

2015 – 2016 SVVCS Handbook
Smoky Valley Virtual Charter School

Welcome to the Smoky Valley Virtual Charter School. SVVCS provides meaningful learning experiences by incorporating cutting edge technology with sound teaching practices. Our teachers and staff take great pride in joining you in this educational experience. The virtual charter school is here to meet your educational needs and help you become academically successful.

The information in this handbook has been prepared to acquaint students, parents, and member of the community with most of the organization and policies of SVVCS. During the school year, this handbook may be supplemented or revised, as needed by official bulletin or notices. Please report errors, omissions, or passages, which might need clarification, or suggestions to the director. Each **student** and **Education Coach** is responsible for being familiar with and aware of the contents of this handbook so that their actions conform to the philosophy of the virtual school.

TABLE OF CONTENTS

USD 400 Administration	2
USD 400 Board of Education	2
PROGRAM REQUIREMENTS	2
FEES	3
ORIENTATION SESSIONS.....	3
ATTENDANCE POLICY	3
STUDENT AT RISK OF FAILING/ACADEMIC PROBATION	3
Academic Probation Process	4
GUIDANCE & COUNSELING SERVICES.....	5
CHEATING/PLAGIARISM	6
CLASSIFICATION OF STUDENTS	6
GRANTING CREDIT FOR INCOMING STUDENTS	6
FINAL EXAMS	6
DETENTION/EXPULSION	6
Detention	6
Expulsion	7
DROPPING/ADDING AN ONLINE COURSE.....	7
Dropping an Online Course.....	7
Adding an Online Course	7
MEDICATION	7
ACCESS TO STUDENT GRADES	7
STUDENT DRESS POLICY	8
TECHNOLOGY SUPPORT	8
TOBACCO/DRUGS/WEAPONS	9
SPECIAL EDUCATION.....	9
ELIGIBILITY FOR STUDENTS ATTENDING VIRTUAL SCHOOLS	9
AMERICANS WITH DISABILITIES ACT NOTIFICATION	11

NON-DISCRIMINATION STATEMENT	11
SVVCS STUDENT CONTRACT	13
Rules for Technology and Internet Use – SVVCS	13
SVVCS PARENT CONTRACT	16
Rules for Technology and Internet Use – SVVCS	16

USD 400 Administration

Glen Suppes.....	Superintendent
Fred Van Ranken.....	Director of Student Learning

USD 400 Board of Education

Andrew Carlson.....	President of the Board
Todd Deterding.....	Board Member
Karna Peterson.....	Board Member
Chris Bauer.....	Board Member
Karla Pihl.....	Board Member
Sharon Schrag.....	Board Member
Dwight Swisher.....	Board Member

Smoky Valley Virtual Charter School Office Staff

Cody Whetstone.....	Director
Marla Elmquist.....	Assistant Director
Jenica Rose.....	Registrar
Amy Dreier.....	Lead Teacher
Traci Baker.....	Administrative Assistant
Lana Charvat.....	Counselor

PROGRAM REQUIREMENTS

Students who attend SVVCS must complete the following program requirements.

1. Have on file with SVVCS completed copies of:
 - a. Immunization record
 - b. Birth certificate
 - c. Transcript from the school most recently attended.
2. Students, Education Coaches and parents must have read and signed the Student/Parent contract.
3. Students and parents are required to attend orientation session in person or online.
4. Attend monitored sessions for semester finals.
5. Attendance at SVVCS, Lindsborg, KS for Kansas State Assessments.
6. Continuous progress through coursework.
7. Reply to all communication from SVVCS within 24 hours.
8. Identify an Education Coach to support my student’s schoolwork and to act as a connection between the student and the school.

FEES

For students checking out a Smoky Valley laptop, a laptop rental fee of \$50 must be paid for each student at the time of enrollment. Students/parents may be financially responsible for damage to the USD 400 computer. Smoky Valley laptops are provided as an educational tool for SVVCS students. Any student not progressing through daily work may lose the privilege of using a school laptop.

ORIENTATION SESSIONS

Once enrolled, the student (and his or her parents if student is not of majority age) is required to attend an orientation session either virtually or on site to learn hands-on usage of the virtual technology necessary to access the online curriculum, school network, and virtual classrooms. These sessions will be held prior to the student starting the new school year.

ATTENDANCE POLICY

Research shows that students receive the best virtual education through consistent access of online course materials and regular communication with the teacher. Students are expected to work at their classes on a regular basis. Student standing will be determined by progress through coursework measured by the completion of 30 lessons per week. Regularly accessing course work promotes good study habits and enhances the learning process. Parent identified “Education Coaches” are required to supervise student progress on course work.

Attendance is determined by work completed. The school must be notified if the student is not able to follow the syllabus prepared by the student and their supervising teacher or if the student will be absent.

Failure to access the online course materials, or to communicate with the supervising teacher will result in the student being placed on academic probation. The steps of academic probation are listed below.

STUDENT AT RISK OF FAILING/ACADEMIC PROBATION

The purpose of placing a student on academic probation is to provide notification that the student’s academic efforts and/or performance are not meeting the expectations set forth by SVVCS and USD 400. Academic probation serves as a notice that the student must change the way he or she is working within the program. The probation process that follows provides academic support that will hopefully assist the student in obtaining academic success.

A teacher at SVVCS usually initiates placing a student on academic probation, but a student or parent can request academic probation. There are three steps to the process, and during the first two steps the student has the power to improve his or her academic standing by implementing the recommendations made by the faculty of the charter school. Academic probation can be implemented at any time during either semester and may continue through the end of the current school year.

Academic Probation Process

- A. Step 1 – Teacher Identifies Student at Risk of Failing Class
 - a. Teacher contacts the student, Academic Coach/Parent about academic concerns.
 - b. The teacher, student, Academic Coach and parent meet air academic concerns the instructor has concerning this student. The goal of this conference is to reach an understanding as to how the student can improve his or her academic standing for this particular class.
 - c. Possible interventions for the student may include:
 - i. Development of an individual student study schedule
 - ii. Time management assistance for the student
 - iii. Online peer tutoring
 - iv. Closer parent and Academic Coach supervision of online and offline class work completed by the student
 - d. Teacher notifies the Home/School Liaison of the meeting and its outcome.
 - e. Should the teacher not be able to successfully elicit a response from the student and/or parents concerning the Step 1 process, the school has no alternative but to proceed to Step 4 of the Academic Probation Process.
- B. Step 2 - Notification of SVVCS Home/School Liaison
 - a. Teacher notifies SVVCS Home/School Liaison of failure of Step 1.
 - b. SVVCS Home School Liaison contacts student and parent to review the Academic Probation Process and the assigned interventions.
 - c. Failure to engage in the improvement plan will result in moving to Step 3 of the process.
- C. Step 3 –Student Placed on Academic Probation
 - a. Teacher notifies parent, student and SVVCS office that the Step 1 and Step 2 interventions have not corrected the student achievement problem.
 - b. The SVVCS director will contact the parents and student to schedule a Step 3 conference involving the student, parent, teacher, and the director. This conference is to be held as soon as possible, and may be conducted within a virtual classroom if the student attends from a distance. (Students and parents living within USD 400 are required to attend this conference in person.)
 - c. Additional interventions may be implemented, including those listed above or any of the following:
 - i. Student may be required to provide weekly progress reports to the director of the charter school concerning his or her academic progress.

- ii. Student may be required to attend weekly online assistance time in a virtual classroom or at the school.
 - d. The teacher, parents and charter school director will monitor student progress for 10 days, after which a second conference will be scheduled. This conference will determine whether or not the student is moved to Step 4 of the Academic Probation Process, or if there is a reasonable improvement in the academic effort and success of the student. Should the conference provide evidence that the student is making academic gains and is working to improve his or her grades, then the school may determine which interventions the student is required to continue using.
 - e. Should the follow up conference show no improvement in the academic effort and/or success of the student, the director of the charter school can move to Step 4 of the Academic Probation Process.
 - f. Should the director not be able to successfully elicit a response from the student and/or parents concerning the Step 1 process, the school has no alternative but to proceed to Step 4 of the Academic Probation Process.
- D. Step 4 – Recommendation to move student from the virtual school into a traditional school setting.
 - a. As a last effort to assist the student in improving his or her academic performance, and Step 1, 2 and 3 of the Academic Probation Process have proved unsuccessful, parents, student, teacher and SVVCS administrator meet and review student’s current step 3 academic probation status.
 - b. The following individuals are required to attend in person: The student, the parents, the director of the charter school, and the superintendent of schools or his designee. The teacher is also required to attend, but may attend via web conference. Failure of the parents and/or student to attend will result in the director recommending long-term suspension or expulsion of the student from SVVCS to the superintendent of schools.
- E. Step 5 - Expulsion
 - a. Following the Step 4 meeting, the student must meet the required timeline for enrolling in a traditional school setting. Failure to do so will result in the director recommending long-term suspension or expulsion from SVVCS to the superintendent of schools.

GUIDANCE & COUNSELING SERVICES

Services provided by the counselor at Smoky Valley Virtual Charter School cover the areas of Personal Counseling, Educational & Academic Guidance, Educational Planning and Informational Services.

PERSONAL/EDUCATIONAL COUNSELING: Students facing issues with being successful in their academic experience, those dealing with personal issues in their life or those who just need someone to discuss issues of concern may request contact with the counselor and a single or multiple web conferences can be set up to assist the student.

Conferences of this type may also be initiated at the request of the school administration, teaching staff, parent or school counselor.

The SVVCS registrar is available to help with transcript review and some individual enrollment service.

CHEATING/PLAGIARISM

Do not copy and paste information into documents and submit that work as original thoughts and ideas. Always include a bibliography/works cited to document the source of any information you use. If you need help with copyright please contact your teacher.

Students engaging in unethical academic practices (copying, cheating, turning in work that is not the student's own) will face disciplinary action. Consequences will depend upon the severity of the incident, and/or the number of offenses of this type on the part of the student. At a minimum, the student will be required to resubmit the assignment in question and will receive a 0 for that assignment.

CLASSIFICATION OF STUDENTS

High school students will be classified as freshmen, sophomores, juniors, and seniors. A student must have passed a minimum of 5 credits to be classified as a sophomore, 10 credits to be a junior, and 16 credits to be a senior.

The school registrar will determine student classification on a case-by-case basis. Official transcripts will be used to determine classification placement.

GRANTING CREDIT FOR INCOMING STUDENTS

Students must provide an official transcript from the school last attended upon enrollment. Home school students must provide a transcript of courses completed within the home school setting. It is the goal of SVVCS to place the student in the most appropriate academic setting in terms of course selection.

FINAL EXAMS

As per the requirements set by the Kansas State Department of Education for online learning, SVVCS students are required to attend proctored final exams at the end of each

DETENTION/SUSPENSION/EXPULSION

Detention

Although students attending virtually are not usually assigned detentions, students and their parents can be asked to attend a conference at the request of the teacher or the

director to discuss a behavior situation involving a particular incident. Conferences may be held in person or virtually. Failure to attend the virtual conference will result in the situation being passed on to the director of the charter school, and may result in the students being placed at step 1 of academic probation, which is discussed elsewhere in this handbook.

Expulsion

After repeated violations, attempts to correct misbehavior fail, or in extreme serious situations, a student may be expelled from school. In these cases the student receives no credit for the year in which the expulsion occurs. Like a suspension, the student is not permitted to be online or on school grounds during the period of the expulsion.

DROPPING/ADDING AN ONLINE COURSE

Dropping an Online Course

Students wanting to drop an online course must notify their teacher and the director of the virtual school. Students under the age of 18 must have parental permission to withdraw from a course. Students who drop an online course within one month of the start up date of that course will receive a “W” on his or her school transcript for that particular course. Students dropping a course after having been enrolled in excess of one month will receive an “F” grade for the course on their school transcript.

Adding an Online Course

Students wanting to add an online course must notify their teacher and the director of the charter school. Requests to add an online course must be made and processed by one month after the start of the semester.

MEDICATION

Any student who attends the virtual school in person, and has a need to take over-the-counter or prescribed medication must have on file a “Request for Medication to be Administered During School Attendance” form. (The parent and the student’s physician must sign this form.) This is necessary for the protection of the student and the school as outlined in the Nurse Practice Act, KSA 65-1113. The medication is to be held in the charter school office for safekeeping and dispensing as instructed on the request form.

ACCESS TO STUDENT GRADES

SVVCS students, Education Coaches and parents will access course grades via the Internet by using Acellus, OdysseyWare, and Powerschool. Each student and parent will be given a personal “log in” and “password.” In cases where the Academic Coach is someone other than a parent it is highly recommended that the parent give access to the Education Coach.

Parents will receive access to a weekly progress report on Google Drive. Parents may also register in PowerSchool to have emails of student grades sent on a regular basis. Grades are updated on Monday of each week.

STUDENT DRESS POLICY

A student dress code will be in effect for those students attending the virtual charter school, whether attending on campus or via the Internet by web conference. The following policy will be enforced.

Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for acceptable dress. To aid students and parents in determining acceptable school dress, the following guidelines have been developed:

- Shoes are required when attending the school campus.
- Hats, caps, and other forms of headwear are not worn in the building or for class meetings.
- Undergarments will not be exposed.
- Shirts are to be long enough that the midriff does not show.
- All sleeveless apparel must be tasteful. Tops with low-cut necks or large armholes shall not be worn.
- Students are not permitted to wear any items that through picture, word, or inference encourage the use of illegal drugs; are indecent through obscenity, profanity, or slang; are anti-patriotic.
- Personal grooming is to be done in the restrooms.
- Students are not allowed to wear any items that through picture, word, or inference imply gang affiliation.

TECHNOLOGY SUPPORT

It is our goal to provide tech support to our students and parents as soon as possible when problems arise on either end of the connection. When technology problems are encountered please work to determine if the problem is with the Internet provider (Cox, SBC Global, Nex-Tech.) Please contact the teacher immediately if the problem is determined to be with the laptop. The teacher will notify the office if the teacher is not able to troubleshoot the problem. If it is not possible to send email due to the technical problem, please call the school at 785-227-4292. Should you experience a problem with the laptop outside of the normal school day, please call the Assistant Director at 785-906-0027. The goal of the technology support program is to get the student online and reengaged in learning activities as soon as possible.

TOBACCO/DRUGS/WEAPONS

Tobacco Products

Student possession or use of tobacco products will not be permitted in school buildings, on school transportation, at any school-sponsored event, on school grounds, or on grounds used for school purposes. Disciplinary consequences will result for violations of this policy.

Drug Free Schools Policy

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act P.L. 102-226. Approved by the USD 400 Board of Education on August 13, 1990, this policy outlines disciplinary action for violations. All students will receive annual notification of this policy through a handout when they enroll.

Weapons

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

SPECIAL EDUCATION

Smoky Valley Virtual Charter students with an existing IEP will receive services through SVVCS and the McPherson County Educational Coop. The student's current IEP will be reviewed upon enrollment to determine how SVVCS can provide the best services for the student. As with all students enrolling in SVVCS it is important for all involved to have a clear understanding of the student's needs for success in a virtual learning environment.

Placement in the virtual school/program will be determined by the IEP team. After applying to the virtual school/program, the IEP team will meet with the student with disabilities and his/her family to determine if the virtual environment is an appropriate placement for the student. If deemed appropriate, the IEP team will also identify the services, modifications and accommodations that the student should receive. All services will be provided virtually, as reasonably possible. Those services that cannot be provided virtually will be made available within the district that sponsors the virtual school/program.

ELIGIBILITY FOR STUDENTS ATTENDING VIRTUAL SCHOOLS

KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students

With respect to KSHSAA **Scholarship Requirements Rule 13 and Enrollment Rule 15**, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

1. Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
2. Students will be eligible at the public school in whose district and attendance area they reside.
3. Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
4. The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
5. Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
6. Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
7. All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
8. Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
9. Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

RATIONALE:

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

Kansas State High School Activities Association
PO Box 495, Topeka KS 66601
Phone: 785.273.5329 Fax: 785.271.0236
kshsaa@kshsaa.org

AMERICANS WITH DISABILITIES ACT NOTIFICATION

Notice of Parent and Student Rights under Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” and the Americans with Disabilities Act of 1990 known as A.D.A, is a statute, which prohibits discrimination and assures equal educational opportunities and benefits to disabled students equal to those provided to the non-disabled.

The following is a description of student and parent rights provided under Section 504. The intent of this notification is to inform you about the school district’s responsibilities under the Americans with Disabilities Act and Section 504:

You have the right to...

1. Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.
2. Have the school district advise you as to your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in this school and its programs.

NON-DISCRIMINATION STATEMENT

Notice of Nondiscrimination--General Statement

Applicants for admission and employment, student, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Smoky Valley Public Schools No. 400 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Smoky Valley Public Schools No. 400 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for the expeditious resolution of complaints regarding individual civil rights. Any person having inquiries concerning Smoky Valley Public Schools No. 400 compliance with, or complaints under the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act is directed to contact:

Name: Mr. Glen Suppes
Address: 126 S. Main--Lindsborg, KS 67456

Phone: (785) 227-2981

Mr. Suppes has been designated by Smoky Valley Public Schools No. 400 to coordinate the institution's efforts to comply with the above-mentioned regulations. The coordinator may also be contacted for the existence and location of services, activities and facilities that are accessible to the disabled. Any person may also contact the Region 7 Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo., 64153-1367, (Telephone (816) 891-8026) regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

Note: As a means of serving those with a disability the district will provide an audio or large print version of official district publications. For additional information, contact the Kansas Relay Center 1-800-766-3777. An Equal Employment/Educational Opportunity Agency

Smoky Valley Public Schools No. 400 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the district Compliance officer, who can be reached at 126 South Main, Lindsborg, Kansas, 67456 or the Office for Civil Rights of the Department of Education, telephone (816) 891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

Notification of District Responsibility for Section 504/ADA/Title IX Grievance Procedure

It is the policy of Smoky Valley Public Schools not to discriminate on the basis of disability in educational programs, or activities as required by Section 504 of Title V of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student or employee of Smoky Valley Public Schools you are protected against discrimination in the following areas:

As a student, you may not be discriminated against in the following areas:

- Admission,
- Access to enrollment,
- Access to and use of school facilities,
- Counseling and guidance,
- Vocational education,
- Physical education,
- Competitive athletics,
- Student rules, regulations, and benefits,
- Health services, and
- School-sponsored extracurricular activities.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied; this claim or grievance may be filed with Mr. Glen Suppes, ADA/ 504/Title IX Coordinator. You will be asked to write down the actions, policies, or practices, which you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator:

Name: Mr. Glen Suppes
Address: 126 S. Main--Lindsborg, KS 67456
Phone: (785) 227-2981

or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights of the Department of Education, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

- The exact nature of the grievance--how you think you have been discriminated against, and any persons you believe may be responsible,
- The date, time and place of the grievance,
- The names of witnesses or persons, who have knowledge about the grievance,
- The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact Mr. Glen Suppes, the ADA/504/Title IX coordinator, 126 South Main--Lindsborg, KS 67456, (785) 227-2981, or your designated ADA/504/Title IX grievance representative

SVVCS STUDENT CONTRACT

As a student enrolled in SVVCS and USD 400, I agree to the following terms and conditions of enrollment:

1. I understand it is my responsibility to promote academic integrity, and hereby promise to complete my own schoolwork using my own effort and abilities. I will not provide unethical academic assistance to other students, nor will I accept unethical academic assistance from any one else while enrolled as a student of SVVCS. I understand that any violation of academic integrity will result in disciplinary action by the school administration, and may be grounds for expulsion from the school.
2. I understand that if I choose to use a USD 400 computer for my studies, I am responsible for all damages that occur while the computer is checked out to me.

3. I agree to complete all assignments and projects assigned for each of my classes, and will adhere to the posted due dates. Furthermore, I will participate in and complete each course listed on my Individual Learning Plan.
4. I understand that I must attend school online before, on and after September 20st as part of the mandatory count days for Kansas schools. And I agree to complete the Academic Activity Log for each of the required days and submit them to the SVVCS office at the time specified at orientation.
5. I understand that as a student of SVVCS, I may be required to take the Kansas State Assessments on specified days at Smoky Valley Virtual Charter School in Spring of 2015.
6. I promise to answer email, text or phone messages from my teacher or the school within 24 hours. I will adhere to the expectations of my teachers in terms of communicating with each of them through web conferences and email.
7. I agree to abide by the policies listed in the SVVCS Student Handbook.
8. I understand that failure to abide by the components of this Student Contract will result in my being placed on academic probation for the next semester, and may result in suspension or expulsion from SVVCS.

USD 400 Technology Acceptable Use Policy:

- 1.) Acceptable Use: Informal rules of behavior have evolved for the use of technology and communication of the Internet and other online services. All users of Smoky Valley USD 400's computers and networks are expected to abide by the generally accepted rule of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 400.
- 2.) State Law and Local Policy: Violations of the policies and procedures of Smoky Valley USD 400 and/or Kansas Law concerning the use of technology will result in disciplinary action.
- 3.) Penalties: Any user violating these provisions, state, and/or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.
- 4.) The following levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: A student willfully violating the Acceptable Use Policy of USD 400 may lose the use of the USD 400 laptop for a number of days decided by District Administration.

Level 2: A student who, after a Level 1 loss of privileges, continues to engage in serious or persistent misbehavior by violating the districts standards of conduct may lose the use of the USD 400 Laptop for the remainder of the school year or remaining school years and may be recommended for expulsion.

Level 3: A student who engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law could be expelled.

Rules for Technology and Internet Use – SVVCS

1. Never share your passwords. You are accountable for all access to websites, software, computers, and technology for which you are assigned a school password.
2. Treat all technology with respect. Do not vandalize any technology equipment. Deliberate attempts to degrade the USD 400 network, local networks or to disrupt system performance will result in disciplinary action.
3. Obey rules of copyright. (For more information see page 7 Student Handbook – *Cheating/Plagiarism*.)
4. Avoid any technology activity, which is illegal or involves inappropriate language, pictures, or graphics. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language.
5. Do not give out any personal information, anonymous or false information on the Internet.
6. Class work is the priority for school issued computers. Students who are declared absent because of not completing work may be required to return the school issued laptop.
7. Printing to school printers is limited to class work only.
8. Students may not engage in personal attacks or harassment of others, and may not post information about other students or teachers online without their permission.

9. Installation of peer-to-peer file-sharing programs is strictly forbidden. (Ex. LimeWire) Using iTunes or similar programs to share music is also forbidden.

10. I understand that failure to abide by the components of this Student Contract may result in the loss of the school laptop and/or being placed on academic probation for the next semester, and may result in suspension or expulsion from SVVCS.

Any violation of these rules will result in disciplinary action.

My signature below indicates that I understand the terms of this student contract and its policies concerning academic integrity, attendance, and technology usage as written above, and accept responsibility for adhering to this agreement.

Signature of Student: _____ Date: _____

SVVCS PARENT CONTRACT (For students age 17 and under)

As a parent of a child who is enrolling in SVVCS, I agree to the terms and conditions of the Student Contract, and I have read and understand the following Parent Contract:

1. I understand the importance of supporting my child's effort to maintain academic integrity in regards to completing assignments, projects, papers, and exams online. I will not provide unethical academic assistance to my child, but will provide learning support by monitoring his or her online efforts to complete assignments, projects, papers, and exams in an honest and ethical manner. I understand that any violation of academic integrity will result in disciplinary action by the school administration, and may be grounds for suspension or expulsion from the school.
2. I understand that my child must have a person of majority age to work as the **Education Coach** while my student is enrolled in Smoky Valley Virtual School. The Education Coach is responsible for checking student work each day, answering simple questions, verifying that the student has replied to any contact from the teacher or from the school and ensuring that the student is working each day.

_____ Education Coach is _____
Student Name Education Coach Name

His/Her contact information is _____
Email/Phone#

3. I understand that it is my responsibility to provide and pay an Internet Service Provider (ISP) for a connection to the Internet for access to online lessons, email and web conferences. I also understand that a DSL or faster connection speed is required to be able to use the video component of web conferencing.
4. I understand that the school is not responsible for or able to filter content streaming through my home Internet connection.
5. I understand that I must maintain an email address for school communication and that my student(s) must also have email accounts provided by my Internet Service Provider.
6. If my student uses a USD #400 laptop I agree to pay the computer/administrative fee of \$50 prior to the start of the new school year, and also agree to pay the deductible on the policy should the computer assigned to my student break, become lost, or sustain damage while in our possession. (*See attachment titled "Repair Costs."*)
7. I know that I am liable for the cost of replacement (including repair) for willfully damaged, lost, or destroyed books, computers, software, or other school property issued to me by SVVCS.
8. I understand that our "Education Coach" or I must supervise my child's work for the State required "count days"; that I will document the time my student spends online and off line; and will sign, date and return the Student Activity Log within the time specified at enrollment.
(Students whose Student Activity Logs have not been correctly filled out, signed, dated and returned by the final date will be withdrawn from SVVCS.)
9. I understand it is my responsibility to provide support needed to allow my child to successfully complete the required state assessment and semester testing that may require travel during the school year. (The dates for assessments and count days are noted on the SVVCS Student calendar.)
10. I will read and reply to contact (email, text, phone calls) from the school within 24 hours of receipt. I will read all announcements/calendar items and remain up-to-date with events and activities that my child has the opportunity to participate in.
11. I understand it is my responsibility to notify the school immediately in case of any problem with email, logging onto the network, accessing the curriculum, or attending web conferences or change of address, phone number or email.
12. I understand that personal software cannot be loaded onto the school's computer without prior consent of the SVVCS administration.

My signature below indicates that I have read and understand the SVVCS Student Handbook, Student Contract, the Technology Use Policy, and the Parent Contract as written above, and accept responsibility for adhering to them.

Signature of Parent: _____ Date: _____