency information with parents. In order to receive important calls, parents will need to provide updated contact numbers and email addresses.

CONFERENCES

Conferences involving the student, teacher and parent are an integral part of the Non-Traditional Programs process of reporting individual student progress to parents. At any time, parents/guardians may request to meet with school personnel to discuss their student's progress. In addition, the school may also request to meet with families to discuss a student's progress or lack thereof. Great Lakes Virtual Academy students on Watch and Probation may have more frequent conferences to assist with supporting student success and progress.

HEALTH CONCERNS

It is the parent/guardian's responsibility to keep the school informed regarding any health concern that may need special consideration in the student's activities or education. The Great Lakes Virtual Academy does not have a nurse onsite to administer medications to students. Thus, families should plan ahead and work with Non-Traditional Programs staff to schedule assessment appointments in a manner so that families may administer medical attention to students at appropriate times.

TECHNOLOGY ACCEPTABLE USE/EMAIL GUIDELINES

Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, the Michigan City Area Schools is ready to take immediate action when individuals violate system integrity. **The use of computers is a privilege, not a right. Violations may result in a loss of computer access as well as other disciplinary and/or legal action.**

Students accept personal responsibility for all activity while using a computer or other school owned equipment. **The student and parents will be held accountable for damage and repair costs.**

The activities listed below are not permitted:

1. Damaging or defacing the network, hardware, and/or software.
2. Sharing your password, using another person's password, or allowing another person to use the computer under your login.
3. Setting, changing, or removing passwords on any district computer or wireless device.
4. Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian.
5. Accessing "Gaming sites" or the playing of games, chat rooms, bulletin boards, or instant messaging, except use of resources that have been assigned by the teacher.
6. Using the network for cheating, plagiarism, fraud, financial gain, or commercial purposes.
7. Installing or downloading software, shareware, or freeware on school-owned equipment.
8. Viewing, sending, displaying, or transmitting offensive materials such as those that are illegal, defamatory, inaccurate, unsolicited or potentially offensive to some people.
9. **Cyberbullying** - defined as overt, repeated acts or gestures, including verbal or written communications transmitted; or any other behaviors committed by individuals or groups of people against another with the

intent to harass, ridicule, humiliate, intimidate, or harm the other. **Violations off campus (regardless of whether using school owned equipment) that cause a disruption of the school environment are also subject to appropriate school discipline and/or legal action.**

10. Violating federal, state, or local laws, copyright laws, and/or license agreements.

11. Accessing files, information, or any other resources (hardware or software) to which you have not been given the specific right of access.

12. Engage in any other activity deemed inappropriate by the administration, or discovered by any staff that may cause or tend to cause substantial disruption to school activities.

Uses for MCAS Student Email

Email can be a powerful tool for students, increasing communication and collaboration. For example, teachers may send email to their students to communicate reminders and course content, to pose questions related to classwork, and for other instructional purposes. Students may send email to their teachers with questions or comments regarding class or to turn in an assignment. Students are encouraged to check their email at least once per day.

General Email Guidelines for Students

Email is to be used for school-related communication only. Student email is also covered by the student Acceptable Use Policy. These guidelines cannot possibly cover all unacceptable activities because of the ever-changing nature of technology. MCAS staff will take immediate action when individuals violate school rules or abuse the technology.

The activities listed below are not permitted:

- Sending harassing email messages or content.
- Sending offensive email messages or content.
- Sending spam email messages or content.
- Sending email containing a virus or other malicious content.
- Sending or reading email at inappropriate times, such as during class instruction.
- Sending email to share test answers or promote cheating in any way.
- Using another person's account.

Limits on Email Senders and Recipients

The Gmail accounts provided to our students are only for use within the school district. This is to provide another way for students to communicate with their teachers. The following limits are set on email use:

- MCAS students can email all staff.
- MCAS students cannot email anyone outside of the MCAS domain.
- MCAS students cannot receive email from outside of the MCAS domain.

Because no email can come in from outside of the school district, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our district. Monitoring and filtering of email that is sent within our district is monitored and filtered based upon content. All student email passes through Google's Message Security system. Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.

Student email that is identified as inappropriate will be blocked from delivery, and instead may be sent to the school administration for review.

Consequences of Misuse of Email

Use of the computer network and/or Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students could also face additional disciplinary or legal action.