

2023-2024

Student & Parent Handbook



Cowboy State Virtual Academy
Sheridan County School District #1
P.O. Box 819
Ranchester, WY 82839
(307) 655 – 9542

<https://www.sheridan.k12.wy.us/o/csva>

2023-2024 CSVA PARENT & STUDENT HANDBOOK

DIRECTOR'S MESSAGE

Welcome to the CSVA, Sheridan County School District #1's virtual education program. We support our district's mission by providing students around the state of Wyoming an opportunity to find Individual Success Through Virtual Education. Today, students face many challenges their parents did not encounter, and we recognize the need for alternative approaches to educational experiences. The CSVA is one of Wyoming's statewide virtual programs which can enroll K-12 students regardless of where they live in our beautiful state.

Our program offers students a self-paced learning environment and ongoing enrollment from July through February. Students who are accepted into the CSVA are enrolled in one of our district's schools and if with us through their senior year, graduate from Tongue River High School or our alternative center, The Bridge School. While the program is self-paced, students are required to complete their coursework by the end of the district's academic school year, typically the last week of May or first week of June. Students must also demonstrate a minimum amount of progress each week (measurements of attendance) in order to complete their coursework on time or face being dropped from the program, similar to brick-and-mortar settings as required by state statute.

Our most successful students all have a number of things in common:

First, they have an established routine at home. This means they treat learning in the CSVA the same as they would in a brick-and-mortar setting. They have established start and end times each day. Many of our students choose to work in the afternoons or evenings, which works for their life schedules. But the key is their routine means working every day at those times.

Second, successful CSVA students keep in touch with their teachers. Each week, the students who reach out and respond to their teachers find they are more involved with their own educational experience and progress more quickly and achieve at higher levels than students who isolate themselves from their teachers.

And third, their parents/guardians actively monitor their students' progress and communicate regularly with our teachers and staff. This last commonality is key. Parents who are not involved in this progress monitoring often find their student not meeting our attendance requirements, leading to lower achievement or even removal from the program. This handbook describes the role of the Academic Learning Coach in greater detail.

Students enrolled in the CSVA have access to curriculum provided by SchoolsPLP, including an extensive Advanced Placement program for high school students. SchoolsPLP partners with numerous curriculum vendors to provide our students a high-quality, rigorous and supportive virtual learning experience, with many opportunities to explore a variety of courses. During this first year using SchoolsPLP, the CSVA will seek to offer more elective courses than we have been able to previously, including at the elementary and middle school levels. Additionally, we believe the new learning management system will better empower parents and CSVA staff to support students in their learning.

But like any learning experience, this system's impact is greatly reduced when students do not fully engage in the process of their own learning. Simply guessing, looking up answers, or getting help from others does not provide the curriculum with valid information about what a student knows or does not know. For students to meet their potential for learning, they must take their own learning opportunities seriously.

In addition to enrolling students in our district, we also have contracted with a number of districts around the state to provide access to our program for students we are unable to enroll. Our vendor services enable students the opportunity to learn virtually when they often do not have other options available locally. Unfortunately, students currently suspended or expelled, or facing disciplinary action, are ineligible to enroll in the CSVA.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

The CSVA's instructional staff is made up of many of our own district's brick and mortar teachers who in addition to their classroom duties, are available for the students in our program. Additionally, we employ other Wyoming-certified teachers who, like our students, live in Sheridan County and throughout the state.

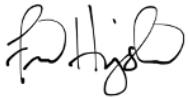
In order to apply for enrollment in the Cowboy State Virtual Academy, [parents should complete the CSVA pre-registration form found here](#). Your application will be forwarded to one of our program's Admissions Counselors, who will contact you about possible enrollment. Not all students are accepted.

Families who live in Sheridan #1 have the option to enroll in the CSVA. The online registration form linked above does not have to be completed if you are already attending one of our brick-and-mortar schools. Instead, in-district families should first contact their building principal to discuss possibly moving online to the CSVA.

The decision to move a student to an online learning program is an important one. When made thoughtfully, the positive results can be life-changing for a child; however, when made for the wrong reasons, the negative impacts on learning and achievement can be equally life-changing. Our role in the application process is to consider whether the CSVA is a good fit for your student. This process helps ensure we can provide your student the support they need to find Individual Success Through Virtual Education.

We hope you will explore the CSVA more and consider applying for enrollment. We look forward to the opportunity to provide your student an alternative educational pathway through our virtual program.

Yours in (Virtual) Education,



Fred Hollingshead
CSVA Director
Sheridan County #1
Ranchester, WY

PARENT-STUDENT HANDBOOK PURPOSE

Our parent-student handbook is designed to provide our families with general guidance and CSVA policies and procedures. Not all information about CSVA can be written in one document. Additional information about CSVA will be sent via our district messaging system, newsletters, and website updates throughout the school year. Please familiarize yourself with this handbook and [our program's webpage found here](#).

It is imperative parents provide current email and phone contact information to CSVA. Students enrolled in the CSVA will receive a student email account which is also used by CSVA staff to communicate with our students. In addition, students and parents can and should use the messaging system in SchoolsPLP to communicate with teachers. It is equally important that parents and students check these communication channels often to ensure a strong partnership with CSVA staff throughout the year.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

DISTRICT 2023-2024 ACADEMIC CALENDAR

2023-2024 Student Calendar

**Board Approved
12/13/2022**

Legend:	Yellow - School in Session	Blue - Vacation Days	Purple - 1st and last day of school	Red - Staff day only
----------------	-----------------------------------	-----------------------------	--	-----------------------------

Summary: OPTION 3: Christmas Break Dec 22 - Jan 2 (12 days) Inservice Oct 9, Jan. 2, Feb 19

MONTH	Number of Instructional Days	1st Week							2nd Week							3rd Week							4th Week							5th Week						
		M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
JUL							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
AUG	8	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
SEPT	15					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
OCT	17	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
NOV	16			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
DEC	12					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	17	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
FEB	16				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
MAR	12					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR	18	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
MAY	17			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
JUNE	0					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
TOTAL	148																																			

NOTE: The school calendar must include 148 instructional school days.

The last day of school prior to Christmas Break and the last day of the school year will be early release days - release time 1:30 PM

***The Spring Break dates coincide with Sheridan College's anticipated Spring Break. If their's should change ours will adjust accordingly.**

The district calendar can be found online at https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2646/SCS/2652725/Board_Approved_Calendar_-_2023-24.pdf. The CSVA will follow the district calendar. Students may work at any time on their coursework, but our official school days are found in yellow on the calendar. This year, the CSVA is moving to semester-long courses. During breaks throughout the year, students are not required to work on their courses, and our staff will be on break as well; however, students are always able to work on their classes any time, including over breaks.

Dates to note:

- August 21 First Day of Classes
- December 21 End of 1st Semester – **ALL 1st SEMESTER COURSES MUST BE COMPLETED**
- January 3 First Day of 2nd Semester
- May 30 End of 2nd Semester – **ALL 2nd SEMESTER COURSES MUST BE COMPLETED**

2023-2024 CSVA PARENT & STUDENT HANDBOOK

ACADEMIC LEARNING COACH

At CSVA, a parent or other responsible adult, working in conjunction with the teacher, serves as an Academic Learning Coach (ALC) for your child. The ALC helps facilitate progress through the daily lessons and works to modify the pace and schedule according to the individual needs of your child. The ALC designee is assigned during the enrollment process. As listed in the CSVA “Agreement Statements” below, a Learning Coach must be able and willing to commit a minimum number of daily hours assisting your child in the CSVA program.

For purposes of clarification, the term Learning Coach will be referenced in this handbook from this point forward when referring to the adult working with the student at home. Learning Coaches and legal guardians are required to always keep a valid email address and phone number on file with the CSVA office at all times and be responsive to staff contact to be enrolled in CSVA. If phone numbers or email addresses change during the year, please contact the CSVA office to update the system. The CSVA Office phone number is (307) 655-9542.

CSVA AGREEMENT STATEMENTS

Lesson planning, materials preparation, progress planning, mentoring and the administration of a student’s day-to-day education is exciting and yet challenging, and require parental commitment to the discipline and organization implicit in the skills needed to manage a first-class education.

It is a useful practice to cite basic expectations and understandings with which all parents and ALCs of CSVA should be acquainted. Please read the Agreement Statements below very carefully as these expectations should be a part of each parent’s calculation of commitment as a CSVA parent and Learning Coach.

The purpose of this “I Understand” section is to set expectations for CSVA Learning Coaches. Students’ success is a primary goal of CSVA and that can only be achieved if you, the Learning Coach, are successful. To be successful it is important that Learning Coaches of CSVA students understand, and are in agreement with, the following curricular and attendance requirements:

1. I understand and agree that I am enrolling my student in the CSVA public school program. I further understand Learning Coaches must be able to commit a minimum of daily hours in support of my student. Every student has individual needs, and I commit to ensuring my student meets the minimum weekly progress required and the time required may differ from other students.
2. I understand and agree that CSVA is a full-time public-school program, and that my student may not be enrolled in any other part-time public school unless approved by the CSVA Director.
3. I accept the responsibility to supervise my student in using the SchoolsPLP curriculum, and I understand that I am expected to become knowledgeable about it.
4. I understand that I have enrolled my student in a public-school program with attendance/progress requirements that we are expected to meet. I further understand that my student may be dropped from the program for failure to attend if minimum progress is not met.
5. I understand and agree that my student must always have access to a computer and internet service while my student is enrolled in CSVA, and in the event that service is not available at my home, I agree to transport my student to a location where computer and/or internet services are available.
6. I understand that in the event of my student’s CSVA-issued computer not working, we need to contact the CSVA office at (307) 655-9542 for technical support.
7. I understand that I am responsible for personally owned computer repairs.
8. I understand that the CSVA-issued computer used by the student is CSVA property and cannot be sold, bartered, traded, rented, or pawned.
9. I understand and agree that I am expected to follow the guidance and support of a professional teacher in implementing the CSVA program with my student.
10. I understand and agree that communication with teachers is an important part of my child’s education at CSVA. With this in mind, I agree to provide a valid email address that I will check daily and return teacher contact (phone or email) within one school day.
11. I understand and agree that I may be expected to participate in regular telephone/internet conferences with my student’s teacher. Students struggling to meet progress expectation or with their coursework will be required to meet with their

2023-2024 CSVA PARENT & STUDENT HANDBOOK

teacher(s) as needed. Teachers review progress and consider other factors, including Learning Coach input, when making student advancement decisions.

12. I agree that my email account contains information from the teacher that I need to be aware of. If I do not understand the information, it is my responsibility as a Learning Coach to contact the teacher and ask for clarification.
13. I understand that teachers and/or administrators may require additional proof of progress verification during the school year. Additional progress verification may be requested in the form of (but not limited to) live virtual sessions, written work samples and phone conferences.
14. I understand and agree that my student is required to participate in assessments as required by the State of Wyoming, the Department of Education, and as assigned by teachers and/or administrators, including WY-TOPP and ACT tests. Failure to do so will result in removal from the CSVA program. I understand this requires our family to be available during the entire testing windows as determined by WDE and ACT, typically during the months of late-March to early-May. **I understand it is my responsibility to ensure my student(s) travel to a published testing site, to be determined before testing begins.**
15. I have read and understand the Academic Integrity and Honor Statement policy found at the end of the handbook and agree that my student will adhere to the academic integrity policy in which plagiarism is discussed along with consequences for violations.
16. I have read and understand the Acceptable Use policy found at the end of the handbook and agree that my student will adhere to the Acceptable Use policy in which appropriate use of technology is discussed along with consequences for violations.
17. I have read and understand the Student Code of Conduct policy found at the end of the handbook and agree that my student will adhere to the Student Code of Conduct policy in which student behavior is discussed along with consequences for violations.
18. I have read and understand the policies and procedures defined in the CSVA Parent-Student Handbook and acknowledge that not all information about the CSVA program can be provided in one document. I am familiar with the policies and procedures enough to support my student throughout their time in the CSVA.
19. I agree to participate online in CSVA Parent Night (dates listed below) or within one month of my student's enrollment if we begin after the start of the school year. If another adult will act as the Learning Coach for my student(s), I agree they will also attend with me.

PARENT NIGHT SCHEDULE

Families enrolled at the beginning of the school year must attend one of the two scheduled parent nights in August. Families enrolling after the August parent meetings must attend the next meeting scheduled within 30 days of enrollment. The Parent Night schedule is as follows:

1 st Semester		2 nd Semester	
August 17, 2022	6:00 PM	December 28, 2023	6:00 PM
August 18, 2022	10:00 AM	December 29, 2023	10:00 AM
September 14, 2022	6:00 PM	January 18, 2024	6:00 PM
October 19, 2022	6:00 PM	February 15, 2024	6:00 PM
November 16, 2022	6:00 PM		
December 14, 2022	6:00 PM		

ENROLLMENT

Students who are enrolled in a Wyoming school district, or are a Wyoming homeschool student may elect to enroll in CSVA courses. Students must maintain a permanent home address in Wyoming to be eligible for enrollment. To be considered for enrollment, the parent/guardian must pre-register the student online through the PowerSchool registration system (see page 3 for a link). Before registration is complete and students are enrolled in courses, parents must complete acknowledge they have read and understand our program's processes and procedures outlined in this handbook, provide the name and contact information of the student's Learning Coach, agree to attend a parent meeting within 30 days of enrollment, and watch the welcome video, all of which will be provided via email when the pre-registration form is submitted. Additionally, the CSVA must receive a copy of a certified birth certificate, immunization records and official records from the student's previous school. These documents will be kept on file during the enrollment period.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

In the CSVA registration process, parents are asked to identify qualified students with documented disabilities by acknowledging that their child does or does not have a Section 504, IEP, or other documented disability which is related to the ability to enjoy the benefits of CSVA's programs or services. If their student is served by a Section 504, IEP, or other documented disability, the parent will provide a copy of that document to the CSVA Director with the student's pre-registration. Failure to disclose a documented disability may lead to removal of the student from CSVA. CSVA does not assume responsibility for services or resources for students with undocumented disabilities.

A full-time student should be enrolled in the following minimums:

- K-5 Four core courses (Language Arts, Math, Social Studies, Science) and one to three electives
- 6-8 Four core courses (Language Arts, Math, Social Studies, Science) and two or three electives
- 9-12 Seven credits, typically four core courses and three electives

WITHDRAWING FROM COURSES

Students who wish to withdraw from CSVA classes must notify the CSVA of their intention. CSVA will inform the home district as required under WDE Chapter 41 Rules. The student would then be transferred back to their local school district to enroll in their local education agency, or submit their homeschool status to their district. Students who stop participating in CSVA courses without officially withdrawing will be dropped from CSVA rolls, and the student's home district will be notified. **After 10 consecutive school days, any student not actively participating, as monitored through course progress, will be withdrawn, unless CSVA staff have previous notification.**

DUAL ENROLLMENT

High school students in grades 10-12 have the option to enroll in college courses through any of our state's community colleges. Students may enroll in online or in-person classes. The CSVA uses a number of financial resources to provide these courses to students at no cost. Students who successfully complete a dual enrollment course at the 1000 level or higher both receive high school and college credit. Our ability to pay for all coursework has become limited and some courses may not be approved for budgetary reasons. Approval of coursework must be completed ahead of enrollment to be eligible for tuition coverage. Students who take courses at the 1000 level not paid for by the CSVA will still receive high school credit.

ATTENDANCE

Recommended Academic Time

Highly successful students have an established routine and participate in their coursework daily. While these routines do not need to match the district academic calendar or a typical school day, working 4-5 days per week is a best practice for high achievement. Our experience has shown that students who routinely work in the online SchoolsPLP curriculum progress well through the program and are able to complete courses by the end of each semester.

It is important to remember every student has individual needs. The amount of time spent working each week may vary greatly for each student and the actual time spent will be what is needed to meet the minimum required progress below. As this is our first year with SchoolsPLP, we will closely monitor the amount of time our students are needing to spend working online and potentially adjust course enrollments throughout the year, especially at the elementary level.

Minimum Required Weekly Progress

Attendance will be taken based on meeting the minimum weekly progress as shown in SchoolsPLP. Students meeting progress will be counted present for the entire week. Students behind on progress will be counted absent. State statute states 10 absences in a row requires the program to drop a student from the program. This will be strictly adhered to throughout the school year.

Students not meeting progress must complete enough work during the following week so they are once again meeting the minimum required course progress. The Learning Coach and student can work with our teachers to put a plan in place if a student falls behind. As long as the plan is being met, students will not be dropped from the program. A plan for catching up and meeting the plans expectations are mandatory for continued enrollment if the student falls behind.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Using our new learning management system, we now have the ability to provide students a weekly list of assignments to complete. After providing SchoolsPLP with our district calendar, the system will automatically divide up a course's assignments and assessments so students who complete the recommended pacing will complete their courses on time. The system provides our staff, parents and students real-time information about student progress and the CSVA will use this to track attendance each week.

Students who do not complete their courses by the end of a semester may face removal from the CSVA, as this may provide evidence that the CSVA is not an appropriate learning environment for your student to receive a year's education in a year's time.

The CSVA is a self-paced program, and students may work ahead in their progress. We have a number of families who choose to use the flexibility of our program to take vacations during the school year or wish to take extended breaks that differ from our district's academic calendar. All of these and other reasons are perfect examples of why our program's self-paced environment allow students to excel. It is important to remember our staff will follow the district calendar and your student will need to be sure to work with their teachers ahead of time if they will be absent for an extended period.

Should a student need to take time off from their coursework, it is best to work ahead of the minimum progress required for the dates the student will not be working. Simply, this allows the student to be counted present during those times they are not working. Any extended time away from coursework must be communicated in advance with the student's teachers and the CSVA Director. This will ensure we know your student is still active in our program.

Students may also work at a faster pace than the minimum required and complete courses early. In fact, we have many students who complete courses many weeks ahead of schedule. Students who complete courses before the final day of the school semester are counted present for all of the remaining time of that semester. This is not only allowed but encouraged! The opportunity to start winter and summer breaks early is a terrific motivator for students!

Mid-Year Enrollment

Students who enroll in the CSVA during the school year will be placed in their courses according to their individual situations. The CSVA will try to align the student's previous course enrollments with courses we offer. If a student is placed in a new course they were not previously enrolled in, the student will begin the course at the start of the course and be expected to complete the course by the last day of the semester. This will require the student to work at a faster pace in order to finish on time in that course. Admissions counselors and administration can help determine the necessary weekly progress when this is required.

Additionally, our curriculum may not (and most often does not) perfectly align to the student's previous school district curriculum and pacing. Students may notice they are placed in a course that does not match the material they were learning before moving the CSVA. The Learning Coach and student should work with individual CSVA teachers to attempt to best place the student in our curriculum when needed. Students will still be responsible for demonstrating the learning of our curriculum during the course's final exam, which will cover the entire semester's curriculum. Communication with teachers is very important in these situations to ensure the student's transition to our program is as smooth as possible.

Truancy

Students who stop attending CSVA (by not logging into our online system) and become nonresponsive to staff attempts to communicate via email, phone, and standard postal mail, will become truant at 10 days of no log in per state law. All students under the age of 16 or who have not attained completion of the 10th grade, must attend public school in Wyoming or notify the state regarding private or home schooling per state law. If students stop attending CSVA to non-attendance and a resulting truancy, state law requires parents of underage children to report to the local school district, and thus the state, the child's educational status following this potential withdrawal from attending CSVA. Failure to do so may result in misdemeanor charges by the state. Please refer to state law:

§ 21-4-102. *When attendance required; exemptions; withdrawal. (Law Updated 8-1-21) (a) Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before August 1, or September 15 if the child started kindergarten pursuant to an approved request under W.S. 21-3-110(a)(xxxviii), of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that the board of trustees of each school district may exempt any child from the operation of this article when: (i) The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice*

2023-2024 CSVA PARENT & STUDENT HANDBOOK

to guide it and support it in its decision; (ii) The board feels that compulsory school attendance might work undue hardship. The board may conduct a hearing on issues pursuant to this paragraph by executive session; or (iii) The child has been legally excluded from the regular schools pursuant to the provisions of W.S. 21-4-306. (b) A home-based educational program shall meet the requirements of a basic academic educational program pursuant to W.S. 21-4-101(a)(vi). It shall be the responsibility of every person administering a home-based educational program to submit a curriculum to the local board of trustees each year showing that the program complies with the requirements of this subsection. Failure to submit a curriculum showing compliance is prima facie evidence that the home-based educational program does not meet the requirements of this article. (c) In addition to subsection (a) of this section, the parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the district of enrolling that child in a different school district or in a private school or home-based educational program, shall meet in person with a school district counselor or administrator to provide the school district with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming national guard youth challenge program, as established by W.S. 19-9-701, for the sole purpose of recruitment into the Wyoming national guard youth challenge program.

§ 21-4-105. *Penalty for failure of parent, guardian, or custodian to comply with article. Any parent, guardian, or custodian of any child to whom this article applies who willfully fails, neglects, or refuses to comply with the provisions of this article shall be guilty of a misdemeanor and shall be Wyoming Compilation of School Discipline Laws and Regulations Page 19 punished by a fine of not less than five dollars (\$5.00) nor more than twenty-five dollars (\$25.00) or by imprisonment in the county jail not more than ten (10) days or by both such fine and imprisonment.*

COMMUNICATION POLICY

Consistent and cooperative communication provides a vital link between CSVA teachers, Learning Coaches, and students. As a public-school program, we are mandated to deliver instruction to our students via fully licensed teachers. In order to do this, Learning Coaches and teachers must work together as a team by maintaining positive and open lines of communication. Students, too, are an important part of this team, as teachers work directly with students through telecommunication and email to provide instruction and develop positive relationships. Conference calls provide a personal venue between teachers, Learning Coaches, and students to discuss each student's academic progress and success.

- Learning coaches and students are expected to check email daily and to return teacher phone calls and emails within 24 business hours.
- Teachers are available to be contacted 8-4, M-Th, excluding holidays/breaks, unless a teacher states otherwise. Many of our teachers also teach in our district's brick-and-mortar schools, and they may not be able to return a message during the typical school day.
- Learning coaches and students are expected to be respectful in their communications with teachers/school staff as is our staff when communicating with our families.
- Learning Coaches and students are expected to inform their CSVA teacher of any changes to contact information.
- CSVA teachers have 24 hours to respond to email and telephone calls during the business week.

Email

CSVA's SchoolsPLP messaging communication system is the primary communication platform for teachers, students, Learning Coaches, and administration. Non-course information communicated to CSVA families will be sent via the emails provided to the CSVA. Often, the information is time-sensitive, and many items require a specific response. Below are some general guidelines to be followed:

- The Learning Coach is required to check his/her email Monday through Friday.
- The Learning Coach is required to reply promptly to all phone calls, emails or SchoolsPLP messaging received from CSVA within 24 hours.
- The Learning Coach is required to maintain his/her Internet connection.
- The Learning Coach is required to turn on notifications in SchoolsPLP by providing the system their mobile number and email address. When communications are sent to the student, the Learning Coach will receive a notification of the communication (though not the communication itself).

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Non-Compliance

As a public-school program, CSVA has the responsibility to ensure that students are learning. A Learning Coach will be considered to be non-compliant with CSVA's communication policy when a teacher is unable to reach him/her during a two-day period. This includes unsuccessful attempts by the CSVA teacher to interact with the Learning Coach via conference calls, email, and/or communication delivered to the home address. Failure of the Learning Coach to comply with the communication requirements may result in the removal of the student from the program.

*In the event a student with an Individualized Educational Plan (IEP) has received a Habitual Truancy Notice and/or has 10 consecutive absences, a Manifestation Determination meeting will be scheduled. The purpose of the meeting is to determine whether the student's absences are a manifestation of the student's identified disability. At that time, the team will discuss if any additional accommodations or modifications should be made to help the student meet the attendance requirements.

INVOLUNTARY STUDENT WITHDRAWALS

Students may be involuntarily withdrawn from CSVA for any of the following reasons: (1) Attendance policy violations; (2) Repeated non-engagement in the learning systems; (3) Repeated truancy issues; (4) Repeated non-attendance of mandatory parent meetings; (5) Consistent non-communication with CSVA teachers and administrators; (6) Non-participation in state and school testing; (7) Not completing courses by the end of the semester; and/or (8) Violations of CSVA and Sheridan County School District #1 policy.

Students may be withdrawn from CSVA upon notification of the legal guardian whereupon the student will be required to either enroll in the district of residence or notify the State of Wyoming of intent to provide homeschooling by the parent per state laws. State laws give legal guardians ten days from the date of withdrawal to enroll in the district of residence or notify the state of the intent to homeschool.

FEES

There is no tuition charge for CSVA classes.

TEXTBOOKS, EQUIPMENT, and SUPPLIES

The parent/guardian is responsible for supplies and internet access needed to participate in CSVA courses. The district will provide each student a laptop, if needed, at the beginning of the school year or at enrollment. There are no textbooks or additional equipment necessary for the successful completion of CSVA courses.

GRADES

The CSVA grading scale aligns with the district's brick-and-mortar scale used for virtual courses. CSVA grades according to percentage correct. Sheridan County School District #1 will convert the percentage grade awarded to a letter grade based on the following scale:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

Letter grades allow for calculation of a Grade Point Average for college admissions and scholarships. CSVA grades are based on a 100-point scale, cumulative throughout the semester and rounded as necessary.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

ACADEMIC INTEGRITY and ETHICS AGREEMENT

CSVA students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Students are expected to verify that the work on each assignment is his or her own.
- Collaborating with another classmate on any assignment must be pre-approved by the CSVA Director and/or teacher.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the internet.
- No student should store coursework on a public or shared network drive.
- If any sources are used, the sources must be listed at the end of the student's work.

Each time it is determined that a student has plagiarized or has been academically dishonest, the student will be expected to correct his or her mistake and complete the work (or an equitable alternative assignment, per teacher discretion). Also, the teacher will fill out a referral and forward it to the CSVA Director. The director will review each individual case, consider all factors involved in each situation, and determine the appropriate consequence. Repeat offenders can expect more severe consequences with the most severe being removed as a student.

ADA COMPLIANCE

Sheridan County School District #1 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 educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Superintendent of Sheridan County School District One Title IX Coordinator (Telephone (307) 655-9541) or to the Office of Civil Rights, United States Department of Education, 1961 Stout Street, Denver, Colorado, 80294.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION (WHSAA)

CSVA students may be eligible to compete in all Wyoming High School Activities Association endorsed sports activities provided they meet all eligibility requirements and pay the associated fees. Students transferring to CSVA from another school may participate in their home district's WHSAA sanctioned activities with approval from both CSVA and the home district. The Combination School Agreement would need to be signed by both school districts. This form can be found here: <http://www.whsaa.org/forms/forms.asp>.

TECHNOLOGY ACCESS and REQUIREMENTS

If a student or parent has technology access issues, the student or parent can contact the CSVA Director's office to notify them and seek help. Students have the option of checking out a Chromebook from the CSVA. Students may also use their own technology if they so choose. SchoolsPLP is completely browser-based and can be accessed on any device with Internet access.

STUDENT CODE OF CONDUCT

All students will be required to agree to abide by the Student Code of Conduct. The code outlines expectations for appropriate student behavior and the consequences associated with failure to adhere to the code. See Appendix C.

RIGHT TO PRIVACY

The CSVA will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The names of CSVA students, their images, and their coursework will not be published on the public Sheridan County School District #1 website without student and parent/guardian consent. Students participating in extra-curricular activities may have their image shared in local media.

Each CSVA student is provided a unique password that will allow him/her to access the online course. It is the responsibility of the student to keep his/her password secure.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Communication through email, discussion board, chat, blog, and other communication tools provided by the CSVA is subject to monitoring by Sheridan County School District #1 staff without prior notice.

Inappropriate use of any Sheridan County School District #1 communication tool, such as using these tools for profanity, use on social media platforms, or cyberbullying, is grounds for discipline including but not necessarily limited to the following: parental contact, application of Sheridan County School District #1 board policy (<https://app.eduportal.com/public/folders/list/62524/1167194>), administrative removal from CSVA courses, or contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Appendix A: Academic Integrity and Honor Statement

At Cowboy State Virtual Academy the students, faculty, and staff join together in a unique learning community. Creating a community of trust is an essential part of this process. Maintaining high standards for academic integrity and honesty significantly contributes to the creation of our community of trust.

In order to protect the integrity of Sheridan County School District #1's diplomas, the student and family commit that each assignment and all work submitted will be the student's own work.

The faculty and staff of CSVA expect students to maintain a high standard of academic integrity.

A commitment to submit original work for evaluation and to neither give nor receive aid on course quizzes, tests, or projects when prohibited by the instructor is evidence of the academic integrity expected of our students. In the event that guidelines are unclear, our students assume the responsibility for communicating with the instructor as to not compromise the integrity of the work they submit.

Examples of academic dishonesty include:

- Cutting or copying and pasting another author's work without properly attributing the work to the owner
- Collaborating with other students/family members on an assignment without prior approval from the teacher
- Altering or misusing documents
- Impersonating, misrepresenting, or knowingly providing false information as to one's identity
- Cheating on examinations (receiving help not specifically approved by the instructor), and
- Plagiarism.

Failure to comply with the Academic Integrity and Honor Statement policy can result in removal from the CSVA program.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Appendix B: Acceptable Use Policy

All students enrolled in Cowboy State Virtual Academy courses are expected to conduct their communications in a professional and respectful manner. Inappropriate language, behavior, or use of the learning management systems will result in disciplinary action and possible removal from the CSVA by Sheridan County School District #1 administration.

Each student enrolled in CSVA courses will acknowledge his/her willingness to abide by Sheridan County School District #1's Acceptable Use Policy (<https://app.eduportal.com/documents/view/622834>) and the procedures outlined therein will apply to online courses.

CSVA recognizes that appropriate use of technology resources is the responsibility of all individuals involved in the educational process. To this end CSVA:

- Recognizes that parents and guardians are ultimately responsible for setting and conveying the standards students should follow when using media and information sources, and
- Provides CSVA students access to a learning management system with the expectation that they will exercise appropriate usage.

CSVA resources are valuable educational tools for students. Their use and access are a privilege. They must be used in a responsible, safe, ethical, and legal manner. Use of technology resources in an inappropriate manner may result in removal from CSVA courses, disciplinary action(s) in accordance with relevant CSVA and Sheridan County School District #1 policies, and/or legal action.

Communications via CSVA software and resources should not be considered private (This includes, but is not limited to, the e-mail, discussion board, blog, and chat tools in the course management system and other CSVA resources.). Students who have the privilege to use CSVA online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
- Do not engage in the use of profanity, obscenities, or sexually explicit material.
- Do not use expressions of bigotry, racism, and/or hate.
- Do not intimidate, bully, harass or embarrass.
- Maintain individual anonymity and privacy.
- Do not reveal personal addresses, phone numbers, social networking identities, or other personal information.
- Do not display portraits of individuals without parental/ guardian permission on the Sheridan County School District #1 Media Release form.
- Do not engage in acts of vandalism (malicious attempts to harm or destroy files, material, software, or equipment of others).
- Do not use course software or network resources to display or convey personal, political, or commercial messages.
- Do not use other people's accounts.
- Do not trespass in other's work, files, or folders.
- Retain privacy of individual passwords.
- Do not exploit the technology for dishonest purposes (cheating, plagiarism, etc.). Any collaboration on class work with others must have prior instructor approval.
- Do not store coursework on public or shared network drive.
- Do not use the technology for illegal purposes.
- Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulation (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secrets.).

Cyberbullying will not be tolerated by Cowboy State Virtual Academy.

CSVA and Sheridan County School District #1 administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. See Appendix C for more information.

Failure to comply with the Acceptable Use policy can result in removal from the CSVA program.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Appendix C: Student Code of Conduct

Philosophy

Cowboy State Virtual Academy provides an atmosphere of respect conducive to teaching and learning in which the intellectual, physical, emotional, and social needs of students are met. Students, parents, administrators, instructors and all other staff members are responsible for creating a learning environment in which education can prosper. It is the primary responsibility of students to maintain a climate of mutual respect and trust so the dignity of the individual can be protected and the pursuit of opportunities for each student may be realized. It is the responsibility of administrators, instructors, and all other school staff to be consistent and fair in the application of all Sheridan County School District #1 policies and regulations.

Student Rights

A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, break school rules, present a health or safety hazard, or disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community. To the extent permitted by applicable law, students have the right to:

- A public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities.
- An orderly school environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety.
- Express themselves in speech, writing, or symbols, consistent with their constitutional rights and CSVA policy.

Student Responsibilities

It is the primary responsibility of students to maintain a climate of mutual respect and trust so that the dignity of the individual is protected and the pursuit of opportunities for each student may be realized. Students are responsible for:

- Knowing and complying with any rules or regulations of CSVA, as well as local, state, and federal laws
- Participating in course activities regularly and completing class assignments and/or requirements
- Contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized.

Parental Responsibilities

Each parent/guardian has the duty to assist CSVA personnel in enforcing the Student Code of Conduct and the attendance policies so that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

Each parent/guardian must agree to coordinate with the director of CSVA when addressing student performance in a CSVA course.

Prohibited Behaviors

No student shall violate any law and/or rules and regulations of CSVA or Sheridan County School District #1 Board Policies. The following are general categories of prohibited conduct. Specific conduct violations and accompanying consequences are listed below. The Academic Integrity and Honor Statement (Appendix A) and the Acceptable Use Policy (Appendix B) also define expectations for student behavior and should be considered a part of this Student Code of Conduct.

Consequences

Violations of the above mentioned prohibited behaviors may result in one or more of the following consequences:

- Parental contact and discipline according to the district policy
- Application of Sheridan County School District #1 and CSVA code of conduct consequences
- Administrative removal from CSVA courses with a failing grade
- Contact of law enforcement agencies in instances where violation of local, state, or federal law is suspected.

Defiance of the Authority of School Personnel – Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by the CSVA Director and/or Sheridan County School District #1 policies and regulations.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Dishonesty – Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers or computer networks. Students must adhere to the principles in the Academic Integrity and Honor Statement.

Disruptions – Students shall not behave in a manner that prohibits another student from a positive learning experience or prohibits the teacher from performing his/her duties.

Sexual Harassment – Students shall not sexually harass another student or any school employee, volunteer, student instructor or any other person present in school facilities, online, or at school functions.

Threatening Behavior – Students shall not threaten students or staff members with physical harm.

Vandalism – Students shall not maliciously or willfully injure, deface, or destroy CSVA hardware, software, or other resources or the personal hardware, software, files or resources of individuals.

Verbal Abuse and Vulgarity – Students shall not verbally or graphically curse or abuse anyone; use vulgar, profane, or indecent language; or display any obscenity or indecency. Students may not bully, intimidate, or make derogatory comments about others.

Violence – Students shall not contribute to aggressive behavior that is disruptive or dangerous.

Failure to comply with the Student Code of Conduct policy can result in removal from the CSVA program.

2023-2024 CSVA PARENT & STUDENT HANDBOOK

Appendix D: Cowboy State Virtual Academy Student Participation Agreement

NOTE: BEGINNING IN 2023-2024, PARENTS AND STUDENTS WILL “SIGN” THE ACKNOWLEDGEMENTS BELOW USING AN ONLINE FORM DURING THE REGISTRATION/ENROLLMENT PROCESS.

The Student and Parent Acknowledgement (below) must be signed by both student and parent/guardian. The Cowboy State Virtual Academy director is required to obtain signatures prior to initial enrollment and keep this documentation on file for the remainder of the student’s enrollment period.

Through continuous communication and effective time management students can be successful in a CSVA course. To ensure that CSVA staff, students and the parent/guardian are aware of the policies and procedures that accompany this commitment, please complete the Student and Parent/Guardian Acknowledgement below.

Student Acknowledgement

I understand that for each online course, there are a minimum number of assignments that must be completed. Failure to submit the minimum number of assignments may result in my removal from the CSVA and may result in a failing grade being reported on my academic transcript.

I also acknowledge that I will follow all policies and procedures outlined in the CSVA Student and Parent Handbook and Sheridan County School District #1 District Policy.

Student Signature: _____

Date: _____

Parent/Guardian/Learning Coach Acknowledgement

_____ I acknowledge that my child **DOES NOT** have a Section 504, IEP, or other documented disability which is related to the ability to enjoy the benefits of CSVA’s programs or services.

OR

_____ I acknowledge that my child **DOES** have a Section 504, IEP, or other documented disability which may be related to the ability to enjoy the benefits of CSVA’s programs or services.

AND

_____ I acknowledge that I must coordinate with the CSVA staff when the performance of my son/daughter in a CSVA course needs to be addressed. I have reviewed the CSVA Parent & Student Handbook and understand my responsibilities as the Learning Coach are vital to the success of my student. I will fulfill my responsibilities listed throughout the Handbook and specifically the Agreement Statements found on pages 6-7. I will ensure my student makes the required academic progress in his/her CSVA coursework each week. And I will ensure my student participates in required state testing (WY-TOPP or ACT).

Parent/Guardian Signature: _____

Date: _____