**Waukomis Virtual School Handbook**

**General Information**

This handbook provides general guidelines for parents and students enrolled in Waukomis Virtual School. Waukomis Virtual School is a program within Waukomis Public Schools and is subject to the policies and regulations of Waukomis Public Schools and the Oklahoma State Department of Education. Waukomis Virtual School follows the Waukomis Public Schools calendar and testing schedule.

**Admission Requirements**

* Reside in Waukomis Public Schools’ attendance boundaries.
* Complete school enrollment forms in full.
* Complete Application
* Agree to participate in a full time virtual environment.
* Work independently and be responsible for complete assignments.
* Take care of WPS equipment, i.e. Chromebook.
* Participate in required district & state assessments throughout the year.

**Application Process**

* Complete ***Application for Admission***
* Demonstrate need for a full time virtual program.
* Students served on IEP or 504 must indicate so on the application. Prior to enrollment the Virtual Director & Site Principal will determine the appropriateness of the virtual school for the student.

**Parent/Guardian Outline for Success**

* Log into the Acellus program with your child so that you can learn the system together.
* View all appropriate tutorials and read orientation materials provided.
* Help your child organize and prepare for virtual learning.
* Make sure that you have reliable internet.
* Help your child create a plan for upcoming assignments and due dates.
* Monitor your child’s progress.
* Regularly check email and/or voicemail for messages from your child’s mentor teacher. Respond to these messages in a timely manner.
* Inform the school if/when your child is unable to complete work (ie. illness)
* Provide transportation to all required district and state testing.
* Monitor and maintain academic integrity.

**Student Outline for Success**

* Before the first day make sure you can access all courses & can send/receive email.
* Develop a plan to complete assignments by deadlines.
* Remain on pace in all courses. This will require you to work consistently for five days every week.
* Communicate with your teacher when necessary. Ask questions often. Your teacher is here to help and support you.
* Regularly check email and/or voicemail for messages from your mentor teacher. Respond to these messages in a timely manner.
* Check your progress online and meet course deadlines.
* Abide by the rules and procedures of Waukomis Virtual School as well as Waukomis Public Schools.
* Practice academic integrity.

**Communication Standards**

*The following elements will be used to communicate with parents / guardians and students.*

* Student email - school email account only
* Parent/Guardian email - must be provided on Admission Application
* Parent/Guardian phone # (text) - must be provided on Admission Application
* Phone call - ***blocking of the school phone number may result in removal from the program***

**Communication Tree**

*Parents / students are encouraged to use the communication tree when needing assistance. If one is unable to reach the first person on the communication tree then he/she should go to the next person listed. Please leave a message if calling by phone.*

1. Virtual School Director – *Heather Husted*

*phone:* 580-260-0173 *email:* heatherhusted@waukomis.k12.ok.us

1. Site Principal:

 JH/HS Principal – *Matt Cue*

*phone:* 580-260-0184 *email:* mattcue@waukomis.k12.ok.us

***Parents / students must reply to Directors' requested form of communication.***

* **Strike #1** = no response to request within 24 hrs. Student & parent emailed with “Probation” status and encouraged to make contact with school within next 24 hrs.
* **Strike #2** = no response to request within 24 hrs. of Strike #1. Student account now “Frozen”. Student & parent emailed and attempted to be reached via phone call with “Red Flag” status and told to schedule appointment with Virtual Director or Principal within 24 hrs. via **phone call or in person meeting only**.
* **Red Flag #1** = no response to Strike #1 & #2. Parent must make contact via phone call or in-person meeting for information on “Student Plan of Improvement” (ie. assistance with time management, tutoring schedule). This contact will “Reset” the student account and meet all requirements to remove all previous Strikes & Red Flag.
* **Red Flag #2** = no response to acknowledge RF#1 within the 24 hr window. Student account remains “Frozen” and parent & student **must meet in person only** with Virtual Director & Principal for removal from the program.

**Attendance & Accountability Standards**

*The following is for grades 7-12 only.*

* Students are expected to complete coursework five days per week...this is Sunday thru Saturday.
* Students will meet a minimum of one (1) time per month with the Virtual Director via in person meeting or phone conference.
* Students must remain ***“On Target”*** or ***“Ahead”*** on their Acellus Home Page.
	+ *This usually requires a minimum of 1 hr. per subject each day.*
	+ *This does not guarantee a passing grade.*
* Parents will be contacted if the student is ***“Behind”*** in any course as indicated on their Acellus Home Page. Additional tutoring or assistance with time management may be scheduled to assist the student/parent with meeting assignment deadlines.
* Students that are ***“Behind”*** for ten (10) consecutive days may be dropped from the Virtual School, withdrawn from Waukomis Public Schools, and/or considered truant.
* Parents will have access to their student’s grades at all times via the Acellus page.

**Curriculum Introduction**

*Grades 6-12 will be using the Acellus virtual platform.*

* Acellus is aligned with OK state standards & graduation requirements.
* It provides lectures, assignments, quizzes, tests, etc…
* The lectures provide all relevant information.
* Students have access to guided notes & are allowed to use notes on all assignments, quizzes, tests and exams.
* Coursework will be divided into Semester classes and usually take 35-50 hrs each for completion.
* Students 7-12 ***will not be allowed*** to enroll/participate in extra-curricular activities.
* Students 7-12 **will be allowed** to attend “one time” activities such as prom, school pictures, etc.

Middle School Curriculum

* English *ICAP info as necessary*
* Reading
* Math
* Science
* Geography (7) & US History (8)

High School Credits = min. of 24 to graduate

*Seniors also need the following non-report card courses: ICAP, CPR, Financial Literacy*

* 4 English
* 3 in each: Math, Science, Social Studies
* 2 Computer Technology or Foreign Language
* 1 Art
* 1 additional core course
* 7 Electives
* Electives & courses are not perfectly lateral to the HS courses
* Courses will be split into 1st & 2nd Semester classes
* Seniors must be enrolled in min. of 6 credits for the year, regardless of the number of credits they need to graduate.

**Withdrawal from Virtual School**

All withdrawals from Waukomis Virtual School must be made within 5 school days of enrollment to withdraw without academic penalty. A student wishing to withdraw may do so by contacting the Virtual School Director or School Counselor in writing. A parent/guardian must request the withdrawal of a student under the age of 18. After the withdrawal period has expired, the student will remain enrolled in the virtual school for the duration of the semester. The student is expected to meet academic and attendance deadlines regardless.

**Technology Tools for Success**

A chromebook will be provided, if needed, to enrolled Waukomis Virtual School students. Reliable, high speed internet is required. Internet hotspots will be provided, if needed, to enrolled Waukomis Virtual School students.

**Academic Integrity Process**

The student will uphold the highest standards of academic integrity. Only authentic student work will be accepted. Students who submit work that is not their own may receive no credit for that assignment and can be withdrawn from Virtual School. This may include not following policies regarding academic integrity, plagiarism, harassment, or in-appropriate conduct. Students are free to take quizzes and tests on their own. Notes are allowed to be used on all assignments, quizzes, tests and exams.

**Participation in District and State Mandated Testing**

Students attending Waukomis Virtual School will be required to participate in district and state mandated testing in accordance with Waukomis Public Schools policies and Oklahoma State Department of Education guidelines.

**Acceptable Use Policy for District-Owned Electronic Devices**

Waukomis Public Schools views the use of electronic resources and devices as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources and devices as an essential part of learning, working and interacting with the community. Waukomis Public Schools strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. In addition to filtered Internet access, the district also provides each student with the opportunity to use a chromebook. Any equipment used by the student is for the express purpose of increasing educational opportunities. The student is required to return all loaned equipment, when requested, in the same condition that it was issued to the student, minus normal wear and tear. A student who uses a District-Owned electronic device will be responsible for its use and care at all times. Failure to comply with appropriate procedures and practices may terminate a student’s rights of possession effective immediately; at the discretion of a school administrator, the District may repossess a device when a violation of District policy or practice occurs.

**Checkout Procedures**

The student and the parent/guardian will be required to sign the ***Acceptable Use Agreement***, each year when the student enrolls. The agreement will be for one academic year, unless terminated earlier by the District or upon withdrawal from school. Failure to return District property in a timely way and/or use of it is for non-school purposes, without the District’s consent is considered unlawful taking of the District’s property.

**Loss, Theft, and Vandalism**

If a device is lost on or off school property, the student should immediately report the loss to the District by following the ***Communication Tree***. In cases of theft, vandalism, or other criminal acts, a police report must be filed by the parent/guardian within forty-eight (48) hours. A copy of the police report must be submitted to the District after the police report is filed.

**The Internet And Other Technological Resources**

Waukomis Public Schools recognizes the advantages and opportunities associated with using computers and internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Waukomis Public Schools will be expected to do so responsibly and legally. Each student who uses the internet must sign an agreement to follow the Waukomis Public Schools rules for internet use. Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Upon approval, the new policy must be signed before internet use is continued.

**Internet Use and Behavior**

The District provides access to its computer network and the internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an internet activity, site, or resource. The District recognizes that online based instruction can expand course offerings not currently available in the District, for recovery of credit, or in certain cases to fulfill graduation requirements. Credit will be granted only for courses that have been approved by the District, and for students who have met the requirements outlined in regulation.

**Netiquette**

All students must abide by rules of network etiquette, which include the following:

1. Be polite.

2. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing jokes, stories, or other material based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.

3. Forwarding emails or materials without permission of the sender is prohibited. 4. Be considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

**Unacceptable Uses of the Internet and Computers**

*The following are among the uses considered unacceptable and a violation of this policy.*

1. Use that violates the law or encourages others to violate the law.

***Students may not***:

a. plagiarize works found on the internet

b. transmit offensive or harassing messages;

c. offer for sale or use any substance prohibited by the District's Student Discipline Policy;

d. view, transmit, or download pornographic material or material that encourages others to violate the law;

e. intrude into the networks or computers of others; or,

f. download or transmit confidential, trade secret information, or copyrighted materials. Students should assume that all materials are copyrighted unless explicit permission is given to use them.

2. Use that causes harm to others or damages their property.

a. engaging in defamation (harming another's reputation by lies);

b. using another's password or other identifier that misleads message recipients into believing that someone other than the student is communicating, or otherwise using his/her access to the network or the Internet;

c. uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;

d. participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Use that jeopardizes the security of student access and of the computer network or other networks on the internet.

a. disclosing or sharing passwords with others;

b. impersonating another student or member of the District Staff

4. Use involving commercial transactions.

a. selling or buying anything over the internet.

b. Disclosure of private information about themselves or others, including credit card numbers, social security numbers, and/or other sensitive information that can lead to identity theft

5. Use for the purposes of campaigning and/or lobbying.

**Internet Safety**

Students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every student must take responsibility for his or her use of the computer network, and internet, and avoid these sites. Parents of minors are the best guides concerning inappropriate materials. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the appropriate staff member. Students should be safe. In using the computer network and internet, students should not reveal personal information such as their home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or internet without their parent's permission. Students should never agree to meet a person they have only communicated with on the internet in a secluded place or in a private setting. District-provided internet access utilizes filtering software and other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school can monitor the on-campus, online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The District can monitor the activities of minors and may educate minors about: (a) appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, (c) cyber bullying awareness and response.

Internet filtering software or other technology-based protection systems may be disabled by the Technology Director, as necessary, for purposes of bona fide research or other educational projects being conducted by students. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

**Privacy**

Network and internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be, and remain, the property of the District, and no student shall have any expectation of privacy regarding such materials.

**Compliance**

A student who violates the District’s internet policy will be subject to disciplinary action, which could include removal from online learning.

**Warranties**

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to, and use of, its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the internet under this policy. By signing the agreement, students are taking full responsibility for his or her own use, and the student who is eighteen (18) or older, or in the case of a student under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the student's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student, or if the student is a minor, the student's parent(s) or guardian(s,) agree to cooperate with the school in the event of the schools initiating an investigation of a student's use of his or her access to its computer network and the internet, whether that use is on a school computer or on another computer outside the District's network.

**Waukomis Virtual School Application for Admission**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email: *(School Email account preferred)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the student 18 or over? Yes No

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The best way to contact the Parent/Guardian is *(circle one)* Email / Text / Phone call

Is the student on an IEP? Yes / No Is the student on a 504 Plan? Yes / No

Does the student have a laptop or home computer for coursework? Yes / No

Does the student have reliable internet access at home? Yes / No

Why are you wanting to attend ***Waukomis Virtual School***? Be as specific as possible.

**Statement of Student Responsibilities**

*As a student of Waukomis Virtual School, I understand and agree to the following:*

1. The Virtual School Director will be checking student time spent online and coursework progress weekly.
2. The student will regularly maintain an open means of communication with the school thru email and phone calls if necessary.
3. The student and/or parents/guardians are required to meet in person with a Virtual School Director member once per month, or at the discretion of the coordinator.
4. The student will participate in required state assessments administered by Waukomis Public School.
5. Upon acceptance, the student has five school days to accept or decline their enrollment in Waukomis Virtual School.
6. If the student changes their mind once starting Virtual School, they have 5 calendar days to withdraw without academic penalty.
7. A student wishing to withdraw from Waukomis Virtual School must do so by contacting the Counselor/Virtual Director in writing. If the student is under 18 this must be sent by the student’s parent or guardian.
8. If on day 6 the student is no longer participating in Virtual School and has not notified the Counselor/Virtual Director in writing, the student will be given failing grades in the enrolled classes.
9. Waukomis Virtual School students are not eligible to participate in extracurricular activities.

I understand the above requirements and if accepted to Waukomis Virtual School, I promise to abide by them. I understand that failure to abide by these requirements could result in my referral to truancy court and/or withdrawal from Waukomis Virtual School.

Student Signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent/guardian of the above named student, I agree to these requirements.

Parent/Guardian Signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Administrative Use Only**

Student admission is \_\_\_\_\_ Approved \_\_\_\_ Denied

Principal \_\_\_\_\_\_\_\_\_ Counselor \_\_\_\_\_\_\_\_\_ Virtual Director\_\_\_\_\_\_\_\_\_ SPED \_\_\_\_\_\_\_

**Chromebook/Technology Device Checkout Agreement**

*In accordance with Waukomis Public Schools all students and their parents/guardians are required to review and sign this document before receiving a Chromebook or any other District owned electronic device.*

* The school Chromebook/electronic device is to be used for educational purposes only.
* I may not destroy, deface, or alter Chromebook/electronic equipment, identifying labeling, or files not belonging to the student.
* I will not attempt to repair or modify hardware/software of the Chromebook/electronic device or download any software or files not approved by Waukomis Public Schools.
* I will report, as soon as possible, any damage or problems with the device.
* I agree not to loan the device to anyone, and will use it for my own school use.
* I will never leave the District owned device unattended.
* I understand that both parent/guardian and student are responsible for returning the device in working condition upon request by the school district or by *TBD.*
* If I deliberately damage, or through gross negligence, allow damage or theft of the Chromebook, I will be liable for replacement and/or disciplinary action up to and including loss of computer use privileges.
* I will practice safe internet browsing and will not visit any websites not approved by Waukomis Public Schools.
* I understand the District owned device is being monitored and will make no attempt to conceal or hide Chromebook activities.
* Only a school issued Gmail account will be used to sign into the chromebook device.

***I have read and understand the following guidelines for District owned Chromebook/electronic device checkout.***

I understand that the District retains the right to obtain financial reimbursement for the full amount of the device in the event of damage or loss to the device.

Student Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_

CHECK IN DATE BY *TBD*