

**Lumpkin County Virtual School  
Elementary**

**Student and Parent Handbook  
2020-2021**



**Educating and empowering lifelong learners  
to prepare all students for successful  
and productive lives in an  
ever-changing world**

## LCSS Virtual Option:

Is	Is NOT
<ul style="list-style-type: none"><li>● an option for students who feel unsafe returning to the physical school building</li><li>● a rigorous academic program following the traditional school curriculum and pacing</li><li>● a compulsory attendance school which requires daily attendance and participation</li></ul>	<ul style="list-style-type: none"><li>● an easier alternative to coursework</li><li>● an option that allows students to create their own daily schedule</li><li>● free from academic and behavioral standards</li><li>● the “pandemic” teaching of last spring where much flexibility was given</li></ul>

## Core Values:

- We value a culture and climate for learning that fosters high expectations for all students.
- We value the academic and personal growth of our students through partnerships with our families and community which impact student success
- We value caring, competent, motivated, and accountable professionals focused on student success.
- We value a supportive learning environment for all students through effective practices, policies, and procedures

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## **Faculty and Staff**

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## **Enrollment**

- Once students and parents sign up for virtual school, there is a minimum of 9 weeks commitment.
- Parents and students will be required to participate in an orientation session and must agree to uphold the rules and procedures outlined in this handbook.
- Evaluations of withdrawing students due to behavior/academic progress will be completed by administrators and the Academic Review Board at the end of each 9 weeks. Requests to transfer back to the traditional school setting must be submitted to the virtual school administrator three weeks prior to the end of the semester.

## **Attendance**

Classes on school days run 8AM-3PM. Attendance will be taken daily based on active participation online on coursework.

- You may be required to be online during any or all of those hours.
- You may be assigned homework outside of school hours.

- All system attendance policies continue to apply.

For students who are not actively engaged at any point in the course, the Attendance Support Team (AST) will meet with students and parents. If attendance continues to be an issue, cases may be turned over to the juvenile court for truancy. A meeting with the Academic Review Board (ARB) will be scheduled to determine if the online environment is an appropriate educational setting for the student who is not attending regularly as defined by our system attendance policy.

### **EXCUSED ABSENCES:**

- Personal illness or attendance in school endangering a student's health or the health of others. This includes appointments with health professionals, i.e. doctors and dentists.
- A serious illness or death in a student's immediate family—father, mother, grandparent, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student's home.
- A court order or an order by a governmental agency
- Special and recognized religious holidays observed by the student's faith.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave. Students whose parents are currently serving or previously served on active duty in the U.S. armed forces, Reserves, or National Guard on extended duty may be granted excused absences, up to a maximum of 5 days per school year (not to exceed two school years) for the day(s) missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence.
- A student will be counted PRESENT (supplemental attendance) for the following:
  - When they are serving as pages of the Georgia General Assembly;
  - Students in foster care shall be counted present while attending court proceedings relating to their foster care;
- Other absences can be reviewed on a case-by-case basis and excused at the administrator's discretion.
- Absences due to vacation will be UNEXCUSED.
- Absences due to an internet and power outage will be counted as a parent note. You need to notify the teacher as soon as possible. This will count against your seven (7) parent notes.

**PARENT NOTE LIMIT** A maximum of seven (7) days absent per school year may be excused with a parent note, provided they meet the above conditions. After a maximum of

seven (7) days of absences are validated as excused with parent notes, all other absences (other than doctor's excused absences) will be recorded as unexcused.

### **ATTENDANCE PROCEDURES:**

1. At the beginning of the school year, a letter from the principal and a copy of the attendance procedures shall be sent home with each student. The Notice of Compulsory Attendance Law and Expectations will be printed in each school's handbook. Parent(s)/Guardian(s) will be required to sign this notice at the beginning of each school year and their signature will be kept on file for that school year.
2. When a student has 3 unexcused absences, the school will make an automated phone call to the parent(s)/guardian(s). The school will attempt a human contact via designated staff member if a student reaches 3 consecutive absences.
3. When a student has 5 unexcused absences, the school will contact the parent(s)/guardian(s) by letter to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after two reasonable attempts have been made to contact the parent(s)/guardian(s) with no response, a letter will be sent via certified return receipt mail. Another copy of the Notice of Compulsory Attendance Law and Expectations will be sent home for signature.
4. When a student has 7 unexcused absences, an Attendance Support Team (AST) meeting will be requested. An AST meeting will be held at the discretion of the Attendance Support Team, and may consist of the Attendance Support Team Coordinator, school administration, school counselor, system social worker, school nurse and the school resource officer. The parent(s)/guardian(s) and student (ages 10 and older) may be asked to sign an attendance contract. If the parent(s)/guardian(s) fail to attend, the Attendance Support Team Coordinator will attempt to reach the parent(s)/guardian(s) via phone to review the contract and send home for signature.
5. The school will continue to monitor the student's attendance. When the student reaches 10 or more unexcused absences, the school will make a referral to the school social worker. The school social worker will schedule a second attendance support team meeting. For middle and high school age students this meeting will be scheduled at their respective school with the School Social Worker, administrator, and school counselor. Continued unexcused absences after the school social worker makes contact may result in a Juvenile Court referral for truancy.
6. Prior to a truancy referral to Juvenile Court for middle and high school age students (under age 16), the parent/guardian will be notified by mail.

### **Notice of Georgia Compulsory Attendance Expectations**

O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private and homeschooling. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense. Violators will be prosecuted.

For purposes of this notice, the term "parent" includes any adult who has charge and control over the child, including a biological, adoptive, foster, or stepparent, a guardian or any other

person who has primary responsibility for the child's welfare. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

Older children share the responsibility for their school attendance with supervising adults and are subject to adjudication in Lumpkin County Juvenile Court as an unruly child for violation of this statute. A complaint will be filed in the Juvenile Court of Lumpkin County against a child age six (6) to fifteen (15) who is habitually and without justification truant from school. For the purposes of determining the pursuit of court complaints, truancy is defined as ten (10) or more days of unexcused absence from school. Please note that parents may themselves choose to file truancy complaints prior to any complaint made by the school system.

A child may be placed on probation for truancy by the Juvenile Court Judge upon admission or determination of guilt (adjudication) to a truancy charge. This Probation may last for up to two (2) years and may include specific conditions, including, but not limited to, a curfew, community service, participation in a truancy reduction program or counseling, and/ or monetary fines. The District Attorney and/ or the Department of Juvenile Justice may also request a protective order to ensure that the parent(s) actively assist in the child's compliance with conditions of probation, including attendance in school. Further unexcused absences from school by the youth may result in immediate sanction by the Department of Juvenile Justice, including a possible violation of probation, which may result in more severe penalties, up to and including detention.

If you have any questions regarding the information included in this document, please contact the Principal of your child's school or the School Social Worker(s), who will be glad to address any questions you may have.

## **Make-up Policy**

Work missed due to absences must be turned in within 5 days of the child's return to school. A parent or legal guardian must notify the **teacher(s) via email or phone call** within 48 hours of the missed assignment. When a student fails to submit online coursework due to an excused reason, he/she will be given one day to make up the missed assignment for each day he/she was absent. It is the student's/parent's responsibility to contact the teacher to address any and all make-up work due to an excused absence. Parents should stay in contact with their students' teachers during their absence. Please send email updates to your child's teachers every three days in the event of an extended absence. Teacher contact information can be found in the Faculty and Staff section of this handbook.

## **Communication**

Clear communication is an essential part of a successful online experience. All faculty and staff are committed to ensuring that there is clear, consistent, and timely communication with all parents and students. Students and parents are encouraged to reach out when

questions or concerns arise. Teacher email addresses are listed in the Faculty and Staff section of this handbook.

Students are to address both faculty and peers with respect and courtesy when speaking on the phone, emailing, texting, participating in chats, and in any written discussions or assignments within the online environment.

### **Necessary Supplies**

\*Your child's teacher may require additional supplies and may ask you to pick up specific materials from one of the elementary schools periodically.

Glue or Glue-sticks  
Crayons  
Pencils  
Small, individual dry-erase board  
Dry-erase markers (black preferred)  
Headphones  
Notebook paper

### **Online Assignment Expectations**

All students enrolled are expected to use a variety of technology tools to complete assignments. It is an expectation that students use video and audio recordings to complete assigned tasks and submit them to Google classroom. Students are expected to have a webcam and microphone, as they improve the overall learning experience.

### **Late Work/Deadlines for all courses:**

- All assignments, quizzes and tests are due on or before the assigned due date.
- Late work may be subject to grading penalties as determined by the virtual school teacher.

### **Grading System**

A—100-90	C—79-70
B—89-80	F—69-0

### **ASSESSMENT REQUIREMENTS**

Students may be required to take course assessments in a face-to-face format at one of the schools (with social distancing and other safety measures in place). A testing calendar with the designated dates for testing will be released at the start of the course.



Virtual students will be required to take all assessments expected of traditional students. Assessments will be administered live on zoom so teachers can monitor student behavior. At times, the teacher may require students to come into the building for a proctored exam. All appropriate safety measures will be taken to ensure a clean environment.

Students who are required to take Georgia Milestones (EOC/EOG) assessments must take these on campus (with social distancing and other safety measures in place). Lumpkin County adheres to the Georgia Department of Education retesting policy for all state-mandated summative assessments (EOC/EOG). Further guidance will be provided once the state has released their plans for the 2020-2021 school year.

### **Special Needs**

Lumpkin County Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact Jennifer Moss at [jennifer.moss@lumpkinschools.com](mailto:jennifer.moss@lumpkinschools.com)

Due to the current health crisis, LCSS is offering an option for virtual learning for all students during the 2020-21 school year. Therefore, LCSS is providing access to the virtual platform for students who also receive special education services. LCSS will provide special education virtual learning to the best of its ability in light of the circumstances in lieu of the face-to-face services that have been agreed upon in your child's current IEP and declined by you (parents/guardians) due to the global pandemic. A Digital Learning Plan will be created outlining what services your student will receive while participating in virtual learning.

The Digital Learning Plan is not an amendment to the IEP and is only relevant during the specific displacement, such as COVID-19. Contingent provisions may include alternate modes such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities. Contingent provisions may identify which special education and related services, if any, could be provided virtually. When your child returns to the brick and mortar setting, the previously written IEP will resume.

### **Response Through Intervention (RTI)**

Each school in Lumpkin County has a team which is a collaborative group of educators and parents of the child being supported in the Response Through Intervention (RTI) process. This team uses a systematic approach to the development of interventions for addressing the learning and/or behavioral concerns of students. The membership of the team includes the referring teacher and at least two other participants who may include administrators, teachers, counselors, school psychologists, social workers, or other school personnel as appropriate to meet the needs of the student. While parental consent is not required for the

team to meet or for the development of the intervention plan, parents of the child being discussed are viewed as essential members of the problem-solving team and are invited to attend each RTI meeting held for their child. The purpose of the team is to develop strategies to help the student become more successful at school by providing teachers with instructional interventions and parents with recommendations for helping their child at home.

### **LOCAL DISCIPLINE CODE**

Students are expected to adhere to the Lumpkin County Student Conduct Behavior Code as well as the Acceptable Use Policy, and are required to follow all local school rules. These rules are designed to notify students/parents as to the types of behaviors that are unacceptable. However, every specific type of misconduct may not have been included. A student may expect to be disciplined for misbehavior which negatively affects the mission of the school even if no specific rule is written for that misconduct.

Behavior in live classes:

- No pets, music, etc (distractions)
- Limit background “interference“, virtual backgrounds
- Appropriate comments, behaviors
- Classroom behavior expected like traditional
- Staying muted when appropriate, only talking when given permission
- Stay in front of camera so teacher can see you and your work station

Failure to comply with Lumpkin County School System rules may result in a discipline referral or, in severe cases, removal from the virtual program.

### **DRESS CODE**

- Headgear – The school reserves the right to limit headgear which interferes with student behavior or instruction during any school classes or activities.
- Shirts/Blouses/Tops/T-shirts – Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, tube tops, strapless tops, tank tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. Rips, holes, or see through fabric are not allowed in shirts/tops.
- Undergarments should not be visible.
- Pajamas, sleepwear, or blankets of any kind are not to be worn to school.
- No clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, gang affiliation or other illegal activity expressed or implied. No clothing or accessories (including garments, jewelry, body art, and tattoos) shall be disruptive, have caused past disruption to the school environment, or could be used as a weapon.

Any student dress or appearance, not specifically stated, which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress", instilling dignity and pride. ***Determination of dress code violations is at the discretion of administration.***

## **ACTION TO BE TAKEN FOR STUDENT DRESS CODE VIOLATIONS**

- **1st offense:** Documented warning. The student may be required to change clothing. Parents may be contacted.
- **2nd offense:** Student will receive disciplinary action per local school decision.

## **ETHICS AGREEMENT**

All students will abide by all rules and regulations published by the Lumpkin County Board of Education and agree to the jurisdiction of all disciplinary panels and procedures established by the LCBOE to address violations of rules of the honor code of Lumpkin County Virtual School. All students will abide by the school's acceptable use of technology policy.

All assignments and tests will be submitted and performed by the student. Students will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America.

## **ACADEMIC DISHONESTY**

It is the expectation that all students will exhibit academic integrity when completing their coursework.

### **Academic Integrity:**

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible to observe standards on plagiarism, cheating, and properly crediting all sources used during the composition of work.

### **Cheating:**

Cheating is the use of another person's work to gain an unfair advantage. Cheating occurs when a student knowingly submits the coursework or an assessment of another individual and claims it as their own original work. Examples of cheating include but are not limited to the following:

- Copying a classmate's work (an answer to an essay question, written assignment or exam).
- Copying from course feedback provided by another school.
- Copying answers to exams found in other sources, such as entering the question into a search engine and copying the response found online.
- Collaboration between students, which results in submitting identical answers on assignments.
- Using online translators for assignments in language courses.
- Allowing people other than the student to complete assignments

### **Plagiarism:**

Plagiarism is using an author's work, without acknowledging the source of the material.

Examples of plagiarism include, but are not limited to the following:

- Quoting work from an outside source, without proper citations and attribution.
- Improper paraphrasing of another person's work, maintaining the original text with little alteration or re-wording and/ or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it.

### **Academic Integrity Violations**

All students who violate principles of academic integrity will be reprimanded. Depending on the nature of the offense, a student's grade or ability to earn credit for a course may be affected at the discretion of the student's teacher and/or the Academic Review Board (ARV). Violations of academic integrity will be reprimanded per the following guidelines:

- The first offense will be handled between the classroom teacher, administrator, student and parent/ guardian. The teacher will provide additional instruction as to what constitutes plagiarism and/or cheating, and the student will receive a zero on the assignment. Depending on the severity of the infraction, the student may have an opportunity to make up the assignment at the discretion of the teacher.
- A second offense will result in a meeting with the Academic Review Board, the student, the parent and the classroom teacher. Students will have no opportunity to make up questionable work and a grade of zero will remain. Further action may be taken, as needed, following the discipline policy.
- In the case of a third offense, a meeting will be held with the Academic Review Board, a classroom teacher, the student and parents/guardians. The meeting may result in one or all of the following: removal from the course with loss of credit, removal from LCSS virtual learning program and/ or denial of re-admission.

## **TEXTBOOK/MATERIALS**

### **POLICY:**

It is the policy of the Lumpkin County School System to administer a system of maintaining and controlling textbooks, media materials, and fitness equipment. Recognizing these materials represent a sizable financial investment, the system will establish rules and regulations, as it deems necessary, for the care and protection of these materials.

These rules and regulations may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, media materials, or fitness equipment at replacement cost:

- Students may be refused any additional textbooks, media materials, or fitness equipment until restitution is made.
- Students may be made to participate in appropriate voluntary services to the school, to reimburse the cost of the lost materials.
- Students may be denied participation in extracurricular activities until restitution is made.

***Please Note: Textbook, fitness equipment and/or materials not turned in at the end of a term will be marked lost and the student will be assessed the cost of replacement.***

## **TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS**

The Lumpkin County Board of Education makes available to its students and faculty a wide variety of media resources, including electronic media such as the Internet. Both students and employees are expected to follow legal, ethical, and school rules regarding use of the Internet and other electronic media. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use of privileges, suspension, or other appropriate action. Employees violating the rules also may be subject to disciplinary action, up to and including termination.

Teachers shall employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. The Board of Education authorizes the Superintendent or his or her designee to develop guidelines concerning online activities of students. Such guidelines shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying. These guidelines should include language that addresses the importance of following all federal and state laws, including copyright laws, when using the Internet; appropriate educational uses of the Internet; need for notification to parents regarding Internet use, including a description of the Internet and the wide variety of materials that students may encounter; opportunity for parental opt-out of

their student's use of the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use.

The children's internet protection act requires recipients of Universal Service Discounts (E-rate) to have in place, for the protection of minors, technology to filter or block obscenity, child pornography, and material that is harmful to minors, and in the case of adults, block or filter child pornography and obscenity. Local officials have the latitude to disable filtering or blocking technology for bona fide research and other lawful purposes. The Board of Education authorizes the Superintendent or his or her designee to develop procedures that ensure that Lumpkin County Schools implement the requirements of the children's Internet protection act. (LCSS Policy IFBG)

### **Use of School Device Agreement**

As the parent of a LCSS student, I understand that my child may be issued a device from the Lumpkin County School System that will be used for classroom instruction. If the system transitions to a virtual platform across the district this device may be issued and used at home for educational purposes. In accepting this equipment, I understand that the following applies both for classroom and at home use:

- This computer will be for instructional/educational purposes.
- Additional operating systems *shall not* be added to this device.
- Software on this device *shall not* be traded, shared nor deleted.
- Software *shall not* be added to this device without the consent of the building level IT staff.
- Any necessary repair will be performed by a member of the Lumpkin County School System Technology Department.
- If this Device is damaged, lost, or stolen I will be held liable for repair or replacement of the device up to \$240.00.
- The Lumpkin County School System Department of Technology is not responsible for the loss of personal data on this device. This is including but not limited to photos, music, and movies.
- I acknowledge that the device that I received is not damaged and has all of its keys.
- In using the school-issued device, the student is subject to and must comply with LCSS Policies, JCAC & JCDAG (harassment/ bullying), JCDAF (acceptable use of electronic device) and IFBG (Internet Acceptable Use) and their associated administrative procedures or regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the Chromebook, or appropriate discipline, up to and including suspension or expulsion.

The following expectations will be adhered to by all students when using devices.

1. Students may not:
  - a. Disrupt the educational process of the school district through non-educational use of the Chromebook;
  - b. Endanger the health or safety of themselves or anyone else through the use of the Chromebook;

- c. Invade the rights and privacy of others at school through the use of the Chromebook;
- d. Engage in illegal or prohibited conduct of any kind through the use of the Chromebook; or
- e. Violate the conditions and rules as outlined in Board Policy JCAC & JCDAG (Harassment & Bullying) and Board Policy IFBG (Internet Acceptable Use).

## 2. Maintenance of Chromebook.

Students must keep the Chromebook in good and working condition. In addition to following the manufacturer's maintenance requirements, students should:

- a. Use only a clean, soft cloth to clean the Chromebook's screen. No cleansers of any type should be used;
- b. Insert and remove cords and cables carefully to prevent damage to connectors;
- c. Not write or draw on the device or apply any stickers or labels that are not the property of the District;
- d. Handle the device carefully and ensure others do the same;
- e. Not leave the Chromebook in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
- f. Secure the Chromebook when it is out of their sight. The Chromebook should not be left in an unlocked locker, a desk, or other location where someone else might take it.

## 3. Daily Use of Chromebook.

Unless otherwise instructed, the Chromebook is intended for schoolwork use only.

## 4. No Unauthorized Software or Data.

Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media, or other data (including songs, photos, or videos) without a LCSS employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the Chromebook), or remove or modify the LCSS installed Chromebook configuration.

## 5. No Right to Privacy.

The Chromebooks are District property; therefore, the District may examine the Chromebooks and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the Chromebook or in a cloud based account to which the Chromebook connects. The school administration may involve law enforcement if the Chromebook is thought to have been used for an illegal purpose.

## Additional Terms

### 1. Damage to or Loss of Chromebook.

Parent(s)/guardian(s) are responsible for their child's use of the Chromebook, including any intentional damage to or loss of the Chromebook. In the event that a student's Chromebook

is intentionally damaged the LCSS may assess the parent(s)/guardian(s) a charge to cover the cost of the repair. In the event that a student's Chromebook was lost or stolen the LCSS may assess the parent(s)/guardian(s) a charge to cover the cost of the replacement. If the theft/loss occurs on school property, administrators will follow current procedures and will notify parents. If the theft/ loss occurs off school property, the parent/guardian must contact local law enforcement, complete a police report and notify school staff within 24 hours. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the LCSS, but will not be greater than the full replacement value of the Chromebook.

## 2. Hardware or Functionality Problems.

If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher by email or phone call of the problem within 24 hours. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but LCSS staff to attempt to fix suspected hardware faults or the Chromebook's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom, who will report it to the LCSS's technology department.

3. Failure to Return the Chromebook. If a student fails to return the Chromebook and any assigned accessories as directed, the LCSS may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.

## 4. Chromebook Internet Filter Outside of School.

Although the LCSS employs Internet filters and monitors students' Internet activity at school, it cannot and does not filter or monitor students' Internet access at home or off school grounds. By signing this Agreement, parents/guardians understand and acknowledge this and agree that their child's use of the Internet on the Chromebook at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parents/guardians assume complete responsibility for Internet access beyond the network provided by the LCSS. When using the Chromebook outside the LCSS, students are bound by the same policies, procedures, and guidelines as in school.

## 5. Chromebook Data as Records.

Data saved to the Chromebook is not maintained by the LCSS as public records or as student records. In the event this data needs to be maintained by the LCSS for any reason, the LCSS will take affirmative steps to preserve it.

## 6. Waiver of Chromebook Related Claims.

By acknowledging this agreement, I have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the LCSS in good working order. I waive any and all claims I (and your heirs, successors, and assigns) may have against LCSS, its Board of



Education, and its individual Board members, employees, and agents relating to, connected with, or arising from the use of the Chromebook or from this Agreement.

#### 7. Indemnification for Chromebook Related Claims.

To the fullest extent allowed by law, you agree to indemnify, defend and hold harmless LCSS, its Board of Education, and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the Chromebook or from this Agreement.

If I choose for my child to be issued a LCSS device, then I must provide the principal with a note within 10 days of the beginning of the school year or student enrollment.

### **Academic Review Board (ARB)**

The Academic Review Board's job is to determine if the virtual option is the correct placement for a student. The board will only be involved in a student's education pathway for three reasons: Absenteeism, not passing classes, and behavior issues.

The ARB will consist of at least two of the following: Administration, teachers, counselors, school psychologist, social workers, and case managers.

#### **Incomplete work, noncompliance, or attendance issues**

If a student is failing two or more of his/her classes with a 68 or is in violation of the system attendance protocol, an ARB meeting may be scheduled.

- A guardian and the student must attend.
- A plan of action will be created for that student.
- A minimum two-week probation period will occur and the student must complete the plan of action within that probation period.
- If the student fails to complete the plan of action, the student will no longer be eligible to attend virtual school.
- After the probation period ends and the student has completed the required action plan, he/she will be taken off probation.

#### **Behavior Issues and Academic Integrity**

If the student is participating in inappropriate behaviors online with technology, such as:

- Plagiarism
- Disruption in Live Sessions
- Cheating
- Inappropriate use of technology
- Cyber bullying

These behavior issues will validate a need for an ARB meeting in which the student and guardian must attend. The ARB will determine the course of action, which may range from a reprimand to revoking eligibility for participation in the virtual option.