

VIRTUAL
VIRGINIA



STUDENT AND PARENT/GUARDIAN HANDBOOK

2017–2018

virtualvirginia.org

A PROGRAM OF THE VIRGINIA DEPARTMENT OF EDUCATION

Welcome to Virtual Virginia

We are excited that you are joining Virtual Virginia (VVA) this year. This handbook answers many of the questions you may have about Virtual Virginia and provides quick access to information. Please make sure you are familiar with all of the Virtual Virginia policies and procedures outlined here.

Virtual Virginia courses meet or exceed rigorous curriculum standards, including the Virginia Standards of Learning (SOL) and the College Board Audit Certification. All Virtual Virginia courses are staffed by highly-qualified Virginia licensed instructors with virtual office hours posted within the courses. These virtual office hours provide ample opportunities for students to contact their instructor(s) via a toll free telephone line, using email, or communicating through a live web-based conferencing tool. In addition to the local mentor, students may access the services of the Virtual Virginia Help Desk for technical issues.

Virginia has a long history in providing distance-learning opportunities for its middle and high school students. Beginning in the 1980s, Advanced Placement (AP) and world language courses were offered via satellite television to students throughout Virginia via the Virginia Satellite Education Network (VSEN) program. The primary mission of the program was to serve rural and underserved students with courses that were either unavailable because of the lack of highly qualified instructors or too few students to offer the course.

Several years ago, the program changed to include Web-based delivery and additional world language, core courses, Advanced Placement, and elective courses were added. The program became known as the Virginia Virtual Advanced Placement School (VVAPS). In 2005 the Virginia Department of Education saw a need to combine the VSEN and VVAPS programs and move toward embracing online education. Through that process, the VDOE created the Virtual Virginia (VVA) program. Over the years thousands of students in Virginia and across the nation have successfully completed courses using Virtual Virginia, and Virtual Virginia continues to expand course offerings to help meet the individual needs of students.

Virtual Virginia students are active participants in online learning. They work with talented instructors and interact with them to help them achieve their educational goals. Students experience opportunities to interact with other students around the state, around the nation, and from other countries. Students develop strong relationships with their instructor and their fellow students. They get an opportunity to learn technology skills in addition to subject area knowledge. Lastly, students are expected to effectively manage their time and to keep up with course assignments.

Virtual learning and online courses offer flexibility in the learning environment, but some things remain constant including the need to individualize instruction, communicate regularly and closely monitor student learning. Virtual Virginia instructors utilize local school mentors and local school counselors as direct points of contact to ensure student success. This handbook will detail the guidelines that have been developed to ensure that the Virtual Virginia student and the parent/guardian understand the expectations and requirements of the program.

Table of Contents

VDOE Statement of Nondiscrimination	4
Student Support	4
Virtual Virginia Registrar	4
Virtual Virginia Help Desk	4
Local School Mentor	4
Enrollment	5
Withdrawing from Courses	5
Fees	6
Textbooks, Equipment, and Supplies	6
Virtual Virginia Calendar	6
Student Communication Policy	7
Grades	7
Late Work Policy	7
Academic Integrity and Ethics Agreement	8
ADA Compliance	8
Early Warning System	8
End-of-Course Exams	9
National Collegiate Academic Association (NCAA) Credit	9
Technology Access and Requirements	9
Student Code of Conduct	9
Right to Privacy	10
Acceptable Use of Technology	10
Accessing Courses	11
Appendix A: Academic Integrity and Honor Statement	12
Appendix B: Acceptable Use Policy	13
Appendix C: Student Code of Conduct	15
Appendix D: Virtual Virginia Student Participation Agreement	17

Note: This handbook is subject to change at any time. Virtual Virginia reserves the right to make changes to this handbook as needed and without prior notice.

VDOE Statement of Nondiscrimination

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

The following position has been designated to handle inquiries regarding the Department's nondiscrimination policies:

Superintendent of Public Instruction
Virginia Department of Education
Post Office Box 2120
Richmond, Virginia 23218-2120



Student Support

Virtual Virginia provides Registrar and Help Desk support to enhance the academic experience of Virtual Virginia students. The local school is required to provide a counselor and on-site mentor to provide student services at the local school.

Virtual Virginia Registrar

The Virtual Virginia Registrar, Tavy Young provides registration support for all Virtual Virginia students through collaboration representatives of the local school division, VVA administration, faculty, and staff.

Virtual Virginia students, student parent/guardian, and local school counselors and mentors may contact Tavy Young via phone at 866-903-8194

Registration questions can also be sent to tavy.young@virtualva.org

Virtual Virginia Help Desk

Virtual Virginia operates a toll free technical support line for students and local school personnel to use for assistance with any technical issues related to Virtual Virginia courses.

The Help Desk toll free number is 866-650-0027

Technical questions can also be sent to support@virtualhelpdesk.org

Local School Mentor

Each student taking courses with Virtual Virginia must be assigned a mentor by the local school. The local school principal, assistant principal, or other assigned local school designee assigns a mentor to each student enrolled in a Virtual Virginia course. A local school mentor must be assigned to each student via the Virtual Virginia registration system. If the mentor assigned to a student is changed or needs to be updated after enrollment occurs, the local school is responsible for entering this change in the registration system.

Mentor/student partnerships are important to student success. A local school teacher may serve as a mentor; however, the mentor does not have to be a licensed teacher.

Daily mentor responsibilities include:

- Maintaining regular contact with students taking Virtual Virginia courses
- Monitoring student progress and needs through daily contact with students taking online courses
- Monitoring student progress and reporting to parents, counselors, principals, and any other stakeholders
- Serving as liaison between the student, the school counselor, and Virtual Virginia instructors and student parent or guardian regarding student performance and progress
- Proctoring tests and examinations on school grounds
- Mentors coordinate with the local school counselor and local school support staff to provide all student services and any documented Section 504 or IEP services.
- Working with the local technology staff to ensure that all students have access to the appropriate technology including telephones
- Retrieving and providing the school with student grades on locally designated dates
- Notifying guidance immediately of any student's intent to withdraw from Virtual Virginia courses. Withdrawals must occur within 21 calendar days of the start of the course to avoid the assessment of the administrative fee (\$75). Students must continue to submit work until the withdrawal is processed or the grade may be negatively affected.

Enrollment

Students who are enrolled in and attending a Virginia public school may elect to enroll in a Virtual Virginia course with prior approval of the local school. The school counselor or designee must register the student online through the Virtual Virginia Genius (SIS) registration system. Students are enrolled in Virtual Virginia courses on a space available basis. At the time of enrollment, the local school counselor or local school designee acknowledges that she/he has received a signed Student Participation Agreement (Appendix A) and will keep the document on file during the academic year. At the time of enrollment the local school counselor acknowledges and agrees to all Virtual Virginia policies and procedures outlined in this handbook.

If a student wishes to enroll in Virtual Virginia courses in addition to a full schedule of classes, it will be at the discretion and approval of the local school to award the credits and pay for the courses if necessary. For a student to enroll in a Virtual Virginia course, the local school must agree to award the assigned credit for the course. If the course includes a relevant end-of-course assessment, the local school will administer the assessment and award Verified Credit. Credit is posted into the student's record by the student's local school.

There is no limit to the number of courses that a student may take if the school approves the course registration and the student meets the course prerequisites.

The local school is responsible for maintaining a current counselor of record for each student enrolled in Virtual Virginia courses throughout the year.

Homeschool students may also register for Virtual Virginia courses. The homeschool instructor of record, who may be the parent/guardian, may enroll the student, and the parent/guardian is responsible for payment of all tuition or fees associated with the course.

Withdrawing from Courses

Students enrolled in Virtual Virginia courses who wish to drop a course must withdraw within 21 calendar days from the first day of the course. The local school division is assessed an administrative fee of \$75 for students who withdraw more

than 21 calendar days after the start of the course. No tuition will be refunded after 60 calendar days.

Students must continue to submit assignments until the online withdrawal is processed locally and recorded in the Virtual Virginia student information (registration) system. Student grades may be negatively impacted by assignments not submitted until the date of withdrawal. Students who stop participating in the course without officially withdrawing will continue to receive zeros for work not submitted until the end of the course, at which time their schools will receive a final grade. The notation of a formal Withdrawal on the student record is a local school decision.

Students who are inactive or fail to complete coursework over a 30 calendar day period will be administratively dropped from the course and the local school division will be invoiced for the \$75 withdrawal fee.

Withdrawing from a Virtual Virginia course must be done by the local school counselor who originally registered the student. All withdrawals must be done online by going to the Genius (SIS) registration system and clicking on the drop icon on the student enrollment page. Withdrawing at the local school without notifying the VVA Registrar is not considered a formal course withdrawal.

If you have questions about withdrawing from a course please contact the Virtual Virginia Registrar at 866-903-8194

Fees

The Virginia Department of Education pays tuition for all Early College Scholar (ECS) students. There is a tuition charge for non-ECS students enrolled in AP courses of \$375 times the Local Composite Index (between \$75 and \$300).

Tuition for Virginia private and homeschool students is \$499 per credit (\$299 per .5 credit). Tuition for out-of-state enrollment is \$849 per full-credit course (\$549 per .5 credit). Virginia public schools will not be charged tuition for world language courses and for certain non-AP electives.

Local schools are responsible for ordering and paying for the ECS students' AP Exams. For information on the ECS program, visit www.doe.virginia.gov/instruction/graduation/early_college_scholars.

Textbooks, Equipment, and Supplies

All textbooks, equipment, supplies, and computer access needed to participate in a Virtual Virginia course should be provided by the local school that registered the student. In the case of homeschool students, the parent/guardian will provide these resources. A list of required resources can be found at <http://www.virtualvirginia.org>

Local schools must provide all resources, textbooks, equipment, supplies, along with any other services or resources for students with Section 504, IEP or other documented accommodations. Virtual Virginia does not assume responsibility of the local school to provide services or resources for students with documented disabilities.

Virtual Virginia Calendar

The Virtual Virginia academic calendar and posted on the www.virtualvirginia.org website. Virtual Virginia reserves the right to update or modify the academic calendar as needed. Courses offered as Full Year and 4x4 Fall Block cohorts begin in mid-August and continue through the second week in September. Courses offered as 4x4 Spring Block cohorts begin in early January.

Virtual Virginia course calendars do not always align with local school division calendars. Students and local school mentors are responsible for notifying the Virtual Virginia instructors about any calendar conflicts well in advance and should make sure that assignments are completed in a timely manner. Virtual Virginia course pacing calendars are located in each course home page. It is very important for students to turn in assignments by the deadlines listed on the course calendar. If a student misses an assignment deadline, that assignment's grade will be recorded as a zero.

Student Communication Policy

Communication between students and Virtual Virginia instructors is key to student success in a Virtual Virginia course. Students enrolled in a Virtual Virginia course will be required to regularly communicate with Virtual Virginia instructors. Virtual Virginia instructors will contact students by phone, email, and web conferencing software.

Grades

Local school division calendars and grading policies vary widely throughout the state; therefore, the local school mentor will retrieve the student grades as needed and determine the letter grade according to the local school grade scale. Virtual Virginia does not have a specific grading scale; the local school will convert the numeric grade awarded to a letter grade based on the local grading scale. Honors points, weighting, and other special considerations are made at the discretion of the local school counselor.

Virtual Virginia grades are based on a 100-point scale and are cumulative throughout the Virtual Virginia semester. The Virtual Virginia final course grade will be made available to the school counselor of record. Please note that the Virtual Virginia final exams are required for all students, and the final exam grade is calculated into the final course grade.

Late Work Policy

Timely submission of assignments is the hallmark of a successful Virtual Virginia student. All assignments will have a due date published in the course calendar. If a student does not complete the assignment by the due date, a grade of zero will be recorded for that assignment.

At the Virtual Virginia instructor's discretion, the student may request the opportunity to complete the assignment up to two weeks after the original due date at a grade penalty of up to 15% for the first week late and up to 30% for the second week late. If there are extenuating circumstances that can be verified by a mentor, counselor, or principal the grade penalty may not be applied. This policy is intended to help students recover if they fall behind in a course and is not intended to allow repeated late work submission.

Virtual Virginia policy requires that any request to submit late work over two weeks past the original due date must be made by the local school counselor or principal. The student's parent/guardian must work with the local school counselor or principal to request an extension for assignments over two weeks late. The counselor/mentor must document the steps the local school will take to support this student as he or she completes the work.

In addition, assignments due during the two weeks before both the semester and course end dates will not be given the normal two week grace period. If these assignments are not submitted on time and no extenuating circumstance is verified by the local school counselor, the student will receive a grade of zero for these late assignments.

Occasionally, an extenuating circumstance prevents a student from completing a semester or a course by the assigned end date. To grant semester or course extensions, Virtual Virginia instructors must receive a written request from the local school counselor or principal explaining why the student was unable to complete the work on time, and the counselor/mentor must document the steps the local school will take to support this student as he or she completes the work.

Academic Integrity and Ethics Agreement

Virtual Virginia 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 preapproved by the Virtual Virginia instructor.
- 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 course work on a public or shared network drive.

If a student plagiarizes work in any manner, the student is subject to disciplinary action including possibly being given a zero for that assignment, removal from the course with a failing grade, or other consequences. Additional consequences may also be enforced at the discretion of the local school counselor or principal.

ADA Compliance

Students who are enrolled in and attending a Virginia public school may enroll in a Virtual Virginia course with prior approval of the local school, and must be enrolled by a local school counselor or other school assigned designee. The local school agrees provide all appropriate services to students enrolled in Virtual Virginia courses, including those with documented disabilities. The local school agrees to provide a local school counselor, a local mentor teacher, all student services, and all counseling services for each student enrolled in a Virtual Virginia course. Virtual Virginia does not assume the local school responsibility to provide Section 504, IEP, or other documented services for students enrolled in Virtual Virginia courses. The local school may require the student's local school mentor to have an appropriate certified endorsement to provide any documented student services.

In the Virtual Virginia registration process, school counselors are asked to identify qualified students with documented disabilities in the Virtual Virginia Student Information System (Genius) by indicating if the student has a Section 504, IEP, or other documented services. For students with Section 504, IEP, or other documented services the school counselor and local mentor must develop a plan for the local school to address the documented student services, and share any appropriate accommodations needed in the Virtual Virginia learning management system with the Virtual Virginia instructor prior to course start date. Local school counselors and mentors are required to provide all students services to ensure student success in the Virtual Virginia course, and in the event of any complaint the local school will assume the recipient responsibilities.

Early Warning System

The early warning system (EWS) provides advance notification to the student, mentors, parents, counselors, and local school administrators in situations where a student's current cumulative average is below 70%. Automated emails to students who meet this criteria will be generated by the Student Information System (Genius). The same email will also be sent to those students' mentors, counselors, and Virtual Virginia teacher.

If a student is identified a second time by the early warning system for the same course, the local school counselor or mentor must conduct a conference with the student parent/guardian about the situation. The counselor must document the steps the local school will take to support this student.

If a student is identified three or more times by the early warning system, the local school mentor will work with the school counselor to develop a plan of action for that student, which will include the same stakeholders continuing to receive automated emails whenever the student's current semester's average goes below 70%.

End-of-Course Exams

All students enrolled in Virtual Virginia courses are required to take end-of-course final exams and do not follow local school final exam exemption policies.

Advanced Placement courses have assessments associated with them and Virtual Virginia students are encouraged to take the AP Exams corresponding to their Virtual Virginia courses. Parents of homeschool students should register for AP Exams through their local public school divisions.

Standards of Learning (SOL) Tests - Students enrolled in Virtual Virginia courses that have SOL tests must take the test at their local school.

National Collegiate Academic Association (NCAA) Credit

Virtual Virginia courses meet NCAA eligibility requirements. A full list of approved courses is available at www.ncaa.org.

Technology Access and Requirements

The Virtual Virginia Help Desk is available to work with students, local schools, and division staff to ensure that students have assistance in using the necessary computer hardware and software. The Virtual Virginia Help Desk does not take the place of the school's on-site technical support team. Local school technical staff must work with the Virtual Virginia technology staff to

- Verify that the student workstation meets the minimum hardware and software requirements in this document and ensure adequate bandwidth.
- Act as a resource for the installation of programs and problem-solve any technical difficulties throughout the course.
- Communicate with the Virtual Virginia Help Desk as needed.

All Virtual Virginia students, including those working outside of the local school setting, must have access to the required hardware and software listed in the Virtual Virginia Technology Handbook.

The Virtual Virginia Technology Handbook can be found on the Virtual Virginia website: virtualvirginia.org.

Internet access is required to take any Virtual Virginia course. To take full advantage of the interactivity of the courses, broadband access is strongly recommended. Students are provided an email account within the Desire2Learn (D2L) course management system. While internet access is not required at home for school-based students, it is strongly recommended.

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.

Right to Privacy

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.

Virtual Virginia will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). The following individuals have access to student records: Virginia Department of Education (VDOE) board members, the Virtual Virginia administration, the professional staff of the student's school (teacher/school counselor), and appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records. A final grade report is available to the student's local school upon completion of their online course(s) or at any time upon the request of the local school and/or student's legal guardian.

The names of Virtual Virginia students, their images, and their coursework will not be published on the public Virtual Virginia Web site without student and parent/guardian consent.

Each Virtual Virginia 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.

As cited in Virtual Virginia's Acceptable Use Policy - communication through e-mail, discussion board, chat, blog, and other communication tools provided by Virtual Virginia is subject to monitoring by Virtual Virginia staff without other prior notice.

Inappropriate use of any Virtual Virginia 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, local school contact and application of local student code of conduct consequences, administrative removal from Virtual Virginia courses, or contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

Acceptable Use of Technology

All students in enrolled in Virtual Virginia 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 local school disciplinary action and possible removal from the Virtual Virginia program by Virtual Virginia administration.

Each student enrolled in Virtual Virginia courses will acknowledge his/her willingness to abide by Virtual Virginia's Acceptable Use Policy and the procedures outlined therein will apply to all online courses.

Accessing Courses

All students enrolled in Virtual Virginia 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 local school disciplinary action and possible removal from the Virtual Virginia program by Virtual Virginia administration.

Each student enrolled in Virtual Virginia courses will acknowledge his/her willingness to abide by Virtual Virginia's Acceptable Use Policy and the procedures outlined therein will apply to all online courses.

Once the semester begins, students can access Virtual Virginia courses by following these steps:

1. Go to www.virtualvirginia.org.
2. Enter the username and password (student usernames and passwords are posted in the Student Information System Genius). Counselors should contact the Virtual Virginia Help Desk for assistance, if needed.
3. Customize the password on the first day of classes.
4. Enter Virtual Virginia courses.
5. Virtual Virginia students are enrolled in the Orientation course. Each Virtual Virginia student is required to complete the Orientation course and associated tasks before beginning their other Virtual Virginia courses.

If students have trouble accessing Virtual Virginia courses, please visit the tech support link at virtualvirginia.org or email the Help Desk at: support@virtualhelpdesk.org.

Appendix A: Academic Integrity and Honor Statement

At Virtual Virginia 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.

The faculty and staff of Virtual Virginia 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.

The faculty and staff of Virtual Virginia expect students to maintain high standards of academic honesty.

Virtual Virginia student academic honesty is demonstrated through submitting original work that provides appropriate credit to all sources used. Academic dishonesty involves attempts by students to show possession of knowledge and skills they do not possess through cheating or plagiarizing. Examples of academic dishonesty include cutting or copying and pasting other author's work without properly attributing the work to the owner; collaborating with other students on an assignment without prior approval from the instructor; 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.

STUDENTS MUST ACCEPT THE TERMS OF THIS ACADEMIC INTEGRITY AND HONOR STATEMENT BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.

Appendix B: Acceptable Use Policy

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

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

Links to personal social media pages or sharing of any social media information is not permitted within Virtual Virginia's learning management system.

Virtual Virginia 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 Virtual Virginia courses, disciplinary action(s) in accordance with relevant Virtual Virginia and local school division policies, and/or legal action.

Communications via Virtual Virginia 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 Virtual Virginia resources). Students who have the privilege to use Virtual Virginia 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 Virtual Virginia Media Release form.
- Use resources appropriately.
- 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'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 secret.)

CYBERBULLYING WILL NOT BE TOLERATED BY VIRTUAL VIRGINIA.

Virtual Virginia administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

STUDENTS MUST ACCEPT THE TERMS OF THIS ACCEPTABLE USE POLICY BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.

Appendix C: Student Code of Conduct

Philosophy

Virtual Virginia 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 Virtual Virginia 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 Virtual Virginia 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 Virtual Virginia, 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 local school counselors, mentors, and principals 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 local school counselor and local school mentor when addressing student performance in a Virtual Virginia course.

Prohibited Behaviors

No student shall violate any laws and/or rules and regulations of Virtual Virginia. 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.

- **Alcohol and Drugs**—The unlawful distribution or dispensation of alcohol, anabolic steroids, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in the Drug Control Act, Chapter 34, Title 54.1 of the Code of Virginia, or as defined in schedules I through V of 21 U.S.C. 812, or imitation controlled substances or drug paraphernalia. Drug paraphernalia shall mean those items described in §18.2-265.1 of the Code of Virginia and imitation controlled substance shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or

marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

- **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 Virtual Virginia policies and regulations.
- **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 disorderly manner or in any other manner that interrupts or disturbs the orderly operation of the classroom. This prohibition includes encouraging or promoting illegal behavior.
- **Gambling**—Gambling in any form is prohibited in association with any school activity.
- **Sexual Harassment**—Students shall not sexually harass another student or any school employee, volunteer, student instructor or any other person present in school facilities 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 Virtual Virginia hardware, software, or other resources or the personal hardware, software, files or resources of individuals. In addition to criminal sanctions against offending students, the Code of Virginia allows the school board to collect up to \$2,500 in damages from parents of minors who destroy school property.
- **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.

CYBERBULLYING WILL NOT BE TOLERATED BY VIRTUAL VIRGINIA

Consequences

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

- Parental contact and issuance of a grade of zero in instances of plagiarism or cheating
- Local school contact and application of local student code of conduct consequences
- Administrative removal from Virtual Virginia courses with a failing grade
- Contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

STUDENTS MUST ACCEPT THE TERMS OF THIS CODE OF CONDUCT BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.

Appendix D: Virtual Virginia Student Participation Agreement

The Student and Parent Acknowledgement (below) must be signed by both student and parent/guardian. The local school counselor is required to obtain signatures prior to each Virtual Virginia course start date, and keep this documentation on file in the school counseling office for the remainder of the academic year.

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

Student Acknowledgement

I acknowledge that during the first 21 (calendar) days of being activated into my Virtual Virginia course, I may drop the course without penalty. I understand that for each online course, there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course, my school being charged the \$75 withdrawal fee, 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 Virtual Virginia Student and Parent Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Acknowledgement

I acknowledge that I must coordinate with the local school counselor and local school mentor when the performance of my son/daughter in a Virtual Virginia course needs to be addressed.

In addition to the above acknowledgement, I

_____ DO NOT want to be contacted by email regarding my son/daughter's performance.

_____ DO want to be contacted by email regarding my son/daughter's performance and want to receive a parent auditor account. I give Virtual Virginia employees permission to contact me at the following email address.

Email address: _____

Parent or Guardian Signature: _____ Date: _____

Important Note: *Many types of email accounts, such as work e-mail accounts, are not secure. As such, employers or email service providers may have access to any confidential information (such as grades or performance) that Virtual Virginia communicates through email.*