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Student & Parent Handbook

2019-2020

To work with families and inspire students to achieve their full potential.

**Virtual School**

Our District. Your Choice

**General Information**

**Introduction**

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

**Mission**

Our mission is to prepare and inspire all students to achieve their full potential in a personalized, flexible learning environment in order to be successful in college, career and life.

**Disclaimer**

The policies and regulations of Agra Public Schools’ Board of Education, or any changes to the Board of Education policies and regulations after the printing of this guide, supersedes all information provided in this handbook. For more detailed information, patrons are encouraged to refer to the Agra Public Schools’ Board of Education Policies and Administrative Regulations online at <http://www.agra.k12.ok.us>.

**Admission Requirements**

To participate in Agra Virtual School students must:

* Reside in Agra Public Schools’ attendance boundaries.
* Be able to transfer to Agra Public Schools.
* Attend an enrollment and orientation meeting.
* Complete online registration in the Parent Portal.
* Agree to participate in a full time or blended virtual environment.
* Work independently and be responsible to complete assignments.
* Take care of APS equipment, i.e. computer.
* Participate in required district and state assessments throughout the year.

**Parent/Guardian/Learning Coach Outline for Success**

* Attend an enrollment and orientation meeting.
* Log into the virtual program with your child so that you can learn the system together.
* Help your child organize and prepare for virtual learning. Make sure that you have reliable high speed internet. Help your child create a calendar to plan for upcoming assignments and due dates.
* Log into Parent Portal and/or communicate with teacher/s as needed to read email, monitor progress and check grades, preferably at least once a week.
* 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 are all set up and can access all courses and can send/receive email.
* Develop a plan to complete assignments by the deadlines.
* Login and complete 3 grades per week for core classes and 2-3 grades per week for electives – 6 classes minimum, preferably on a daily basis, reading and completing assignments.
* Communicate 2-3 times per week with your teacher(s). Ask questions often. Your teacher(s) and parent/guardian/mentor are here to help and support you.
* Check your progress online and meet course deadlines.
* Abide by the rules and procedures of the Agra Virtual handbook, Agra Public Schools policy guide, and site handbook if applicable.
* Practice academic integrity and honesty.

**Technology Tools for Success**

* A chromebook will be provided, if needed, to enrolled Agra Virtual students.
* Reliable, high speed internet is required.

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

Agra Public School 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. Agra Public Schools strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

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 devices 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.

**I. Checkout Procedures**

The student and the parent/guardian will be required to sign the Acceptable Use Agreement, either physically or through the online enrollment process, 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.

**II. Loss, Theft, and Vandalism**

If a device is lost on or off school property, the student should immediately report the loss to Karla Revelette, the Virtual School Coordinator, 918-375-2261, at APS Administrative Offices, 112 S. Main. 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 College and Career Readiness office after the police report is filed.

**Wide Area Network, The Internet And Other Technological Resources**

Agra 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 AgraPublic Schools will be expected to do so responsibly and legally.

Each student who uses the internet must sign an agreement to follow the Agra 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. Such new policy must be signed before internet use is continued.

**A. 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.

Prerequisites for online courses are the same as for regular courses. The Principal or designee shall determine the appropriateness of course/s for each student.

**B. 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. Ask permission.

4. Forwarding emails or materials without permission of the sender is prohibited.

5. 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.

**C. 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 damage 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.

Citing Sources- For more information on fair use, see this link:  [ttp://www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)

**D. 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 will also monitor the 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 must monitor the activities of minors and must 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 a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age seventeen (17) and older.

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.

**E. 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.

**F. Compliance**

A student who violates the District’s internet policy will be subject to disciplinary action.

**G. 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.

**Curriculum and Instruction**

Agra Virtual School uses research based online programs for online curriculum and instruction. Students will work with a certified teacher, hired by Agra Public Schools to complete coursework. An Agra Public Schools Administrator will monitor the curriculum and instruction throughout the year. A counselor will be available to discuss credits earned during the year.

**Course Costs**

Agra Public Schools will cover the cost of 6 courses per semester, or 12 courses per school year. If the student would like to enroll and complete a 7th course, a tuition cost of $200 per semester will be the responsibility of the parent/guardian.

**Schedule Changes**

Students may request changes to their schedules within the first 14 days of enrollment in the course. To add or drop a course, a parent must request the change from Karla Revelette through the Administration Office at 918-375-2261.

**Course Withdrawals**

All withdrawals from Agra Virtual School courses must be in writing and delivered to Karla Revelette, Agra Virtual School Coordinator, Administrative Office @ 112 S. Main.  Withdrawals submitted after all course examinations have been taken by the student will not be processed. A parent/legal guardian must request the withdrawal of a student under the age of 18.

**Academic Integrity Process**

Students who are found violating policies regarding academic integrity, plagiarism, harassment, or appropriate conduct will be subject to our formal Student Academic Policy which may include the following:

First Offense: The student will be notified of the violation and will meet with the Teacher to discuss the violation. Policies may be reviewed and clarified for future understanding. The student must review the Academic Integrity video. The offense will be documented on the student’s SIS record. The student may have an opportunity to resubmit work or complete an alternate assignment.

Second Offense: A student found violating the academic integrity policy for a second offense will be cited a 2nd time and the following may be implemented at the discretion of the Online Instructor:

* Permanent notation on SIS academic record.
* A formal notification may be sent to parents, mentors, and administrator listed on the student’s profile.
* An essay or assignment related to offense may receive a “0” or be substituted by an alternate assignment per the teacher’s directive.
* Formal review and re-acknowledgements of all academic integrity policies.

Third Offense: A student found violating for 3rd or subsequent offense will receive a zero on the assignment(s) and be referred for disciplinary review at the discretion of the zone school district administration.

**High School Graduation Requirements**

Agra Public Schools’ TOTAL UNITS OF CREDIT FOR HIGH SCHOOL GRADUATION will be determined on a yearly bases by district. Credits are earned from either College Preparatory/Work Ready Curriculum or Core Curriculum. In addition to the coursework listed on each chart below, Norman Public Schools’ students must complete Personal Financial Literacy\* and the CPR/AED requirements stipulated by state law. Students must also demonstrate proficiency on all required state assessments. These Checklists can also be accessed online at the following link: <http://tinyurl.com/h543gyp.>

**Grading Policy**

 Lessons 20%

 Quizzes  30%

 Projects  20%

 Tests       30%

**Elementary and Secondary Grading**

Grading policy may be accessed in the Agra Student/Parent Policy Guide @ http://www.agra.k12.ok.us.

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|  |  | **Elementary & Secondary Grading K-12** |
|  |  |  | A (90-100)B (80-89)C (70-79)D (60-69)F (Below 60)I (Incomplete)S (Satisfactory)U (Unsatisfactory)NC (No Credit) |

**Attendance**

Consistent participation in classes is essential to student success. Virtual attendance is measured in two ways: through logins and communication with the teacher, and participation and completion of lessons, projects, and assessments. Students should login to each of their courses for substantive participation at least 5 times per week, preferably daily. To have satisfactory attendance, work should be submitted weekly unless other arrangements have been made with the teacher(s) in advance. Teacher(s) will contact students/parents by email and phone if they are not logging in frequently or making adequate progress in their courses. If, after the teacher contacts the student/parent, attendance and engagement do not improve, parents will be contacted by the teacher and the APS Virtual School Coordinator. A plan will be developed with the student and parent/guardian to help the student get back on track.  If the plan is unsuccessful, the student and parent will be asked to come in for a conference to discuss future success.

Students have access to Agra Virtual School 24/7 which allows the student to work ahead and/or complete lessons from any location.  Therefore, if a student’s course completion rate is not on pace, and/or the student does not communicate with the teacher/s, the student may be considered truant.

If the student is enrolled in both online and traditional classes, the APS attendance policy must be followed for the traditional classes.

**Counseling Services**

APS Academic Counselor is available to address student concerns, answer questions regarding grades, monitor progress, and check transcripts. Please contact Amy Giblet agiblet@agra.k12.ok.us (Middle School & High School, 918-375-2261.

**School Library Services**

Students will be able to access their home school site libraries during school hours. Students should check in at the main office and go directly to the library. Students should check out in the main office upon leaving the building.

**Digital Citizenship required online lessons**

All students are required to receive digital citizenship and digital safety information appropriate to their level. Please click the link to access the digital citizenship lessons. The lessons should be facilitated by a parent/guardian or learning coach.

<https://sites.google.com/norman.k12.ok.us/npsexpandeddigitalsafetycitize/home>

* **Required Parent sign off form for completed Digital Citizenship Lessons**
* After your student has finished the Digital Citizenship Lessons, please click the link below and  fill out the form noting that lessons have been completed:
* <https://docs.google.com/forms/d/1jdlM-aJTC6visC24SQ3NJi2C1FsV8N_AN1bUuQ_1PBE/edit?ts=5d48581f>
* **Extracurricular Clubs, Activities, and Athletics**
* Agra Virtual School is a program within Agra Public Schools, which provides opportunities for students to participate in extracurricular clubs, activities, and athletics offered at our school sites. Students who wish to participate must communicate with the principal or principal’s designee to discuss meeting dates, times, and requirements. Students requiring eligibility for contests and athletic events must follow OSSAA guidelines which state that students must be enrolled in a class in a traditional setting to be allowed to participate. Example: Student who wants to play basketball must be enrolled in basketball class at AHS.
* **Students on Campus**
* Students who are participating in extracurricular activities or attending classes at school sites are expected to follow school rules and expectations. When students arrive on campus during the school day for classes or activities, they are to immediately report to the office and then to the appropriate location. Students who are participating in an activity outside of the school day should immediately report to the designated location on campus.
* **Eligibility**
* Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.  If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period.
* A student who has been placed on one-week probation must be passing all subjects at the end of the probationary week in order to retain eligibility.  If, after a one-week probationary period, a student is not passing, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday, and end on Sunday.
* Students will have until 4 p.m.Thursday to make-up or turn in work that could affect eligibility status. A final evaluation of the student’s grade will be made early Friday and reported to the parent and student on Friday. The information will also be made available to the secondary staff member responsible for eligibility reports so the information can be sent out to necessary teachers and coaches.  The information available on Friday morning to students, parents, teachers, and coaches will be final for the upcoming week's eligibility report.
* **NCAA**
* Teachers and curriculum are NCAA approved. Upon enrollment, the student and/or parent must notify Agra Virtual School if they desire for their student to be NCAA eligible. There are specific requirements in terms of courses that need to be completed, testing requirements, and communication requirements that the student must adhere to in order to be eligible. Please contact APS Director of Athletics and Physical Education at 918-375-2261, if you have any questions.
* **Participation in District and State Mandated Testing**
* Students attending Agra Virtual School will be required to participate in district and state mandated testing in accordance with Agra Public Schools policies and Oklahoma State Department of Education guidelines. All K-5 students are required to participate in three reading benchmark assessments per year. Students will be assessed by an APS reading specialist. Each test will take approximately 30 minutes. This may be done at a school district location or may be completed using facetime if the student is not in the Agra area. More information will be provided once the school year is underway, including specific dates and locations.
* **Students served on an IEP or 504**
* For students served on an IEP or 504, the parent or guardian must submit a copy of the student’s IEP or 504 plan when completing the pre-entry form for Agra Virtual School.
* Prior to being officially enrolled into the Agra Virtual program, the educational team will meet to review the student’s least restrictive environment and to determine the appropriateness of the virtual platform for the student.
* **APS Discrimination/Harassment Disclaimer**Discrimination and/or harassment of students are prohibited by Agra Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. The district also provides equal access to the Boy Scouts of America and other designated youth groups.