



HPS Parent & Student Handbook- Supplement for Harmony Virtual Academy 2025-2026

TABLE OF CONTENTS

<u>School Information</u>	1
<u>Harmony Virtual Academy’s Objective</u>	1
<u>Harmony Virtual Academy’s Vision</u>	1
<u>School Model</u>	1
<u>Enrollment and Withdrawal</u>	1
<u>Eligibility and Application Process</u>	1
<u>Withdrawal</u>	2
<u>Appeal Process</u>	2
<u>State Testing Participation</u>	3
<u>Purpose</u>	3
<u>Meeting 100% Participation Requirement</u>	3
<u>Participation in a Virtual School Setting</u>	3
<u>Supporting Student Well-Being During Testing</u>	3
<u>Preparing for a Successful Test Day</u>	4
<u>State Testing Assessment</u>	4
<u>Attendance and Participation</u>	5
<u>Purpose</u>	5
<u>Advisory Teacher Role</u>	6
<u>Supporting Well-Being Through a Rigorous Course of Study</u>	6
<u>Parent Partnership in Student Success</u>	7
<u>Curriculum & Instruction</u>	8
<u>Description of the Curriculum & LMS</u>	8
<u>Content Teacher-Directed Instructional Delivery</u>	8
<u>Communicating with your Teachers</u>	9
<u>K-2</u>	9
<u>3-12</u>	9
<u>Required Instructional Sessions</u>	9
<u>Tracking Academic Progress</u>	9
<u>K-2</u>	9
<u>3-12</u>	10
<u>Required Instructional Sessions</u>	10
<u>Online Office Hours</u>	10
<u>Academic Support Plan</u>	10
<u>Elementary Academic Course Offerings</u>	10
<u>Middle School Academic Course Offerings</u>	10
<u>High School Program</u>	11

<u>Special Services</u>	<u>11</u>
<u>Special Education and Section 504</u>	<u>11</u>
<u>ESL</u>	<u>11</u>
<u>After School Online Clubs</u>	<u>11</u>
<u>Student Code of Conduct</u>	<u>12</u>
<u>Virtual Learning Code of Conduct</u>	<u>12</u>
<u>Dress Code</u>	<u>15</u>
<u>Academic Integrity</u>	<u>15</u>
<u>Academic Dishonesty Consequences</u>	<u>16</u>
<u>Technology</u>	<u>17</u>
<u>Student Responsible Use Guidelines for Technology</u>	<u>17</u>
<u>Equipment Needed & Specifications</u>	<u>17</u>

School Information

Harmony Virtual Academy's Objective

Harmony Virtual Academy's primary objective is to expand the learning opportunities for our students by offering choice and flexibility.

Harmony Virtual Academy's Vision

The vision of Harmony Virtual Academy is that online learning is an essential part of today's learning culture that can provide our students with the opportunity to acquire required credit from anywhere and at any time. Online learning offers the unique experience of self-directed learning that will instill advanced learning skills, as well as Harmony's Instructional Cornerstones, in our students and better prepare them for life and college.

School Model

- K-2 classes meet synchronously (live) on TEAMS each day according to the school calendar.
- Courses for grades 3-12 are asynchronous and self-paced. Students may work ahead but must stay on track for course completion courses by the end of each grading period.

Enrollment and Withdrawal

Eligibility and Application Process

Student applicants must meet all of the following criteria to be eligible for enrollment in the Harmony Virtual Academy.

Requirements for all applicants (grades K-12)

1. Applicants must seek admission to a grade level served by Harmony Public Schools.
2. Applicants must, as of September 1 of any school year, be at least five years of age and under 21 years of age, or at least 21 years of age and under 26 years of age and admitted by Harmony to complete the requirements for a high school diploma.
3. Applicants must satisfy all Texas Education Agency standards for enrollment in a Texas public school.
4. Once the student receives access to the online curriculum, the student is required to complete "Getting Started" activities by the fifth day of school in order to remain eligible for continued enrollment.

Additional requirements for applicants for grades 9-12

Applicants for High School grade levels must have taken enough credits and completed all classes required in the previous school year to be admitted to the grade level for which they are applying. For instance:

- 9th Grade – applicant must have been promoted from the 8th grade.
- 10th Grade – applicant must have satisfactorily completed 5 high school credits, including English I and Algebra I.
- 11th Grade – applicant must have satisfactorily completed 11 high school credits, including English II.
- 12th Grade – applicant must have satisfactorily completed 18 credits by the beginning of the fall semester of the school year in which the student expects to graduate, including English III, US History, and five EOC assessments required for graduation. Exceptions for these 12th Grade requirements may exist depending on a student's ARD committee or IGC committee.

. If an applicant applies for and is placed in a desired grade level but Harmony Virtual Academy later determines the student has not satisfied applicable promotion or credit standards, Harmony Virtual Academy may place the student in the appropriate grade classification that reflects the student's actual credit history.

To the extent allowed under applicable law and administrative rules governing HVA, HVA reserves the right to deny enrollment to any student who has previously been withdrawn in accordance with the policies outlined in this Parent & Student Handbook Supplement. Eligibility requirements are subject to update or revision if further guidance or directives are issued from the Texas Education Agency.

Withdrawal

Students who do not complete "Getting Started" within five days of receiving the curriculum will be reviewed for administrative withdrawal from HVA. Students may be withdrawn after an Academic Support Plan (*) fails to support the student in remaining on track to finish the semester successfully.

* Academic Support Plan: A student who is not staying on track in their courses may be placed on an Academic Support Plan (ASP) for at least six weeks in order to get on track to finish courses by the end of the semester.

Appeal Process

Upon notification that a student will be removed from the Harmony Virtual Academy, parents have 10 calendar days to submit an appeal in writing to the Principal. The Principal or designee will schedule an appeal conference within 10 calendar days of receiving a written appeal.

State Testing Participation

Purpose

Harmony Virtual Academy is committed to ensuring all students are prepared to participate in required state assessments, including the State of Texas Assessments of Academic Readiness (STAAR®), STAAR Alternate 2, TELPAS, and TELPAS Alternate, as required by Texas law and Texas Education Agency guidelines. Participation in state testing is not only a legal obligation, but also an essential component of student success, academic accountability, and the college-going culture of Harmony Public Schools.

Meeting 100% Participation Requirement

Harmony Virtual Academy strives to achieve 100% student participation in all required assessments. As part of the Harmony Public Schools network, Harmony Virtual Academy upholds a culture of high performance, STEM innovation, and college readiness. Harmony campuses consistently meet or exceed state averages on STAAR, reflecting our shared commitment to ensuring that every student is academically prepared for college and beyond.

State testing supports this mission by providing:

- Validated measures of progress on state learning standards (TEKS)
- Key indicators of academic readiness and college preparedness
- Eligibility data for advanced coursework, scholarships, and graduation pathways

Participation also ensures that students are comfortable and confident with formal assessments, a critical skill for success on college entrance exams like the PSAT, SAT, and ACT.

We believe families are essential partners in this work. When parents are well-informed and engaged, students are more likely to attend, perform, and thrive. HVA is committed to proactive communication and to empowering families with the information they need to support student success.

Participation in a Virtual School Setting

We recognize that participating in state assessments when you attend a virtual school requires a high-level of pre-planning, flexibility, and family commitment that is not typically expected in a traditional brick-and-mortar school. In-person test administration is a requirement of public virtual education in Texas. As such, it is essential that families partner with the school to ensure timely attendance and support on all scheduled test days.

Supporting Student Well-Being During Testing

We understand that some students may experience test anxiety. If this is a concern for your child, we encourage families to contact a Harmony Virtual Academy administrator. By working together as parents, teachers, and school administrators, we can provide strategies, encouragement, and resources that help students feel **confident, prepared, and empowered** when it's time to test.

Proactive communication ensures that students have a positive experience and can show what they know without unnecessary stress. Please reach out to your student's teacher as early in the school year as possible so we can develop a supportive plan.

Preparing for a Successful Test Day

Harmony Virtual Academy expects all students to arrive at their assigned testing site **on time, well-rested, and ready to participate**. As part of our commitment to student success, we will work proactively with families to ensure a smooth testing experience.

This includes:

- Providing clear details about the assigned campus location
- Communicating expectations for arrival time, testing duration, and materials needed
- Offering assistance with logistics or accommodations, if applicable

If your student has any **special needs, medical concerns, or support considerations**, we encourage families to connect with us well in advance of the test date. Together, we will ensure your child has the opportunity to test in a setting that supports their success.

State Testing Assessment

1. Mandatory Participation

Students must attend all scheduled in-person test sessions unless a valid, documented excuse is submitted as required by the Harmony Virtual Academy Attendance Policy.

2. Advance Notification

Families will be notified of testing locations and general windows of the test administration in the fall. Specific test dates, times, and site assignments will be shared no later than 30 days before each session and in conjunction with the Harmony campus where students will be assigned to take the assessments.

3. Multiple Tests and Testing Days

Since state assessments are scheduled by grade level and subject, students will be required to test on multiple days. Families will need to plan ahead to ensure transportation is provided for attendance to all scheduled dates.

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take state-mandated assessments in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8
- High School STAAR End-of-Course Assessment Required for Graduation*
 - Algebra I
 - Biology
 - English I

- English II
- U.S. History

**High School students take the EOC at the end of the second semester that the student is enrolled in the course. The student is required to retake the test until there is a passing score. Retests are administered in June and December.*

4. Limited Rescheduling Options

Due to strict security protocols and short testing windows, alternate testing dates and locations will not be offered unless the student qualifies for an excused absence. Please let your teacher or testing coordinator know right away if you are concerned about a conflict with the testing date.

5. Accelerated Instruction Requirement

State Law requires that any student who does not meet the “Meets” or “Masters Grade Level” standard—or who misses the assessment without an approved excuse—is required to complete accelerated instruction in the tested subject.

Attendance and Participation

Purpose

Harmony Virtual Academy is committed to providing a rigorous, flexible, and personalized educational experience for students learning in an online environment. In a virtual school setting, attendance is measured by active participation in learning activities, timely completion of coursework, communication with teachers, and academic progress. This policy outlines the expectations for student participation in the program as foundational components of enrollment, continued eligibility to remain enrolled in the program, and overall success at Harmony Virtual Academy.

Advisory Teacher Role

Each student is assigned an Advisory Teacher who will play a critical role in supporting student attendance, participation, and overall academic progress. Serving as a consistent point of contact, the Advisory Teacher monitors student engagement and helps ensure courses are completed on pace by the end of each marking period. The Advisory Teacher communicates regularly with students and families, provides encouragement, and connects learners with additional support when needed. Through collaboration with the student’s learning coach, the Advisory Teacher helps keep students on track to meet annual promotion criteria.

Participation as a Requirement for Enrollment

A student is considered actively participating when engaged in school work for an average of 30 hours per week—typically six hours a day over five days, with about 30 minutes in each course each day. Students will complete coursework, submit assignments, attend required meetings (some in person at a Harmony Public School

near your home) or small group sessions online, and respond to phone calls and emails from the teachers. Consistent engagement is required to maintain enrollment. To support staying organized and motivated, the support of a responsible, caring adult will serve as a Learning Coach and communicate with teachers regularly.

“Getting Started” at Harmony Virtual Academy

A strong start is essential to online learning success. Within the first five days of enrollment, students and parents/Learning Coaches are expected to complete:

- **Learning Coach Orientation** (*Parent/Learning Coach only*)
- **Student Orientation** (*Student Only*)
- **TEAMS Welcome Visit with the Advisory Teacher**
- **Submission of 10 lessons with assignments** in the Learning Management System in core subjects (*ELA, Math, Science, Social Studies*) (*Student only*)
- **Record daily attendance** in the Learning Management System (*Parent/Learning Coach only*)
- **Participate in grade-level readiness activities** if assigned by the campus academic committee (*both student and parent/Learning Coach*)

Failure to meet “Getting Started” requirements after the fifth day of having access to the curriculum will result in a review by the Advisory Teacher and the Administration for withdrawal from HVA.

Supporting Well-Being Through a Rigorous Course of Study

Success in virtual learning requires a healthy balance between academic effort and student well-being. Harmony Virtual Academy offers a full course load designed to meet state graduation requirements, college readiness goals, and expectations that go beyond state minimums, including post-secondary readiness benchmarks. High school students are expected to engage bi-weekly with a college counselor as part of their college and career readiness planning. Families and school staff share responsibility in monitoring student workload, social-emotional wellness, and time management. Participation in scheduled bi-weekly check-ins are required to ensure that students remain on a sustainable and successful academic path.

Preparing for a Successful Day of School

Students are expected to engage in school daily by:

- Logging into Pearson Connexus through My Harmony Portal
- Reviewing daily announcements and lesson requirements on the To Do List
- Submitting assignments according to the To Do List
- Attending scheduled class meetings or help sessions when required by teachers
- Checking for and responding to school and teacher messages

These behaviors constitute a successful school day and are tracked through Pearson Connexus, teacher communication logs, and assignment submission records. Students must maintain pace in each course and remain actively engaged.

Academic Expectations in a Virtual School

Academic participation and preparation is more than attendance—it includes demonstrating learning. Students are expected to:

- *Stay on track with the **To Do List, Course Calendar and teacher pacing requirements**. This includes Complete coursework, submit assignments with integrity, attend required meetings, and respond to teacher communication.*
- *Maintain an average of **30 hours per week** (about six hours per day) in the Learning Management System.*
- Complete and submit assignments with academic integrity
- Respond to teacher feedback and apply revisions when needed
- Prepare for and complete unit assessments and state-required exams
- Attend required instructional sessions if designated by teachers or campus staff

Academic integrity is monitored by the teacher through the learning platform. Students are expected to complete their own work and refrain from using unauthorized help, including artificial intelligence. Academic progress is monitored weekly and used to determine if a student is making satisfactory advancement. Falling behind in coursework may result in intervention, progress plans, and review of eligibility for continued enrollment and possible administrative withdrawal.

Participation in all required state assessments is required at Harmony Virtual Academy and is a component of academic participation. Attendance expectations related to in-person state testing days are addressed in the Harmony virtual Academy State Testing Policy. Students and families should review and adhere to the guidelines provided in that policy to ensure compliance.

Parent Partnership in Student Success

Parents and caregivers play a critical role in supporting students in an online environment. Harmony Virtual Academy expects parents to:

- Designate a Learning Coach (a caring adult who is available to support the student's success in the program)
- Monitor student progress regularly
- Ensure a quiet, distraction-free workspace is available daily
- Communicate with teachers and staff when concerns arise
- Encourage and reinforce academic routines at home
- Support student attendance at required live sessions and assessments
- Maintain a reliable internet connection and ensure access to necessary technology
- Help establish a consistent daily schedule and learning routines

Through this partnership, we aim to maintain high expectations, support each student's growth, and empower families in their educational journey.

Curriculum & Instruction

Description of the Curriculum & LMS

In grades K–2, teachers provide direct, synchronous instruction in the Harmony curriculum through TEAMS, following the school calendar. The emphasis is on daily live interaction between the teacher and student to build strong foundational skills and engagement.

In grades 3–12, teachers guide students through a more independent learning experience by ensuring access to all course materials and resources via a single sign-on through the Harmony Portal, which connects to Pearson Connexus. Students access their personalized dashboard featuring course tiles, a To-Do List, and a landing page with the course syllabus. Teachers provide asynchronous instruction while supporting students through feedback, monitoring progress, and providing guidance as needed. Students also have access to learning resources, including online tutoring and optional live instructional sessions to deepen understanding and stay on track. The focus is on helping students succeed while offering greater flexibility, personalization, and agency in their learning.

Content Teacher-Directed Instructional Delivery

All course materials and resources are accessed through Pearson Connexus, but instruction is directed by Highly Qualified Harmony teachers who personalize learning by adjusting course content and providing targeted support to meet individual student needs. Teachers may also create live instructional sessions to help students prepare for state testing and college entrance exams.

Live sessions are generally optional unless specifically required by the campus academic committee or the teacher based on student needs. In addition to live instruction, teachers hold weekly online office hours, offering students the opportunity to:

- Ask questions about course content
- Review assignments and grades
- Receive clarification on missed questions or challenging concepts
- Work independently on assignments with teacher support available

This blended approach ensures that students have access to ongoing guidance while maintaining the flexibility and personalization of a virtual learning environment.

Teachers also provide instruction during Online Office Hours.

Additional support times will be provided for students for interventions and special services.

Communicating with your Teachers

K-2

The Teacher assignment is located in TEAMS. Teachers are physically present with students throughout the day in TEAMS, and students complete their work in Schoology.

3-12

The Advisory Teacher information is located in TEAMS. Students will meet with the Advisory Teacher on TEAMS twice a month (more or less as needed). Contact the Advisory Teacher about overall school matters. Students are encouraged to attend Live Sessions to have direct interaction on a regular basis with teachers and peers. See the TEAMS schedule for Live Session schedule.

The Content Teacher information and availability is located on the landing page in Pearson Connexus for each course. The student or parent/Learning Coach can email or call the teacher at any time and expect a response within 24 hours or the next business day. Contact the content teacher with specific questions about assignments and grades.

Students and parents/Learning Coaches should make it a priority to review teacher feedback on graded assignments daily.

All teachers are available through Office Hours posted on TEAMS and listed on the landing page for the course in Pearson Connexus.

Required Instructional Sessions

Students are expected to work on blended learning software independently. They are expected to meet instructional software usage goals each week.

Teachers/Interventionists will provide small group support through break-out sessions via TEAMS.

Tracking Academic Progress

Teachers will monitor student progress on a regular basis and will communicate with the parent/guardian when students are not on track, experience academic lag or insufficient progress. Progress reports will be sent to parents each quarter. Parents will be able to check student grades in Pearson Connexus and in the Skyward grade book.

K-2

Parents have full access to student work, interactions with teachers, assignment submissions, and feedback through the Gradebook in Schoology and in Skyward. The Grade book includes complete copies of student assignments and teacher feedback in addition to the target date for assignments and progress.

3-12

Parents have full access to student work, interactions with teachers, assignment submissions, and feedback through the Gradebook in Pearson Connexus. The Gradebook includes complete copies of student assignments and teacher feedback in addition to the target date for assignments and progress.

Required Instructional Sessions

NWEA MAP (Fall-Winter for all, Additional Spring MAP test for Tier-3 students)

Online Office Hours

Students are encouraged to use online office hours for additional support from their teacher.

Academic Support Plan

A student who is not staying on track in their courses may be placed on an **Academic Support Plan (ASP)** for at least six weeks in order to get on track to finish courses by the end of the semester. **Continued lack of engagement may result in withdrawal.**

Students who fail to make sufficient progress on an Academic Support Plan may be withdrawn at the end of the plan's six- week period or at the end of the semester.

Elementary School Academic Course Offerings for Virtual Academy

- English language arts (ELA)
- Math
- Science
- Social Studies
- PE
- Music/ART
- Tech Application

Middle School Academic Course Offerings for Virtual Academy

Language Arts	Math	Science	Social Studies
ELA 6	Math 6	Science 6	Social Studies 6
ELA 6 H*	Math 6 H*	Science 7	Social Studies 7
ELA 7	Math 7	Science 8	Social Studies 8
ELA 7 H*	Math 7 H*		

ELA 8	Math 8		
ELA 8 H*	Algebra 1*		
Languages	Fine Arts	PE	Elective
Spanish 8 (Only HS Course)	Art / Music	Physical Education	Tech Application
Turkish 8 (Only HS Course)			

(*) Classes that may be offered depending on the number of students and staffing availability.

High School Program

Refer to the Harmony Public Schools-High School Program Guide

Special Services

Special Education and Section 504

For students with disabilities who are admitted to the Harmony Virtual Academy, Harmony will convene an ARD or Section 504 committee meeting to determine the appropriate educational setting for the student and accommodations and supports that will be provided.

English as a Second Language (ESL)

The Harmony Virtual Academy will utilize an ESL/pull-out program model to serve students identified as English learners. The goal of ESL pull-out is for English learners to attain full proficiency in English in order to participate equitably in school. Instruction will be provided by an ESL teacher in a pull-out or inclusionary delivery model.

Online After School Clubs

Harmony Virtual Academy offers a variety of **online after school clubs** from 3:30-5:00 pm on Mondays, Tuesdays and Thursdays. All grade levels are welcome and encouraged to join extracurricular activities of their interest. The club list and sign-up information are available on the campus website.

Student Code of Conduct

Virtual Learning Code of Conduct

While students participate in the Harmony Virtual Academy, standards for student conduct remain important to our school environment. Harmony Virtual Academy students remain subject to Harmony's Student Code of Conduct as outlined in the Student & Parent Handbook at all times.

To ensure that students understand how to behave in a virtual classroom environment, Harmony has also developed a Virtual Learning Code of Conduct for remote students. This Virtual Learning Code of Conduct addresses student interactions with Harmony Virtual Academy faculty, staff, and students in the online environment.

a) Interactions with Faculty and Staff

1. Students should address Harmony Virtual Academy faculty and staff members as adults with courtesy and respect. Students should use the appropriate title (Mr., Mrs., Ms., or Dr.) and the faculty or staff member's last name only.
2. Students should phrase communications with Harmony Virtual Academy faculty and staff in a polite and courteous manner appropriate for speaking to adults.
3. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with Harmony Virtual Academy faculty and staff.
4. Students must use a screen name and/or virtual platform profile picture that is appropriate for an educational environment. Screen names and profile pictures may not include profanity or language or images that may otherwise be construed as offensive. Profile pictures generally should include only the student's face. Harmony Virtual Academy's administration reserves the right to determine if a student's screen name and/or profile picture is inappropriate. Students using an inappropriate screen name and/or profile picture will be required to update their user profiles.

b) Interactions with Other Students

1. All communications with other students in the virtual classroom must be of a course-related nature.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

1. Harmony Virtual Academy takes seriously the integrity and authenticity of student work. Copying the work of others, allowing others to knowingly copy your own work, and/or misusing content from the Internet will result in disciplinary consequences as allowed under the school's Student Code of Conduct. Harmony Virtual Academy students are subject to any guidelines published by Harmony Public Schools concerning the use of artificial intelligence while participating in school activities or completing schoolwork.
- 3.
4. Students are not to collaborate with other students on assignments unless directed to do so by the teacher. Additionally, parents are not permitted to log in to a student account to complete coursework on the student's behalf.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.
6. Students are not to send or post discriminatory or harassing messages or images.
7. Students may not use the virtual classroom environment to engage in bullying conduct.
8. While using the virtual classroom environment, students may not view or exchange pornographic materials.
9. Students must be dressed appropriately for class while participating in the virtual classroom.

We also recognize that parents play a large part in helping students conduct themselves appropriately while engaging in learning activities at home. We understand that children take cues from adult behavior and attitudes, so we ask that parents please maintain a home environment conducive to the learning process. The following strategies can help us all make the best of the remote learning experience:

1. Set expectations and establish routines: Prepare a daily schedule to help your child wake up, get dressed, and be ready to learn. Schedule adjustments may be needed, but please work to not have your child stay up too late and sleep in.
2. Have a place for your child to learn: Whenever possible, try to set up a physical location dedicated to school lessons. Try to keep this area quiet and free from distractions.
3. Set a positive example: Please model appropriate behavior for your child while at home, including wearing appropriate clothing and using appropriate language during periods of remote learning. Please remember that your child

may be involved in “live” discussions with teachers and other students, and that you may appear on screen at times and your voice can be heard if your child’s device is not muted.

4. Check in with your child: Consider regular check ins with your child during the day. For example, you may start the day by asking:
 - What classes/subjects do you have today?
 - Are you prepared to work on your assignments for today?
 - Do you have any tests coming up?
 - How will you spend your time today?
 - How can I help?

Then, at the end of the school day, you may ask:

- How did your day go?
 - Have you completed your homework for the day?
 - What did you learn during your studies?
 - What can we do to get ready for tomorrow?
5. Allow for quiet time: With children at home and many parents trying to work from home, it may be helpful to build in some quiet time during the day. You may consider setting a schedule for access to electronic devices during the day and look for opportunities to help your child decompress and relax.
 6. Encourage time for exercise and physical activity: Look for opportunities for your child to move around and be active. Consider taking time to take a family walk, or for your child to exercise independently. You may also set exercise goals with your child or find ways for your child to pitch in around the house with chores and other responsibilities.

Online Conference Norms & Expectations for Students

- Mute yourself when not speaking. This helps remove background noise and outside distractions.
- Turn your video off if not asked to turn on. This maintains privacy and eliminates any unintended scenes to cause disruption during the class.
- Maintain school appropriate behavior even though you are at home, not engaging in activities that are not school appropriate.
- Ensure that you are fully dressed and presentable, school uniform is not required.
- Remove distractions, such as going where there's less background noise and turning off your phone.
- Show up on time, meetings might be locked for late entry. You may not disrupt the presentation by joining late, but you may miss important information.
- Use tools such as "raising your hand" (available in TEAMS) and the chat feature if you have a question or want to answer a question.

- Be in an area with good Internet connectivity.
- Use headphones. Privacy and better speaker and microphone quality.
- Have a paper and pen nearby before the session begins.
- Select a good location with a power supply.
- Students who do not comply with these online Conference Rules will be subject to appropriate disciplinary consequences.

Possible Disciplinary Actions for Distance Learning Behavior Violations:

- Verbal/Written Warning (Teacher/Office may assign)
 - Parent conference via phone or TEAMS. (Teacher/Office may assign)
 - Student behavior contract. (Teacher/Office may assign)
 - Time Off - Sent to Waiting Room in TEAMS (Teacher/Office may assign)
- Other appropriate disciplinary consequences following HPS policies. (Office may assign)

Dress Code

Students are expected to dress appropriately (Shirt, and Jeans or Khakis are okay, Hoodies, hats, and sunglasses are not allowed. Even though school uniforms are not required, garments must be free of holes, tears, inappropriate wording, logos, messages or advertising. No short, skin tight, or legging dresses, or skirts may be worn. All dresses must have sleeves. Students may not wear low cut, midriff-baring, or backless blouses. Students may wear jeans, but they cannot be tight pants including jeggings, tights or skinny style pants. Clothing items must not depict images of violence.

Academic Integrity

Academic integrity means doing your **best work** and demonstrating what you have learned. It involves carefully completing assignments, giving your full effort, and submitting work that reflects your understanding. It is **not** rushing through the system, randomly clicking answers, or submitting incomplete or unfinished work.

Tracking Academic Integrity

Harmony Virtual Academy has a variety of resources to monitor academic integrity. We continually keep a log of the following:

- Every time you log-in
- Every page you visit in the learning platform
- Each test you take or assignment you submit
- The browser and operating system you use
- Messages you send within the platform or through a Harmony email account
- The time and IP addresses associated with each activity

- Graphical analytics of your performance over time

Teachers have access to detailed student analytics, including time spent in each course, assignment submissions, and overall activity. This data helps teachers identify when students may need additional support and ensures that academic progress reflects genuine learning.

Academic Dishonesty

Academic dishonesty is defined as any activity involving any type of cheating that occurs in relation to a formal academic exercise, including any type of cheating or plagiarism, improper use of AI or others to complete schoolwork. Harmony defines cheating and plagiarism as follows:

Cheating is defined as giving or receiving information or help on a test; collaborating on a test; possession of any unauthorized material during a test; copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student, or accessing a teacher edition. Using electronic devices to send or receive information as described above is also classified as cheating.

Plagiarism is defined as using another's ideas or products as one's own while failing to give attribution for the work of others. It may involve word-for-word copying, paraphrasing, or simply using ideas and information.

In short: The definitions and examples above do not address all of the ways a student can be dishonest. Remember to carefully think about your actions and to always act with academic integrity, even in high pressure situations when opportunities for dishonesty present themselves.

Academic Dishonesty Consequences

Harmony Virtual Academy takes a three-tiered approach to discipline regarding academic dishonesty. Harmony has developed a uniform chart of grading categories to be used in calculating averages for each grading period and semester. All graded six weeks assignments are placed in one of the six weeks categories. The categories are Other, Minor and Major. The percentage of each category used in calculating the six weeks grade is noted in each course.

Tier 1: Other Grade Category

- First Offense: Student receives a zero and counseling, and parents are notified of the infraction.
- Second Offense and Beyond: Student receives a zero and counseling. Parents are notified of the infraction and Harmony Virtual Academy will schedule an online parent conference.

Tier 2: Minor Grade Category

- First Offense: Student receives a zero and counseling, and parents are notified of the infraction.
- Second Offense and Beyond: Student is removed from the course. Parents are notified of the infraction, and Harmony Virtual Academy will schedule an online parent conference.

Tier 3: Major Grade Category

- First Offense: Student is removed from the course, and parents are notified of the infraction.
- Final Exam: Any student caught cheating on a final exam will receive a 0 for the final exam in the gradebook.

Technology

Student Responsible Use Guidelines for Technology

Harmony's Student Acceptable Use Policy was developed to help educate students and set standards in the use of technology in an effort to minimize the likelihood of harm to Harmony and its students and employees. Harmony Virtual Academy students are subject to the Student Acceptable Use Policy at all times while participating in Harmony's online activities.

Equipment Needed & Specifications

Parents are responsible for ensuring their student(s) has daily access to a working computer and reliable internet. Although Harmony Virtual Academy will provide Chromebooks when a family completes the Chromebook Release form, parents must ensure daily access to technology. Hotspots can also be checked out upon parent request if available. Should students have difficulty meeting the technology requirements, please contact Harmony Virtual Academy.