

Mapleton Virtual Academy

2018-2019 Handbook

Introduction

This handbook gives general guidance for parents and students enrolled in the Mapleton Virtual Academy. The Mapleton Virtual Academy is a public school division of Mapleton Local Schools and is subject to all rules and regulations of the Ohio Department of Education. Mapleton Virtual Academy follows and adheres to all Mapleton Local School calendars, codes of conduct, and board policies.

1. Admission and Entrance

Participation in the Mapleton Virtual Academy means you:

- Are currently enrolled in the Mapleton Local School District
- Agree to actively participate in the Mapleton Virtual Academy environment and adhere to all requirements and attendance policies outlined in this handbook
- Understand that you must work independently and are responsible to complete assignments and tasks assigned.

The Mapleton Virtual Academy director reserves the right to assign and restrict access to any student. The student will be counseled as to the best program(s) to meet each student's individual need. All Virtual Academy enrollments and curricular decisions will be at administrative team's discretion and ultimately be made by the Virtual Academy Director.

2. Extracurricular Activities

Since the Mapleton Virtual Academy is an extension of the local school, students are allowed to participate in all clubs and athletics offered at the local school. Virtual Academy students will adhere to the policies that are outlined in the Mapleton Local Schools extracurricular handbook.

3. Standards of Participation

Each student enrolled in the Mapleton Virtual Academy is solely responsible for the content posted through his/her login and account activity. Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited.

The following are strictly prohibited:

- Posting personally identifiable information in any format other than a private message;

- Antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- Posting materials including language, photographs and videos that are inappropriate;
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software, or otherwise);
- Sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct;
- Spam or unauthorized, unsolicited, commercial promotion;
- Disruptions of the server or host software.

4. Fees and Expenses

Students who take the virtual academy as part of the regular curriculum at home, at school, or built into a regular schedule (not part of credit recovery) will have no fee assessed for being part of the virtual academy.

Students who are taking a virtual academy course for credit recovery will be charged for the proctoring teacher for each course (\$210 full year course / \$105 semester course).

Students who fail a virtual academy course will be required to reimburse the Mapleton Local School district the full cost of each course. (\$295 full year course / \$195 semester course)

5. Attendance Policy

Mapleton Virtual Academy is designed and intended to be a virtual learning environment. Instruction is primarily computer-based. Therefore, students can work anywhere there is an internet connection.

Mapleton Virtual Academy requires that students work on their online courses daily. Student progress will be monitored closely. Although flexibility in choosing instructional times is a huge advantage to the virtual school, students must maintain their progress in all courses.

Full time virtual students must meet attendance conditions. The Virtual Academy will track absentees daily. A student will be reported to truancy upon receiving excessive absences according to the Mapleton Virtual Academy policy and in conjunction with House Bill 410 attendance requirements. Once reported to truancy, a conference will be requested and held with the parent and student to determine if the student may need to return to their home-based school for instruction.

- Students must work in the program for a **minimum of 2 hours** (120 minutes) within a 24 hour day (12:00am until 12:00am)
- Students work a **minimum of 1 hour** (60 minutes) each week in each course (if more than 1).
- If a student is ahead in **ALL** courses, absence will not be counted. This is a flexible program if students keep pace.

Also, part-time virtual students must meet attendance conditions. This includes students taking a class incorporated into the regular education curriculum as an extension or recovery class. The Virtual Academy will track attendance daily. Attendance is counted by the amount of work a student completes in their course(s).

- Students must work in the program for a **minimum of 25 minutes** each instructional calendar day (12:00am – 12:00am).
- Students must work a **minimum of 20 minutes** each week in each course (if more than 1).
- If a student is ahead in **ALL** courses, absentee will not be counted. This is a flexible program if students keep pace.

Finally, students are **required** to participate in certain district and state-mandated testing. For all of these mandatory attendance events, timely transportation to and from Mapleton Local Schools must be provided by the parent/guardian.

In the case of unsatisfactory student progress, Mapleton Local Schools may require that a student attend the Virtual Academy on-site for assistance and progress monitoring. In cases where a student is not achieving satisfactory progress, the Academy Director may require that the student return to the regular educational setting and parent/guardian will assume the full cost of the virtual courses that will be dropped, withdrawn, or failed.

6. Enrollment and Withdraw Timelines

Students may enroll in Virtual Academy during the first two weeks of each semester from the official start date of the semester. Students who choose to withdraw from a virtual course after the course has started will be charged the full recovery fee for each course (\$295 full year course / \$195 semester course).

Students who desire to enroll outside of these enrollment periods will only be permitted to do so for an unforeseen circumstance, medical condition, or emergency. The Virtual Academy Director and School Counselor will have **final** say upon all enrollments, classes, and eligibility to participate in the Virtual Academy.