



Student Handbook

Welcome to Garaway Virtual Academy (GVA)! Whether you enter this program as a full-time online learner who desires flexibility and independence or as a blended learner who wishes to combine online and traditional elective classroom settings, we encourage and support the thorough review of the policies and procedures outlined in this handbook. These guidelines are to be used to assist students, parents, and staff with the overall expectations for all GVA students. The information that follows is intended to provide students with a personalized and secure educational experience. The Garaway Local School District is excited that you have chosen to participate in GVA and hope to provide the best education for a rewarding and positive school year!

Student Behavior, Attendance, and Academic Expectations

Student Expectations

Students are encouraged to log into the electronic school every day prepared to learn as they would do so in a brick and mortar classroom. It is recommended that students spend at least an hour per day per class each day. Students are expected to act in a responsible manner in and around school grounds when in attendance. All Garaway school policies/rules apply. Students are expected to follow all policies, rules and procedures in the Garaway Student Handbook. Such behavior includes speaking quietly, using good manners, cleaning up the areas of the facility which are used, and treating others with respect. **Students are expected to check their school-issued email account daily - communication is an expectation of the program.**

Removal from Program

A student who does not abide by the behavior, attendance, and academic policies of the Garaway Virtual Academy/Garaway Local Schools may be recommended for removal from the program. Removal from the program would require the student to investigate alternative options outside of the Garaway Local School District or entering the brick and mortar classroom full-time pending board approval of traditional open-enrollment status. Failure to do so will cause the student to be reported as truant.

Hours

The Garaway Learning Lab is open Monday through Friday, 7:30am to 2:30pm. The lab is closed when brick and mortar school is not in session. Tutoring may be scheduled during these times while school is in session or scheduled in a virtual format at a time convenient for teacher and student.

Inclement Weather Closing Policy

The Garaway Learning Lab will follow the Garaway Local Schools weather cancellation policies. On days that the Garaway Local Schools close for inclement weather, the Garaway Learning Lab will be closed. In the event of inclement weather delaying the start of the Garaway Local Schools, the Garaway Learning Lab will follow the delay schedule.

Parking

1. Students may only park in the assigned parking spot granted to them by the athletic office.
2. Students may not have in any vehicle parked on school property any alcohol, drugs, tobacco products, weapons, knives or other items prohibited on school property under the rules, regulations and/or policies of the school or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff, or administrators.
3. The Garaway Local School District, its board members, administration, staff, and employees are not responsible for damages to vehicles while on school property or for the loss of any personal property from such vehicles while on school property.
4. The school administration has the right to search and/or inspect vehicle(s) on school grounds when there is reasonable suspicion that the vehicle contains items that are illegal, prohibited, or detrimental to the educational process.

Attendance Policy

Regular attendance is critical to academic and workplace success. Students are expected to make adequate progress in their classes (checked weekly). The pace for student progress is 3% per week per course for year-long courses and 6% per course per week for semester courses. Excessive absence from lack of progress in student classes or attending the site-based program may result in dismissal from the Garaway Virtual Academy. If a student is behind in studies and is requested to be on site to catch up, the student must report as requested. Failure to report upon request may result in (1) being charged as truant and reported as such to the state truancy offices or (2) having grades lowered by a letter grade.

Sign In/Sign Out – Office Procedure

1. Blended students are to make medical appointments that do not conflict with the school day.

2. Early dismissal for blended students will require a phone call from his/her parent explaining the reason for the early dismissal and sign out.
3. Any blended student becoming ill during the alternative school day may be given permission to leave, after contact with a parent/guardian is made by a Garaway staff member. Permission to leave and sign out will only be granted after contact is made with the custodial parent.

NOTE: Blended students are under separate attendance policies. Brick and mortar classes are under brick and mortar rules; GVA courses are under GVA rules. It is up to the student to comply with the policy assigned to the respective situations/courses.

Regulations for Adult Students

An adult student is defined as a student who is eighteen years of age or older. The school reserves the right to maintain contact with the parents of adult students regarding attendance, discipline, and academics. Parents or guardians of adult students who reside at home will be advised of grades and other appropriate school records. All consents that are normally required of parents or guardians of minor students such as immunizations will be required of the adult student. Adult students must comply with all school regulations.

Academic Standards

Each student will earn his or her academic credits using the online learning management system contracted by the district. Coursework must be completed before any new classes can be assigned. All Garaway Virtual Academy classes can be accessed at any location where there is an Internet connection.

Academic Standard Requirements:

1. Each student will make progress toward earning graduation credits required by the Garaway Local Schools and the state of Ohio.
2. Each student will be assigned courses that will meet the diploma requirements as stipulated by the state of Ohio.
3. Each student will be required to pass any required state testing toward meeting the Ohio Graduation Standards as required by law.
4. Each student will be assigned necessary courses according to the student's transcript.
5. Each student will be expected to follow the rules and regulations listed in the Garaway Virtual Academy Student Handbook and the Garaway Student Handbook.

Standards for Productivity:

1. Each student will be enrolled in a minimum of five (5) classes per semester or ten (10) classes per year (logging on daily per the regular school calendar) to remain in the Garaway Virtual Academy educational option. Students who fail to complete a total of ten (10) classes

prior to the end of the school year may be withdrawn from the program and receive an “F” for any incomplete course.

Exception: senior students who need minimal requirements to graduate may be exempt from this policy.

2. Each student will abide by the attendance policies of the Garaway Virtual Academy.
3. All students are strongly encouraged to attend the learning lab at least twice weekly if possible. Blended learning is proven by research to be the most effective form of education. We, at GVA, subscribe to this belief.

Timeline for the Standards:

1. Students are expected to meet all pacing standards for each quarter they are in attendance at the Virtual Academy. In short, attendance is taken by a student making adequate progress in their respective classes. Students who have not made adequate progress may be marked as truant and reported accordingly. Students will deal with this absence according to the procedures outlined in the Garaway Local Schools attendance policies.

Any student that is a week behind in class work will receive a warning from their designated Garaway staff member. If the student does not bring the work back up to adequate pacing standards, he/she will be referred to the Garaway Virtual Coordinator, who will determine appropriate consequences.

2. Any student failing to meet the standards may be marked as truant or have grades lowered.
3. Any student on academic, behavior, or attendance probation as a result of the previous quarter and failing to meet the productivity standards during the current quarter may be considered for alternative placement and/or appropriate disciplinary action.
4. Students, at the GVA coordinator’s discretion, may be required to attend the learning lab setting for failure to maintain adequate pacing practices. Failure to report when asked may result in truancy.

Grading Policy

The grading policy will follow the standards in the Garaway Student Handbook. Additionally, for both blended and full-time students enrolled in digital courses, at end of the first semester, all digital students will be expected to be fifty percent (50%) completed with all year-long digital courses. Consequently, at the end of the second semester, all digital students will be expected to be 100% completed with all year-long digital courses. For semester courses, students are to be 50% completed with courses at the end of the 1st and 3rd nine week periods respectively, and 100% completed by the end of the 2nd and 4th nine week periods respectively. Failure to achieve these standards shall cause the student’s grade average in the respective class(es) to be lowered by the number of percentage points that the student is below the set standard. Students are expected to maintain a 3% (year-long courses) and 6% (semester courses) per week progress rate per course. All students must be at least 80% completed in all courses by

May 1st of each school year. Seniors failing to meet the May 1st standard will not graduate from Garaway Schools.

Flex Credit Policy (excludes full-time GVA students)

Blended Garaway enrolled students are encouraged to achieve the best education opportunities possible at Garaway Local Schools. Blended students choosing to take digital elective courses in the GVA program also offered by our brick and mortar staff will be expected to fill out a Flex Credit form before permission is granted to take the course(s). These forms will be reviewed by the Flex Credit Committee and a decision will be made as to the ability to take the course within the GVA program.

Exam Policy

All students will take all exams at the completion of GVA coursework and may be required to report to the GVA lab for these exams. Additionally, all GVA students must complete the Academic Honor Code and return the document to the GVA Coordinator.

Random Testing Policy/Academic Dishonesty

The freedom of online courses sometimes causes the instance of academic dishonesty. Garaway Virtual Academy reserves the right to randomly call in a student to the Learning Lab to take any test in their respective course. Failure to report to the lab when asked will cause the student to receive a failing grade on the test that have been requested to take on site. Additional punishment may apply as determined by the GVA Coordinator.

Acceptable Use of Technology

It is the policy of the Garaway Local School District that technology resources be used in a educational, responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving online access.

Use of technology is encouraged and made available to students and staff of the Garaway Local Schools for educational purposes. The district retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school-owned equipment. The district also reserves the right to place GPS tracking devices and filtering/monitoring software on the school-owned laptop issued to each student.

Students working on projects/assignments may use Internet sites only applicable to their courses. While engaging in tests and school coursework, students are not permitted to use outside Internet sites for the purpose of academic cheating. Failure to adhere to this policy and its guidelines may result in temporary removal from the GVA and/or revoking the offender's privileges.

Guidelines to Implement the Policy

1. Users must observe the following guidelines when utilizing computer technology.
 - a. Files stored on school equipment are restricted to school-related materials only. Personal files may not be stored.
 - b. Users shall not copy or load (without authorization), damage or alter any software or hardware. Users shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
 - c. Users shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
 - d. All non-school software and input devices must be checked for viruses and approved for use and are subject to inspection and approval by school personnel at any time.
 - e. Use of all network/online resources is restricted to school-related projects and must be supervised by the teacher or network administrator.
 - f. School district personnel shall monitor the online activities of all users.
2. Acceptable uses of the network include activities that support reference and research. Network users are encouraged to develop uses to meet their individual needs and that take advantage of the network's functions: electronic mail (email), conferences, bulletin boards, databases and internet access. Unauthorized disclosure, use, or dissemination of personal identification are prohibited.
3. Unacceptable uses of the network include:
 - a. Violation of laws or district policy relating to privacy
 - b. Using profanity, obscenity, or other language, which may be offensive to another user
 - c. Re-posting personal communications without the prior consent of the parties involved
 - d. Copying or downloading commercial software in violation of copyright laws
 - e. Using the network for financial gain or for any commercial or illegal activity
 - f. Accessing pornographic material, inappropriate files, or files dangerous to the network
 - g. Using the network in such a manner as to create a security breach through the introduction of computer viruses or through the provision of information that might permit unauthorized access to the system. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
 - h. Attempting to/or bypassing the Internet filtering software
4. Users are responsible for learning proper techniques and standards for participation and for understanding that if they misuse the network and online resources, they will lose privileges and may receive penalties as determined by the teaching staff, school administrators, or local authorities.
5. Any deviation from these guidelines requires prior administrative approval.

Use of Electronic Devices

Use of any electronic devices requires GVA staff approval. All uses of electronic devices are to be conducted for educational use only as outlined in the Garaway Student Handbook. All equipment is subject to confiscation if it creates a disruption. Students are not to be texting, using social media, conducting photography sessions, playing games, etc. unless being used for educational use in coordination with educational projects. The staff assumes no responsibility for the safekeeping of this personal equipment. Any exception to this policy will necessitate a parental written request submitted to the coordinator for review and approval.

Consequences:

Any personal electronic equipment confiscated by school officials will be secured in the coordinator's office area or other designated place in the GVA offices. After the first offense, the equipment will be returned to the student at the end of the student's school day. After a second offense, a parent/guardian will be required to come to the office to pick up the equipment. A third offense will result in a student, parent, principal/coordinator conference. Any further such violations will jeopardize the student's participation in the GVA option.

Valuables

As found in the Garaway Student Handbook, students are encouraged to avoid bringing items of value to school, as there is always a danger of it being lost or stolen. The GVA and its staff are not responsible for the loss of personal or school-owned items.

Visitors

Parents/guardians/guests are welcome to visit the GVA offices. However, appointments/meetings must be scheduled with the staff in advance.

Withdrawal from School

Students may be withdrawn from school at the request of parents/guardians and the with the completion of the appropriate documents. Withdrawing from the GVA option will require contacting the GVA office at 330-852-4699.

Early Withdrawals

Families electing to withdraw/transfer and enrolled GVA student must complete a withdrawal form and return all school devices. **Families electing to withdraw early are responsible for reimbursing Garaway Local Schools for any and all enrollment costs.** Upon early withdrawal from the program, the school will bill each family accordingly. The only exception to this rule are families who move out of state. The school will not release any student records until the reimbursement to the school has been satisfied.

Enrollment Period/Application Process

Students may enroll into GVA at any time using appropriate applications. The program is open to any student residing within the borders of the state of Ohio.

Athletics/Extracurriculars

GVA students are encouraged to take part in the successful extracurricular programs offered by Garaway Local Schools. Speaking strictly of 7th-12th grade students, all GVA students will be held to the same standards as brick and mortar students in terms of eligibility per Garaway Local Schools, the Ohio High School Athletic Association, and the Ohio Department of Education.