

# **Mapleton Virtual Academy**

## 2022-2023 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 responsible to pay for the course and any fees in full, up front before they will be enrolled in the Virtual Academy credit recovery course.

Students who **fail or withdraw** from a virtual academy course will be required to reimburse the Mapleton Local School district the full cost of each course, regardless of enrollment status / purpose.

#### **5. Grading**

Each student enrolled in the Mapleton Virtual Academy is solely responsible completing the online course load on time and at the same quarterly periods as the general education setting. Student's current grades will be pulled at the end of each quarter and will be indicated on a report card to establish GPA and eligibility status. If a student has not reached a minimum of 25% completion in each course on the given quarter end date, they will be assigned an incomplete grade until the appropriate percentage has been attained to calculate a letter grade.

#### **6. 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 should complete the following percentages in each type of course to be considered present in the virtual academy. Once a student falls below these thresholds, their time online will be analyzed for absent dates that week and possibility of truant status.

- Full Credit (all year) Courses – Students must complete a minimum of 1 lesson per week, per course of enrollment until all 36 units are complete. It is expected that students will log in to the virtual academy daily and follow the Mapleton School Calendar.
- Semester Credit (1/2 year) Courses – Students must complete a minimum of 1 lesson per week, per course of enrollment until all 18 units are complete. It is expected that students will log in to the virtual academy daily and follow the Mapleton School Calendar.

If a student does not meet the attendance and completion requirements they will be subject to the following attendance and disciplinary action steps:

- **Academic Warning:** Students in violation of the Mapleton Virtual Academy attendance policy will be contact by the Virtual Academy Director and placed on academic warning. The meeting will detail the specific attendance requirements and expectations of the virtual academy program.
- **Academic Probation:** The Virtual Academy Director will arrange an in-person meeting and develop an attendance plan for the virtual student. This collaborative meeting will create an attendance plan that will help the student remain on good standing and achieve successful outcomes and completion of the MVA program.
- **Return-to-School:** A student who has been place in academic warning, placed on academic probation, and does not adhere to the attendance plan put in place will be ordered to return to Mapleton Local Schools in-person learning.

(There is no penalty for early completion of MVA courses. This will be taken into consideration on an individual student basis when considering attendance, plans for improvement, and assignment of courses)

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.

## **7. Enrollment and Withdraw Timelines**

Students may enroll in Virtual Academy during the enrollment period in August set each year and up to the first 5 days into the Semester. For the 2022-2023 the MVA commitment will be a yearlong educational setting choice. Students who enroll will remain in the MVA for the school year. Only the district administration can alter or change this setting due to circumstances listed in this handbook or emergency situations decided upon by the administration. Students who choose to withdraw from a virtual course after the course has started will be charged the full recovery cost for that 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.

I hereby acknowledge that I have read and understand the policy and procedures of the Mapleton Virtual Academy Program as presented in this handbook. I accept full responsibility for the program, fees, and conditions as outlined in this handbook.

**Keep this copy - Please sign and return the Acknowledgement on the next page**

Parent Guardian / Date

Student / Date

**\*\*Online registration will not begin until this form has been completed\*\***

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**\*\*Acknowledgement Form\*\***

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\_\_\_\_\_  
Parent Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Virtual Academy Student

\_\_\_\_\_  
Date

**\*\*Online registration will not begin until this form has been completed\*\***