



## **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 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. 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 you use, and treating others with respect.

#### Behavior Contract

A student who is a chronic, habitual, and/or persistent violator of the Garaway Virtual Academy rules and regulations will be placed on a behavior warning, with specific discipline consequences triggered by continued misbehavior. Discipline consequences in the behavior contract may include multi-day suspensions and recommendation for expulsion, among other options.

#### 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.

### Hours

The Garaway Learning Lab is open Monday through Friday, 7:30am to 2:30pm. Tutoring will be available during these times while school is in session. The After School Pirate Crew program offered through the 21<sup>st</sup> Century Grant will occur from 2:30 – 5PM for students in grades 7-12.

### 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). Excessive absence from lack of progress in student classes or attending the site-based program may result in dismissal from the Garaway Virtual Academy. The following guidelines will be followed:

1. The only excused absences are those documented with a parent or doctor's note or a note from a court official.
  - a. Within one day of a lack of progress warning that causes a student to be issued an unexcused absence, a student may present a parent note or medical note signed by a doctor.
  - b. A student may be excused for court appearances, provided that within one day of the student's return to class she/he presents a note signed by a court official.

- c. Garaway Local Schools will keep all excused medical or court notes for the duration of each semester and shall be the judge of the notes' authenticity.
2. After the sixth unexcused absence, a student will be issued a warning and parents will be notified.
3. After the tenth unexcused absence, a student may be recommended for removal from the program. A meeting, which will include the student, parent, Garaway Virtual Academy staff, a district administrator, and possibly the county attendance officer, will be scheduled to discuss removal from the program and educational options for the student.
4. Serious medical and/or court related situations will be reviewed on an individual basis.
5. Although coursework may be completed at any time, all full-time and blended Garaway Virtual Academy students must make adequate progress in their classes (checked weekly) to count as being present for attendance purposes.
6. Students may be considered present if they make acceptable progress at home during the 24-hour period of time surrounding their determined absence.

#### Sign In/Sign Out – Office Procedure

1. Blended students are strongly encouraged 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 GVA staff member. Permission to leave and sign out will only be granted after contact is made with the custodial parent.

#### 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 FuelEd, an adaptable Internet service 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.
6. Each student will receive tutoring in the subject areas not yet passed on any mandated Ohio state test.

### Standards for Productivity:

1. Each student will earn a minimum of three (3) credits per semester or six (6) credits 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 six (6) credits prior to the end of the school year may be withdrawn from the program and receive an "F" for any incomplete course.
2. Each student will abide by the attendance policies of the Garaway Virtual Academy.
3. Any student not abiding by these standards may be placed on academic probation for one semester, re-evaluated for placement, or referred to the superintendent's office for removal from the Garaway Virtual Academy.

### 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 shall be marked as an unexcused absence. 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 placed on probation.
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. Qualifying for probation two consecutive quarters may result in the student's removal from the program.

#### Grading Policy

The grading policy will follow the policy in the Garaway Student Handbook.

#### 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 some exams.

#### 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 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 (e-mail), 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. Reposting 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 safe-keeping of this personal equipment. Any exception to this policy will necessitate a parental written request submitted to the coordinator.

#### *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. However, appointments/meetings should 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 330-852-2421.

### Enrollment Period/Application Process

Enrollment into the GVA will occur during a given school year. Students may apply during May for Summer Session, August for the fall semester, and December for the spring semester. Newly enrolled students will be considered on a case-by-case basis. .



### **Garaway Virtual Academy (GVA) Student Application**

The Garaway Virtual Academy has a select group of committed faculty members and students. Students must apply, interview, and be accepted into the program. Enrollment in the GVA option means that you are willing to accept and abide by its rules and guidelines. Once a student is accepted, placement is not considered to be permanent. Continued participation in the program is based on a student's ability to meet performance and behavioral criteria and requirements as outlined in the GVA student handbook. All students are monitored and evaluated by faculty periodically throughout the year.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip Code \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Parent's Phone: \_\_\_\_\_  
Student Email \_\_\_\_\_  
Parent's Email: \_\_\_\_\_  
Online classes to add \_\_\_\_\_

Can you/your parents provide transportation to/from the program?	Yes	or	No
Do you have a computer and internet access at home?	Yes	or	No
Do you wish to attend other courses at GVA?	Yes	or	No
If yes, list which one(s) _____			
Does your student require a full day, in-class learning experience?	Yes	or	No





**Student Contract**

As a student in the GVA Program I will abide by the following contract. If I choose not to meet these guidelines, I am choosing to exit from the program. I understand that I may reapply at the beginning of the next session.

\_\_\_\_\_ RESPONSIBILITY

In order to be responsible I will take ownership of my own learning.

\_\_\_\_\_ RESPECT

I will be considerate to all students, teachers, and staff at GVA. I will not use vulgar language or dress inappropriately. I will not deface the computer or the materials.

\_\_\_\_\_ RESPONSIVENESS

I will work with the teacher and other students in the class. I will be actively engaged in learning. I will not be off task or sleep in class. I will not be disruptive to the learning environment. I will attend all field trips and participate in all school programs.

\_\_\_\_\_ RESOURCEFULNESS

I will earn credit in all my classes by completing all the work that is required. I will make every effort to do my best work.

\_\_\_\_\_ ABSENCES

I will attend my classes regularly. I understand the attendance policy and know I am responsible for attending school/logging on daily.

\_\_\_\_\_ SUBSTANCE ABUSE

I understand that if I am under the influence of any illegal substance, I will be recommended for removal from the program and disciplined according the Garaway Local School policies.

\_\_\_\_\_ STUDENT HANDBOOK AND CODE

I have received a copy of the Garaway Student Handbook and the GVA Student Handbook and agree to follow the rules, regulations, procedures, and policies outlined in these handbooks.

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Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



**Parent Contract**

I give my permission for my son/daughter to attend the GVA (Garaway Virtual Academy) option.

As a GVA parent/guardian, I understand that the GVA staff believes in a personal approach that creates a supportive, nurturing environment.

As a GVA parent/guardian, I understand that through GVA's environment students are provided opportunities and experiences that assist them in advancing their education toward all graduation requirements.

As a GVA parent/guardian, I understand the need for rules and regulations to support the rights and safety of all students.

As a GVA parent/guardian, I accept the following responsibilities:

- I will call in my student's absences in a timely manner to 330-852-2421.
- I will communicate in a timely manner with my student's teachers when requested.
- I will support my student by providing opportunities for transportation to and from the program.

As a GVA parent/guardian,

· I understand that when a student does not make acceptable progress or does not abide by the GVA and Garaway Student Handbook, it may become necessary for the student to exit the program.

· I understand the attendance policy and will see that my child attends regularly and makes up any missed school work.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please answer the following questions. Attach additional sheets of paper if needed.

Why are you applying for the Garaway Virtual Academy?

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What are your educational goals?

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How would being part of the GVA change your overall school experience at this point in time?

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If applicable, which of the following do you believe has contributed to your challenges in school:

- Difficulty in dealing with authority figures
- Poor attendance
- Falling behind in studies
- Frequent disciplinary actions
- Transportation problems
- Difficulty paying attention in class
- Parents' divorce or other home problems
- Being older than other students in classes
- Poor reading/writing skills
- Poor math skills
- Boredom
- Lack of a unique or flexible educational setting
- Frequent moves from one school district to another
- Chronic health problems
- Lack of involvement in school activities
- Pregnancy or child rearing

- \_\_\_\_\_ Truancy
- \_\_\_\_\_ Tardiness
- \_\_\_\_\_ Lack of parental involvement or guidance
- \_\_\_\_\_ Difficulty in learning the English language
- \_\_\_\_\_ Drug or alcohol use
- \_\_\_\_\_ Lack of structure in class
- \_\_\_\_\_ Too much structure in classes
- \_\_\_\_\_ Others (please list) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office only: Received by \_\_\_\_\_ Date received: \_\_\_\_\_

Notes: \_\_\_\_\_

Parent Information Sheet (to be completed by parent)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name : \_\_\_\_\_ Relationship: \_\_\_\_\_

Please respond to the following questions regarding your son or daughter.

1. What are his/her greatest strengths?

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2. What are his/her greatest weaknesses?

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3. What challenges have existed in his/her current educational program?

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4. In what activities is he/she interested?

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5. How would you describe his/her interactions with peers?

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6. How would you describe his/her interactions with school staff members?

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7. Why do you think your son or daughter is a good candidate for the GVA Program?

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Please place a check beside any forms of assistance that you could offer.

\_\_\_\_\_ Strongly encourage consistent attendance

\_\_\_\_\_ Provide transportation to and from school

\_\_\_\_\_ Maintain consistent contact with teachers

\_\_\_\_\_ Serve on alternative education advisory committee

\_\_\_\_\_ Speak to classes regarding your area of expertise; Please list \_\_\_\_\_

\_\_\_\_\_ Other; Please list \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_