

Smoky Valley Virtual Charter School

121 South Main
Lindsborg, KS 67456



**2017-2018
Handbook**

2017 – 2018 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 **parents/guardian** 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.

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USD 400 Administration

Glen Suppes Superintendent
Monte Couchman Director of Student Learning

USD 400 Board of Education

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

Smoky Valley Virtual Charter School Office Staff

Traci Baker.....Administrative Assistant
Shelby Dickson Counselor
Amy Dreier.....Lead Teacher
Sharlene Ramsey..... Director
Jenica Rose.....Registrar

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, parents/guardians must have read and signed the Student/Parent contract
3. Students and parents are required to attend enrollment and orientation session in person
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 hour

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, new students (and his or her guardian if student is not of majority age) is required to attend an orientation session 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 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 on 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.

Attendance is determined by work completed. The school must be notified if the student is not able to complete their weekly coursework.

Failure to complete weekly lessons and communicate with the staff will result in the student being placed on academic probation. The steps the Student Standing Policy are listed on the next page.

CATEGORIES OF STUDENT STANDING AT SMOKY VALLEY VIRTUAL CHARTER SCHOOL

Student standing is one measure by which teachers and administrators evaluate a student's progress and performance through SVVCS. This is primarily how we measure attendance standards in our school, not academic mastery. When a student does not complete these requirements for several consecutive weeks, a student will be determined as truant. A truancy report will be filed by the USD #400 Superintendent and sent to the County Attorney's Office.

A student in good standing at SVVCS meets the following expectations:

1. completes or exceeds the number of weekly lessons. This is 30 lessons or unit "steps" per week.
2. attends the scheduled weekly seminar meetings with their teacher on Google Hangouts or in person.
3. attends all scheduled on-site meetings and on-line final assessment appointments;
4. and, communicates openly with the teacher and the office, and returns and/or acknowledges all correspondence within 24 hours.

If the student meets all of these expectations on a weekly basis, then the student will remain in good standing.

If a student does not meet the following expectations on a weekly basis, then the student will lose the status of good standing and be designated either a student on Academic Notice, Academic Warning or Academic Probation.

Academic Notice. A student shall be assigned the designation of academic notice when they do not complete one full week of schoolwork and/or the student is absent from the mandatory weekly meeting is unexcused. In the event that the student is placed on academic notice, the student is responsible for communicating with the teacher the reason for their absence and will agree to complete an acceptable amount of work to become a student in good standing. The Lead Teacher will be responsible for updating the student log to reflect this change in standing by NOON THE SUCCEEDING MONDAY of the student's absence; the student's SVVCS Seminar Teacher will be responsible for making contact with the student's parent to alert them of this designation. A student will be in good standing when they have met all of the requirements as defined by their teacher to be removed from this designation.

_____ Initials

Academic Warning. A student shall be assigned the designation of academic warning at the expiration of two weeks without any completed work and/or contact with their seminar teacher. In the event that the student is placed on

academic warning, they are responsible for communicating with the teacher and the office of SVVCS immediately. The Lead Teacher will be responsible for updating the student log to reflect this change in standing by NOON THE SUCCEEDING MONDAY of the student's absence; the SVVCS Lead Teacher AND Guardian will be responsible for making contact with the student's parent/guardian to alert them of this designation as well as discussing options to engage the student back in their learning. Once a student is placed on Academic Warning, they must meet the expectations for 2 consecutive weeks before returning to good standing.

_____ Initials

Academic Probation. A student on academic probation is one who has not completed any work over a period of three weeks; and/or has not attended any weekly meetings during that time; and, has not returned any communication with either the office of SVVCS or their teacher. A designation of academic probation means the student is at risk of truancy or dismissal. A student on academic probation has forfeited their privilege of a laptop with the school and must comply with the office to return their laptop and review their status at SVVCS. Students will be responsible for identifying their plan to complete their schoolwork, guarantee access to their own technology, and return to positive standing. In the event that a student is placed on academic probation, the Director of SVVCS will call a meeting amongst the student, parent and Lead Teacher to discuss the best course of action as pertains to the student's education as well as make any modifications or accommodations in order to assist the student in being a successful learner.

_____ Initials

When a student does not complete these requirements for several consecutive weeks, a student will be determined as truant. A truancy report will be filed by the USD #400 Superintendent and sent to the County Attorney's Office.

Note that notification of these designations is contingent on the teacher making timely updates to the student status log and meeting sheet by noon every Monday. Also, it is the Lead Teacher's discretion whether or not to place a student on any of these academic standings. For instance, if the student has communicated any difficulties or complications that would interfere with the completion of their schooling, then the Lead Teacher is able to consider the student temporarily excused from SVVCS for a short hiatus from their schoolwork.

Parent/Guardian Signature _____

Student Signature _____

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 6 credits to be classified as a sophomore, 12 credits to be a junior, and 18 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 Course.

DISCIPLINE

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 conference will result in the situation being passed on the director of the charter school.

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 semester 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.

ADDING AND INCOMPLETION OF AN ONLINE COURSE

Adding an Online Course

Students wanting to add an online course must notify their teacher and lead teacher of the charter school.

Incompletion of an Online Course

Students are awarded an "I" for a course that has not been completed at the end of the semester. If the student does not finish that particular class and withdraws from SVVCS the "I" will be changed to an "F".

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, parents/guardians will access course grades via the Internet by using Acellus, OdysseyWare. Each student and parent will be given a personal log in and password. Parents will receive access to a weekly progress report on Google Drive. Progress reports 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.
- Students are not allowed to wear any items that through picture, word, or inference imply gang affiliation.
- Students need to be appropriately dressed for seminar

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.

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

Student/ Parent Contract and Technology Use Policy

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. I agree to complete or exceed the number of weekly lessons agreed upon by teacher and student (unless otherwise specified, this is 30 hours or unit “steps” per week)
4. I understand that I must attend school online before, on and after September 20th as part of the mandatory count days for Kansas schools. This includes two days of 6 hours each day (from 12am-12pm). When requested, I agree to sign and return the Academic Activity Log for each of the required days and submit them to the SVVCS office at the time specified. Students may be required to come on campus in order to complete their count day during the month of September and October.

1st Count Day _____

2nd Count Day _____

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 2018.
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 promise to attend all scheduled on-site meetings and on-line final assessment appointments as requested.
8. I agree to abide by the policies listed in the SVVCS Student Handbook.
9. I understand that failure to abide by the components of this Student Contract will result in my being placed on academic probation and a progress review will determine my continuation at 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: _____

Photograph/Video Release

I DO _____ or DO NOT _____ give permission for my child's school related photographs or videos, student generated work, and my child's first name to be posted on the SVVCS web page which also includes other social media resources (Facebook). SVVCS will not include the address, telephone number, social security number or student identification number of any student. SVVCS faculty and staff are not held liable for the release of information permitted by the agreement

Parent/Guardian Signature _____ Date _____

Adult Student (19 years and over) Signature _____ 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 that 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.
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. It is my understanding that if I cannot provide my child with internet access at

home, I will commit to finding an alternated location for him/her to work.

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.
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. If requested, I will sign, date and return the Student Activity Log within the time requested.
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 seminars 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: _____