

Virtual Community School of Ohio

Family and Student Handbook

2016 - 2017

Administrators and Faculty

VCS Ohio Office Staff

Mr. Jeff Nelson	Superintendent	614-501-2004
Dr. Ruth Teeters	Assistant Superintendent/K-8 Principal	614-501-2003

K-12 Staff

Mrs. Caila Nicol	K-12 Administrative Assistant	614-501-2004
------------------	-------------------------------	--------------

Enrollment

Mrs. Hilary Staten	Director of Operations	614-501-2005
Mrs. Sara Jouadi	Enrollment Specialist	614-715-1520
Mr. Dan Bise	Attendance	614-501-2011
Mrs. Cathy Kline	Enrollment Administrative Assistant	614-501-2037
Mrs. Luanne Horn	Enrollment Administrative Assistant	614-501-2020

Student and Parent Services

Mrs. Rochelle Nelson	Director of Student & Staff Services	614-501-2026
Mrs. Jessica Caughlan	Family Support Services Coordinator	614-981-4829
Mr. Daryl Wolfe	Director of Student Service Center/IT	614-501-2021

High School & Guidance

Mr. Denny Hammond	High School Principal	614-501-2027
Mrs. Kelsey DePompei	Guidance A-M	614-501-2007
Mrs. Ulli Simcox	Guidance N-Z	614-501-2008

Special Education

Mrs. Carmen Griffith	Director of Special Education	614-501-2036
Ms. Stacey Adkins	Records Coordinator	614-501-2006

Social Media & Communications

Mrs. Leah Hooks		614-501-2045
-----------------	--	--------------

Treasurer & Internet Reimbursement

Mr. Shane Allen	Treasurer	614-501-2041
Ms. Toni Nijssen	Assistant Treasurer/ISP Services	614-501-2041
Mrs. Jennifer Bushong	Administrative Assistant Treasurer	614-501-2041

VCS Ohio Teaching Staff

Elementary K-5

Ms. Kim Colvin	3rd Grade All Subjects
Ms. Caryn Morgan	1st Grade All Subjects
Ms. Dianne Eberts	2nd Grade All Subjects
Ms. Bryn Stepp	4th Grade All Subjects
Ms. Annette Harter	Intervention Specialist
Ms. Kimberly Vipperman	Kindergarten
Mr. Jay Wollenburg	5th Grade All Subjects

Middle School 6-8

Ms. Pamela McFerren	6th Grade All subjects
Ms. Karen Miller	7-8 Grade Language Arts
Mr. Charles Ingersoll	7-8 Grade Science
Ms. Jamie Petry	7-8 Grade Math
Mr. Chad Snider	7-8 Grade Social Studies

High School 9-12

Ms. Heidi Anderson	Language Arts
Ms. Mary Callicot	K-12 Special Education
Ms. Emily Flynn	Math
Mr. Shane Foglesong	Science
Ms. Casey Fuchs	Spanish
Ms. Kara Gogolek	Intervention Specialist
Ms. Lauren Lavy	Intervention Specialist
Mr. Christian McCloskey	History
Ms. Julie McCullough	Physical Education and Health
Mr. Ken Prater	Arts and Computer
Mr. John Racki	Math
Ms. Kaileigh Reeves	Intervention Specialist
Mr. Jim Reynolds	Science
Mr. Justin Sparks	Language Arts
Ms. Leigh Wade	Math
Mr. Steve West	Science
Ms. Darla Young	History

Table of Contents

Superintendent’s Welcome	6
I. GENERAL SCHOOL OPERATIONS	
Mission and Vision	7
What Makes Us Different	7
Expectations and Standards	7
School Calendar	9
Attendance	10
Technical Issues	13
Internet Reimbursement	14
Homeless Assistance Act	15
Student Records	17
Student Directory Information	18
Publicity and Marketing Information	19
Change of Address Notification Policy	19
Withdrawal Process	20
II. STUDENT CONDUCT	
Students’ Rights and Responsibilities	21
Student Code of Conduct	21
Student Discipline	22
Student Due Process	24
Acceptable Technology Use Policy	24
Google Apps Policy	29
Student Protection Laws & Policy	30
Social Media Expectations and Policy	31
III. ACADEMIC INFORMATION	
Evaluating Student Progress	33
Student Recognition	34
Grading Scale	35
Elementary Academic Information (K-5)	35
Middle School Academic Information (6-8)	37

High School Academic Information (9-12) 38

IV STATE TESTING

State-Mandated Testing 41
Testing Agreement 41
Graduation Requirements 42
New State Requirements 42

V. PARENT RESPONSIBILITIES

Parent Orientation 45
Parent Communications and Procedure for Expressing Concerns 45
Title 1 Program Description and Requirements 46
School-Family Compact 46
Family Involvement Policy 48
Parent Advisory Council 50

VI. SPECIAL EDUCATION SERVICES

Non-discrimination Policies 51
Child Find Activities 52
Individual Education Plan (IEP)..... .. 53
Prior to a Referral 53
Evaluation 54
Discipline/Special Circumstances 54

53

August 2016

Dear VCS Ohio Families:

Welcome to Virtual Community School of Ohio! I'm so glad you chose to become part of our VCS Ohio Wolf Pack. We selected the wolf as our mascot because wolves exemplify characteristics that we believe in at VCS such as strength, teamwork and loyalty.

There are many committed and dedicated people at VCS Ohio who are ready to support you. You will find a variety of programs and services to make this school year exciting and rewarding. Our teachers will use new technologies and learning tools that will help you meet your individual needs. Connecting with your teachers will be easier than ever!

You are not alone at VCS. We encourage you to participate and meet other VCS wolves when you can. You might be surprised by all of the ways you can get involved! We hope that you were able to attend a Pack-to-School event close to home this summer. We also have monitored social forums and many face-to-face opportunities offered around the state at various libraries and museums.

Don't hesitate to contact us whenever you have a question or concern. The toll-free number is (866) 501-9473.

Have a great year at VCS Ohio!

Best regards,

Jeff Nelson, Superintendent

I. General School Operations

School Operations

Welcome to the Virtual Community School of Ohio (VCS Ohio). The purpose of this handbook is to clarify mutual expectations and responsibilities.

Virtual Community School of Ohio (VCS Ohio) History

Virtual Community School of Ohio was established in 2001 and serves students in grades K-12 all over the state of Ohio. VCS Ohio is a community school sponsored by Reynoldsburg City Schools for the purpose of providing an innovative educational option to families. VCS Ohio is an ideal setting for students who need specialized instruction, students with disabilities, students removed from school for disciplinary reasons, students who desire to work at an accelerated pace and students who philosophically do not want to attend a traditional school.

At VCS Ohio our staff, students, sponsor and parents are working together to ensure that each student's educational experience is challenging, rewarding and successful. Our commitment to quality and excellence will propel us toward our vision of becoming a world-class educational organization.

VCS Ohio Mission and Vision

Mission: The mission of VCS Ohio is to make a difference in the life of a student.

Vision: Our vision is to become a world-class educational organization.

Expectations and Standards

- All course content and assessments will be aligned with state academic standards.
- Highly qualified educators provide instructional support through scheduled group instruction and also through assigned course content, and many other learning opportunities where students work independently
- Student-to-student and student-to-teacher interactions use a variety of learning technologies.
- Students, teachers, parents and support staff will maintain close personal interaction and provide timely feedback.
- VCS Ohio will be able to verify a student's participation in online courses, both during the course and upon its completion.
- Traditional grading scale and grade reporting, GPA and formal transcripts will be provided by VCS Ohio.
- VCS Ohio students are given advance information about course requirements, equipment needs and techniques necessary to succeed in a virtual instructional environment.
- Students are provided technical training and support throughout their enrollment.
- Courses are designed so that they require interaction of students with challenging and multidisciplinary tasks.

- VCS Ohio courses engage students in learning activities that address various learning styles, as well as in problem solving and critical thinking, and challenge students according to their mastery of skills
- Many high school courses include content that prepare students for postsecondary success and teach career exploration and planning skills
- Instructional and hands-on activities will effectively use multimedia: video clips, music, websites, and text-based materials.
- Teachers will closely monitor the student’s work and will guide students in using appropriate resources.
- Assessment of student knowledge, skills and performance will be fair, adequate and appropriate.

The administration of your day-to-day education in the VCS Ohio program is both exciting and challenging and requires a commitment from all who are engaged:

Parental time commitments:

Parents of students in grades K-12 can expect to guide learning a minimum of five (5) hours a day. K-5 Learning coaches, who are most likely the parent or guardian, will need to be available during this time to provide support to their student. Middle School and High school students are expected to be more independent learners, parents must stay actively involved in their high school student’s academic program.

Teacher commitments:

In our education model, teaching and learning include the accessibility of teachers during normal school hours (8:00 a.m. – 5:00 p.m.) via email, Maestro messaging, telephone, instant messaging, text messaging and live online lessons. Teacher’s office hours may fluctuate; please check their announcements regularly to see updates.



Virtual Community School of Ohio
2016-2017 School Calendar

TELEPHONE NUMBERS

Main Office: 614-501-9473 Help Desk: 614-501-2021

- Student's 1st & Last Day
- Student Day Off
- End of Grading Period
- Testing
- Parent Teacher Conferences

AUGUST 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2016

August 15 Teacher Work Day
 August 16 Teacher Work Day
 August 17 Student First Day

SEPTEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER 2016

September 5 NO SCHOOL

OCTOBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2016

October 24-28 FALL OGT

NOVEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2016

November 1 HS Parent Teacher Conferences
 November 3 HS Parent Teacher Conferences
 November 11 NO SCHOOL
 November 15 Fall 3rd Grade English
 November 23-25 NO SCHOOL Fall Break

DECEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 2016

December 14-15 Fall HS End of Course Exams
 December 22 End of Grading Period
 December 23-30 NO SCHOOL Winter Break

JANUARY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2017

January 2-3 NO SCHOOL Winter Break
 January 16 NO SCHOOL

FEBRUARY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 2017

February 7 HS Parent Teacher Conferences
 February 9 HS Parent Teacher Conferences
 February 20 NO SCHOOL

MARCH 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2017

March 13-17 Spring OGT

APRIL 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL 2017

April 5-6 Testing English Language Arts
 April 14 NO SCHOOL
 April 17 NO SCHOOL
 April 25-26 Testing Math

MAY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 2017

May 2-3 Testing Science & Social Studies
 May 25 Student Last Day
 May 26 Records Day

JUNE 3 2017 GRADUATION						

JANUARY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Attendance

Ohio law requires school attendance for all students between the ages of six (6) and eighteen (18). Students are expected to attend school each academic calendar day. The Virtual Community School of Ohio has a responsibility to enforce Ohio's Compulsory Education Law. The responsibility for compliance belongs to the parents. Parents/Guardians have the responsibility of ensuring that their children attend school daily.

Virtual Community School of Ohio Attendance

The Virtual Community School of Ohio (VCS Ohio) offers a minimum of 920 hours of learning opportunities for the 2016-2017 academic calendar year. Students are expected to participate in learning opportunities a minimum of twenty-five (25) hours each week. In addition, off-line minutes are expected to be recorded and entered by the parent/guardian, if applicable. Both components are used to track student attendance. The flexibility of our school allows our students to work anytime, Sunday through Saturday. Ohio law permits students to take advantage of learning opportunities up to 10 hours a day; however, we strongly advise against students spending more than eight (8) hours on their school work in any 24 hour period.

There is a direct correlation between attendance and student achievement. A student's extended periods of absence from The Virtual Community School of Ohio will be evident in the following ways:

- failure to submit attendance hours;
- failure to attend scheduled tutorials;
- failure to complete assignments;
- failure to communicate with teachers;
- failure to attend classes or actively participate while logged in;
- failure to participate in Discussion Based Assessments;
- failure to attend required meetings and
- failure to participate in District and State mandated assessments (tests).

K-12 Attendance

Online attendance is automatically captured through our LMS (Learning Management System). In addition, parents/guardians are required to enter "off-line" minutes into the Maestro SIS Attendance page daily. Off-line minutes are expected to be recorded and entered by the parent/guardian. Course work done off-line or outside of the online course curriculum can be included as participation minutes, as long as parents document the number of minutes his/her child participates in daily learning opportunities. Both components are used to track student attendance.

Excused Absence

The following factors are considered to be "reasonable" excuses for not logging into the Learning Management System (LMS):

- Personal illness- written physician's statement may be required to verify extended or repeated illness.

- Serious illness in the immediate family that would prohibit school attendance (written physician's statement may be required to verify extended or repeated illness).
- Death in the immediate family (absence beyond five (5) days must be discussed with the principal).
- Observation or celebration of a religious holiday (documentation may be required).
- Other such good cause as determined by the principal.

Extended Absence

If the student is going to be absent (not participating in educational activities) for three (3) academic calendar days, the classroom teacher and the Attendance Advisor should be contacted in advance. One week prior to the absence is the general expectation. If the reason for absence falls outside of the "reasonable" situations listed above, the Attendance Advisor will consult with the Principal to determine whether or not the absence will be excused.

It is the student's responsibility to make arrangements with each teacher regarding missed assignments. It is the preference of the school, whenever possible, the student will "work ahead" prior to an absence rather than falling behind.

Planned Absence

In the case of a planned absence, a parent should notify the teachers and the Attendance Advisor at least one week in advance. The student should also contact each teacher and work out a plan to complete assignments.

Truancy/Non-Attendance

Daily attendance applies to VCS Ohio students in the form of regular "logged hours in courses and documented learning opportunities time in course-related activities, assignments, assessments, and supplemental resources by the parent/guardian". Such participation is evident to VCS Ohio by your attendance portal documentation, regular progress, academic achievement within enrolled courses, and the student's user activity log.

A VCS Ohio student may be considered truant for lack of progress. Failure to make progress that aligns with documented attendance may result in withdrawal from VCS Ohio.

VCS Ohio has the responsibility to enforce Ohio's Compulsory Education Laws. The responsibility for regular student attendance and compliance with the laws begins and ends with parents/guardians.

105 School Hour Withdraw Law

A VCS Ohio student will be considered truant and therefore automatically withdrawn from VCS Ohio if automatic hours are not captured in the LMS or if the parent/guardian does not document off-line hours in the Attendance Portal for 105 consecutive school hours (21 days).

The district will notify the student and the parent(s)/guardian(s) if a student fails to follow the District's policies. Notifications may include, but are not limited to:

- Attendance Advisor phone calls, emails and texts
- Warning letters

- Warning messages depicted on student issued computers

In order to avoid truancy and issues with assignment due dates, the student must communicate with teachers and the Attendance Advisor regarding any planned or extended absences that may be misinterpreted as truancy.

Contact with the Attendance Advisor must be made by the parent/guardian.. Students are to contact the teacher(s) to learn the details of missing assignments. Students may not facilitate the absence notification on their parent's behalf.

When it has been determined that a child has been truant and that parent/guardian or other person having care of a child has failed to ensure the child's attendance after being notified, the Superintendent or Assistant Superintendent will notify the student, parent/guardian and the district of residence for where the student resides.

Frequently Asked Questions (FAQs) about Attendance

1. **Who do I contact if I have questions about my student's attendance?** Questions regarding logging attendance or absences can be directed to a VCS Ohio Attendance Advisor; 614-501-2011 or email: attendance@vcslearn.org
2. **When can I log attendance?** You are able to log attendance starting with VCS Ohio's first day of school until the last day of school (see school calendar for required instructional days).
3. **What constitutes earned attendance hours?** Attendance hours are hours spent completing lessons within the VCS Ohio LMS and in participation in a variety of learning opportunities such as but not limited to: studying or practicing previously learned material, preparing for upcoming lessons and assessments, taking assessments, completing homework assignments or projects offline, and taking part in live- lessons, supplemental technology programs, state testing, or extended lessons.
4. **Where do I need to log my student's attendance and how often?** Attendance for students in grades K-12, will automatically be captured by the LMS, but off-line hours can be recorded in Maestro by the parent/guardian. For all grade levels, K-12, hours should be logged daily.
5. **Why should I log attendance on a daily basis?** This serves as a formal record of the student's daily academic engagement and accumulated attendance and progress for the school year.
6. **How much attendance may I log each day?** You may log the actual number of online and offline accumulated hours; recommendation is no more than eight (8) hours per days.
7. **What should I do if I forgot to log my student's hours?** You may go back and add minutes to each class at any time. Attendance may be backdated up to seven (7) calendar days. If you require to back date more than seven (7) days of attendance please contact the Attendance Advisor immediately; 614-501-2011.
8. **How many hours should my student log if he/she enrolled after the first day of school?** Hours are calculated from the student's individual start date. Contact the VCS Ohio office if you want to know the exact hours you need to log.
9. **Can more than 920 hours be logged?** Yes, however the hours can only be used for one school year.

Field Trips

While field trips are an excellent educational experience and strongly encouraged, they are voluntary, not mandatory. Field trips may be arranged by a VCS Ohio teacher. A parent/guardian will be required to accompany all students attending such functions so the safety of the group is assured. Students can log hours spent on school-sponsored field trips toward their required learning hours.

Technical Issues

Equipment Repair or Replacement Charges

Each student enrolled in VCS Ohio is entitled to a computer; however families may elect to waive any or all of their VCS Ohio computers. Students who are furnished with VCS Ohio equipment will be provided hardware, software and technology equipment at no cost. Parents are required to sign a legally-binding contract for the technology equipment indicating that they will return the equipment to the school if their student withdraws from VCS Ohio. When school property, equipment or supplies are damaged, lost or taken by individuals a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense of the repair(s) or replacement of the equipment. Legal action will be taken if all school property is not returned upon withdrawal from the school.

Student Service Center: Help Desk Contact

Contact the VCS Ohio Support Help Desk immediately for all technical support issues. Our qualified technicians will assist you in resolving most technical issues. When calling into our help desk, record the name of the technician who assists you as well as the date and time of the call. This will result in an efficient resolution and tracking of your support requirement.

The Help Desk may be contacted Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m. Additional hours may be set during peak academic days.

Email: help@student.vcslearn.org

Phone: 614-501-2021

Computer problems are not valid reasons for seeking extended time on assignments or test due dates unless the student can provide evidence of having sought assistance from the Help Desk (technician's name, date and time). If you are having connectivity issues with your internet provider, contact the provider immediately. Again, seek and record the name of the customer service representative and make note of the expected timeline for a resolution.

Provide this information to the Attendance Advisor. In order to stay on target with academic due dates, you are expected to seek alternative ways to access the Internet, such as a library or family member's computer. The computer is your classroom and it needs to be available every school day.

Factors to consider with multiple computers.

- If you have a cable or DSL Internet connection, a router or other network device is needed to enable an Internet connection to all of the computers. VCS Ohio does not cover the cost of the networking hardware, nor the cost of setting up the hardware.
- Maintenance is required for each computer, including software upgrades and regular computer virus checks.

Internet Bill Reimbursement

You are responsible for paying your cable, phone or satellite company on time for all services provided. Failure to do so could result in a disconnection of your services. Also note that VCS Ohio will only reimburse you for the cost of your monthly internet service upon receiving a copy of the bill. The maximum amount allowed for reimbursement on a monthly basis is \$50.00. Anything above \$50.00 is the responsibility of the parent/guardian. You will only be reimbursed for the amount of your internet service that is printed on your bill. If you use a cable provider that uses bundle packages, you will only be reimbursed for the internet portion of the amount of that bundle package.

Reimbursement Procedure

1. Fill out a W-9 form in order for a reimbursement to take place. VCS Ohio keeps this on file only to process reimbursement of internet. The name and address on the W-9 needs to be in the name of the person who holds the internet account.

2. Send the internet bill to us either by email, fax or mail. (contact information is below)

- a) Write the name of the student, parent/guardian name and address
- b) The entire bill must be sent (not just the front page, do not send the receipt)
- c) Bills must be submitted within sixty (60) days of the billing date printed on the invoice

3. Reimbursements are processed at the end of each 9-week grading period: October 14, Dec. 21, March 10, May 25

Email submissions:

1. Scan or take a photograph of your bill and attach it to an email
2. Send the bill to reimbursement@vcslearn.org. In the subject line of the email, make sure you include the student(s) name and the month and year of the bill. In the body of the email, include the parent/guardian name, student(s) name and address.

Fax:

1. Fax the bill to (614) 305-6469, Attn: ISP Reimbursement

Mail:

1. Send a copy of the bill to VCS Ohio, Attn: ISP Reimbursement 340 Waggoner Road, Reynoldsburg OH 43068

McKinney-Vento Homeless Assistance Act – Statement of Policy (Title VII – B; Education for Homeless Children & Youth Programs)

VCS Ohio defines any homeless children and youth according to the Federal McKinney-Vento Homeless Definition, as individuals who lack a fixed, regular, and adequate nighttime residence.

This definition applies to children and youth who are:

- Sharing housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in emergency or transitional shelters;
- Abandoned in hospitals or
- Awaiting foster care placement;
- Children and youth who have a primary residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children or youth who are living in cars, parks, public space, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Responsibilities of VCS Ohio

With regard to Homeless children and youth designated under paragraph (1)(J)(ii) in the Federal McKinney-Vento Act, VCS Ohio shall ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- Appoint a homeless student district liaison responsible for the coordination of services for such children;
- Homeless students enrolled in VCS Ohio will have a full and equal opportunity to succeed in curriculum;
- Homeless children and youth and their families will receive educational services for which such families, children and youths are eligible, Special Education and related services, and referrals to health care, mental health, dental and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services; enrollment disputes will be mediated in accordance with the requirements of the McKinney-Vento Act;
- Public notice of educational rights of homeless students will be disseminated appropriately at the VCS Ohio enrollment office

In meeting these responsibilities, VCS Ohio will coordinate with homeless families in the following ways:

- The immediate enrollment in school and accessing school services;

- Services of an enrollment specialist for assistance in obtaining immunizations, medical records, residency, guardianship and other documents if needed;
- Providing special attention to the ensuring of enrollment and attendance of special programs of homeless students and unaccompanied youth not currently attending school;
- Informing parents, school personnel to ensure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement;
- Working with school personnel to ensure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement;
- Provide homeless children and youth with access to technology and proper materials to be successful in the VCS Ohio curriculum;
- Helping to coordinate access to academic services for homeless children and youth;
- Collaborating with State Coordinators for the Education of Homeless Children and Youth;
- Implementing educational services for which the child or youth meets the eligibility criteria, such as services provided under Title 1 of the Elementary and Secondary Education Act of 1965, or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- Determine the best interest of the child or youth by assisting in the enrollment or placement of their school of origin, by considering the views of such unaccomplished youth and providing them with the notice on the right to appeal;
- Provide professional development and awareness to VCS Ohio personnel and service providers on the efforts of short-term stays in shelter and other challenges associated with homelessness.

Resources

McKinney-Vento Resources:

<http://education.ohio.gov/Topics/Other-Resources/School-Safety/McKinney-Vento-Homeless-Children-and-Youth-Program>

“A Parent’s Guide to Rights of Children & Youth Experiencing Homelessness”

McKinney-Vento Homeless Assistance Act, 42 U.S.C.S 11432(g)(3)(E) U.S. Department of Education

McKinney-Vento Homeless Assistance Act Non-regulatory Guidance (July 2004)(pages 17-18)

Student Records

In order to provide appropriate educational services and programming, VCS Ohio must collect, retain and use information about individual students. In order to safeguard students' privacy, VCS Ohio restricts the access to students' personally-identifiable information.

Student records shall be available only to their parents, eligible students, designated school officials, and designated school personnel who have a legitimate educational interest in the information, in addition to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to the student's academic records unless stipulated otherwise by court order or law. Parents of eligible students may be allowed access to the student's records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The VCS Ohio Board of Education hereby authorizes VCS Ohio administration to:

1. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
2. Request each person or party requesting access to a student's record abide by federal and state laws concerning the disclosure of such information;
3. Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
4. Forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school.

Student Directory Information

The District proposes to designate the following personally identifiable information contained in a student's educational records as directory information. According to Ohio Revised Code 3319.321 VCS Ohio can disclose directory information without prior written consent; directory information will not released for a profit-making plan or activity.

Such information includes:

- Student's name
- Student's address
- Student's telephone listing
- Student's date and place of birth
- Student's extracurricular participation
- Student's achievement awards and honors
- Student's dates of attendance
- Student's date of graduation

Parents or eligible students have thirty (30) days after the date of enrollment to advise the District in writing of any or all of the items above which they refuse to permit the District to designate as directory information about that student. A letter may be sent to the following address:

Director of Operations
Virtual Community School of Ohio
340 Waggoner Road
Reynoldsburg, Ohio 43068

After thirty (30) days, each student's records are appropriately marked by the records custodians to indicate the items which the District designates as directory information about that student. This designation remains in effect for the duration of each academic school year.

Publicity and Marketing Information

VCS Ohio issues news releases regarding students' honors, awards or activities, which may include student photos. Additionally, photos of students are taken at school events or field trips/activities. This information may be sent to local media outlets or displayed on our website or through social media channels. Per enrollment consent, we reserve the right to use student photos and videos in publications and other marketing materials.

After the student's initial enrollment, parents or eligible students must contact VCS Ohio, in writing, if they no longer wish to have their student's name or photo used in these ways. Notification should be sent to:

Director of Operations
Virtual Community School of Ohio
340 Waggoner Road
Reynoldsburg, Ohio 43068

Change of Address

Parents should notify the school within two (2) weeks of a change of address by contacting a VCS Ohio enrollment specialist: 866-501-9473 or enrollment@vcslearn.org.

In order for the change of address to go into effect the parent will also need to supply an updated proof of residency dated within the past sixty (60) days. Please contact an enrollment specialist with any questions regarding proof of residency forms that will be accepted.

* To ensure we have the most up to date records on file for our students please contact our offices with any updated contact information.

Withdrawal Process

Parents who decide to withdraw their student from VCS Ohio, or students of legal age who wish to withdraw from VCS Ohio:

1. Must complete and submit a withdrawal form to the enrollment office. Withdrawal forms can be obtained by visiting our website at www.vcslearn.org/parentconnection or by contacting an Enrollment Specialist. Once a completed withdrawal form is received the student will be removed from the learning management system (LMS).
2. Must return computer equipment immediately. VCS Ohio will provide pre-paid shipping labels to help expedite return shipments. VCS Ohio - supplied computer hardware and materials must be received by VCS Ohio within ten (10) days of the receipt of the withdrawal form by our enrollment department.
3. The withdrawal process is complete when VCS Ohio receives a district records request.
4. VCS Ohio will forward academic records to the new school upon receipt of all school equipment and a signed request to release student records.

Automatic Withdrawal

1. Ohio legislation requires virtual schools to automatically withdraw a student who fails to participate for 105 consecutive academic hours (equal to 21 school days).
 - VCS Ohio will notify the home school district of residence (the public school district in which the student and/or parent resides) as well as the responsible parent/guardian.
 - All equipment and other VCS Ohio materials must be returned within ten (10) days of the withdrawal notification.
 - VCS Ohio will forward academic records to the new school upon receipt of all school equipment and a signed request to release student records.
2. When a student of compulsory school age has been withdrawn from school for truancy purposes, the Superintendent may, within two (2) weeks after withdrawal, notify the registrar of motor vehicles and the county juvenile judge. Notification is not necessary if:
 - The student has withdrawn because of a change of residence,
 - The student is enrolled in, and attending, an approved educational program or its equivalent.
3. Per Ohio Revised Code 3313.64, VCS Ohio is required to withdraw a student if they turn age twenty-two (22) before the start of the academic school year. If a student turns twenty-two (22) during the course of an academic year, they will have the remainder of the school year to complete course work.

II. Student Conduct

Students' Rights and Responsibilities

The Virtual Community School of Ohio (VCS Ohio) has the responsibility to assure students their legal rights, offered to all persons under the federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by the students:

1. Students have the right to a quality education.
2. Students have a responsibility to put forth their best efforts during the educational process.
3. Students have the right to expect school personnel to be qualified to provide a good education.
4. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

All regulations concerning student conduct are made known to students. Students shall be held accountable for compliance with these rules and regulations.

Student Code of Conduct

Students are expected to conduct themselves in such a way that is respectful and considerate of the rights of others.

This code of conduct has been established in order to ensure that each student will be provided a safe and productive learning environment. Students must conform to school regulations and accept directions from authorized school personnel.

- 1. Students will be responsible for reading and complying with the policies contained in the Student Handbook and any revisions made to it.**
- 2. Students will demonstrate academic integrity.**

Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information or citations, submission of work of another person or work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions:

- loss of grade points
- removal from course
- failure to receive credit for the course
- other actions at the discretion of VCS Ohio administration

3. Students will protect the privacy of their classmates.

Students will not publish any names, passwords, email addresses or other information pertaining to other students. Students will not use their e-mail account as a means to harass people who use the Internet.

Students and their parent/guardian(s) shall not allow others to use their accounts or passwords in order to gain admittance to VCS Ohio.

4. Students will respect their classmates and school personnel at all times.

Students who make statements online that are determined to be sexual harassment, racially prejudiced, threatening violence or that is defined as a “hate crime” or related to sales or distribution shall be subject to immediate disciplinary action.

5. Students will adhere to the Acceptable Technology Use Policy of the school.

Students’ use of the computer network is a privilege, not a right. Violation of the Acceptable Technology Use Policy or failing to report known violations of others may result in disciplinary action up to, and including, expulsion from the school.

6. Students will refrain from any wrongful conduct which may include, but, is not limited to:

- Misuse or vandalism of school property
- Use of profanity or otherwise offensive language
- Threatening, intimidating or harassing students or staff
- Disruption of school or school-related activities
- Downloading or viewing pornographic or other objectionable material
- Falsifying information
- Abusive language/conduct
- Disruptive behavior
- Bullying
- Carrying of weapons/firearms
- Tobacco use and/or drug related activity

Student Discipline

Disciplinary procedures of VCS Ohio are based on the premise that our students are able to differentiate between right and wrong; that every student is aware that he/she is attending school to learn and profit through the course of study; and that constituted authority and school regulations are necessary if students are to attain a quality educational experience.

VCS Ohio recognizes that it has a solemn obligation to protect the rights and privileges of those students who sincerely desire to learn and who make a concerted effort to do so. Therefore, any student who demonstrates that he/she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students; who fails to comply with any reasonable request made by school personnel; who

intentionally damages school property, or any combination of the above, is subject to disciplinary action, including expulsion from the school.

We believe that the teacher-student relationship is important and should be one of mutual respect at all times. VCS teachers must be recognized as the person in authority at all times in the instructional setting. Each disciplinary infraction will be considered on a case-by-case basis, taking all available facts into account. There will be consistency in the administration of penalty and punishment for similar acts of misconduct.

The teacher may take the steps which he/she believes are justified in each case. If the student does not respond to these measures, the teacher will confer with the school administrator and the parent. The teacher, school administrator and the parent will work together in attempting to correct the problem.

In determining disciplinary actions, the following consideration will be applied:

1. Gravity of the offense as it affects the educational environment and the degree to which such conduct interferes with achieving the objective of the educational process.
2. Whether the offense is a first, or an offense in a continuum of offenses.
3. Whether alternate action is in the best interest of the particular offending student and/or the school community.

During school functions, a student cannot: violate any federal, state, or local law; possess contraband; possess or use or be under the influence of an illegal substance (as defined by the federal or state law), including marijuana; distribute or receive an illegal substance, including marijuana; possess any firearms, knives or ordnance; commit assault, sexual harassment, lewd or indecent acts; or disrupt normal school business. An “emergency removal” may be implemented if a student’s behavior compromises the safety of himself or others.

Student Suspension

The Superintendent or his/her designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, there are fewer than ten (10) days remaining in the school year. The Superintendent may apply any or all of the period of suspension to the following year. Student suspension is denial of access to the e-learning environment in accordance with the above policy.

Student Expulsion

At times, the misbehavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days, but not to exceed the greater of eighty (80) days or the number of days remaining in the semester or term. An expulsion can extend beyond the end of the school year if there are fewer school days remaining than the number of assigned expulsion days. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Student Due Process Rights

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights. Due process procedures are applied equally to all, and enforced in a manner which involves:

1. Adequate and timely notice and opportunity to prepare a defense;
2. An opportunity to be heard at a reasonable time and meaningful manner; or
3. The right to a speedy and impartial hearing on the merits of the case.

Acceptable Technology Use Policy

VCS Ohio recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for further education, employment, adult life and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. However, the use of such technology requires guidelines and restrictions to which students and parents must agree. The VCS Ohio Acceptable Technology Use Policy defines acceptable and unacceptable use of any and all technologies used by VCS Ohio students and covers the following:

1. Hardware
 - a. VCS Ohio provided devices
 - i. Careful thought and consideration must be used when accessing internet, computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more when using school provided hardware.
 - ii. As new technologies emerge, VCS Ohio will attempt to provide access to them in which case the same expectations of this agreement apply.
 - iii. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.
 - iv. All technologies provided by Virtual Community School of Ohio are intended for educational purposes.
 - b. Personally-owned devices
 - i. Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) at any time during school hours—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment.
 - ii. Any misuse of personally-owned devices may result in disciplinary action.
 - iii. Proper Internet etiquette and adherence to the acceptable use policy should always be used.

- c. Usage
 - i. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.
 - ii. VCS Ohio has the ability and reserves the right to monitor everything that is done on your school computer and reserves the right to access, at any time, information that is on your computer and modify/edit/delete anything that is against the terms of this policy or retain information when deemed necessary.
 - d. Downloads
 - i. Users should not download, attempt to download, or attempt to run programs on VCS Ohio distributed technologies without express permission from your Directors/Principal.
 - ii. Download of images or videos is permitted for educational purposes.
2. Online
- a. Web Access
 - i. VCS Ohio provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies.
 - ii. Web browsing may be monitored and web activity records may be retained indefinitely.
 - iii. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.
 - iv. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert the Director/Principal to submit the site for review.
 - b. Email
 - i. VCS Ohio may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.
 - ii. If users are provided with email accounts, they should be used with care.
 - iii. Do not share your login information with others nor attempt to obtain others login information.
 - iv. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.
 - v. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
 - vi. Email usage may be monitored and archived.
 - c. Social / Web 2.0 / Collaborative Content
 - i. Recognizing that collaboration is essential to education, Virtual Community School of Ohio may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- ii. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
 - iii. Posts, chats, sharing, and messaging may be monitored.
 - iv. Users should be careful not to share personally-identifying information online.
3. Safety and Security
- a. Personal Safety
 - i. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of VCS Ohio staff immediately.
 - ii. Users should never share personal information in accordance with the ‘Personal and Private Information’ section from page 2 of this document.
 - iii. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
 - iv. Users should never agree to meet someone they meet online in real life without parental permission.
 - b. Viruses and Malware
 - i. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
 - ii. If you believe VCS Ohio equipment you are using might be infected with a virus, please alert the Help Desk immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
 - c. Cyberbullying
 - i. Cyberbullying will not be tolerated.
 - ii. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.
 - iii. Don’t be mean.
 - iv. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
 - v. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges.
 - vi. In some cases, cyberbullying can be a crime. Remember that your activities may be monitored and retained.
 - d. Hacking
 - i. In no circumstance should you gain access to a computer file or network illegally and/or without authorization from appropriate personnel.
 - ii. In no circumstance should you tamper with software, servers, cell phones, websites, or other technology platforms provided to you by VCS Ohio as this is considered a form of hacking and will come with appropriate disciplinary action and in some cases legal action.

- iii. A good rule of thumb is if it is not yours, do not use it, look at it, or modify it without permission from appropriate personnel, no exceptions.
- e. Plagiarism
 - i. Users should not plagiarize (or use as their own, without citing the original creator) content, including words, images, video, or other intellectual material from the Internet.
 - ii. Users should not take credit for things they didn't create themselves, nor should they misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
 - iii. Includes the use of someone else's ideas without giving credit is plagiarism.
 - iv. Copying a paragraph and changing a few words is still considered plagiarism.
- f. Online Content
 - i. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
 - ii. Users should also recognize that among the valuable content online there is unverified, incorrect, and/or inappropriate content. Users should use trusted sources when conducting research via the Internet.
 - iii. Inappropriate sexual and/or other offensive content is prohibited.
 - iv. VCS Ohio does not guarantee the security of electronic files located in the google apps system or any other cloud storage system.
- g. Privacy
 - i. Users should also remember not to post anything online that they wouldn't want parents, teachers, college admissions representative, potential employers or other community members to see. Once this information exists online, it becomes public information and can be shared and spread in unintended ways. Even if the content is later removed, it may remain viewable/sharable by those who accessed it before it was removed from its source.
 - ii. Students are prohibited from accessing/modifying other users' accounts, files, and information.
 - iii. VCS Ohio reserves the right to utilize geo-fencing and other location based technologies to gather information about school issued equipment. These systems may also include both hardware and software inventory tracking and system/network utilization reports.
 - iv. School staff and administrators have access to student computers for monitoring purposes
- h. First Amendment Rights
 - i. We acknowledge that VCS Ohio students have the right to free-speech. However, your rights can be limited in school.
 - ii. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited.
 - iii. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process.

Examples of Acceptable Use	Examples of Unacceptable Use
<p>I will:</p> <ul style="list-style-type: none"> •Use school technologies for school related activities and research. •Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. •Treat school resources carefully, and alert staff if there is any problem with their operation. •Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies. •Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online. •Use school technologies at appropriate times, in approved places, for educational pursuits only. •Cite sources when using online sites and resources for research; ensure there is no copyright infringement. •Recognize that use of school technologies is a privilege and treat it as such. •Be cautious to protect the safety of myself and others. •Help to protect the security of school resources. 	<p>I will not:</p> <ul style="list-style-type: none"> •Use school technologies in a way that could be personally or physically harmful to myself or others. •Search or view and/or download inappropriate images or content. •Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students. •Try to find ways to circumvent the school’s safety measures and filtering tools. •Use school technologies to send spam or chain mail. •Plagiarize content I find online. •Post personally-identifying information, about myself or others. •Agree to meet someone I meet online in real life. •Use language online that would be unacceptable in the classroom. •Use school technologies for illegal activities or to research information on how to commit such activities. •Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use. •Allow others to use your log-in name, password, or files for any reason. •Erase, change, rename or make unusable anyone else’s computer files, programs, disks.

NOTE: These lists are not intended to be exhaustive. Users should use good judgment when using school technologies.

Google Apps Policy

To promote 21st Century learning in an online environment VCS Ohio will be providing each student access to the Google Apps for Education suite of services. These services include but are not limited to web based email, documents, presentations, spreadsheets, forms and calendars. VCS Ohio will utilize these tools for communication, collaboration, and project-based learning.

Google Apps for Education is available anywhere your student has access to the Internet. School staff will restrict access to select Google services to ensure student safety. It is our goal to provide a safe and effective solution to your student(s). When using Google Apps for Education or companion services, VCS Ohio's Acceptable Technology Use policy remains in force. It is the responsibility of the guardian and student(s) for all inappropriate behavior while using the Google Apps for Education suite.

Google Apps Accounts

VCS Ohio will provide all students a Google Apps account.

1. Account Info:
 - Email Address:
 - Username:
 - Password: LMS Password
2. Email access will be provided to students in grades 6-12 to communicate with VCS Ohio students, staff and administration.
3. Students will only be permitted to email other @vcslearn.org email addresses.

How to access Google Apps

- You will find links to the Google Apps login page at <http://www.vcslearn.org/>
- You can also type the address into your browser
 - mail.vcslearn.org
 - docs.vcslearn.org
 - calendar.vcslearn.org

Privacy

- School staff and administrators have access to student accounts for monitoring purposes.
- Students have no expectation of privacy while using Google Apps for Education.
- Students are strictly prohibited from accessing/modifying other users accounts, files and information.
- Google's privacy agreement states that it will not share students sensitive/personal information.

Access Restriction

- Access to and use of Google Apps is considered a privilege accorded at the discretion of VCS Ohio.
- VCS Ohio maintains the right to immediately withdraw the access and use of Google Apps for Education when there is reason to believe that violations of law or school policies have occurred.
- Any alleged violations will be referred to school administration for investigation and account restoration, suspension or termination.

This permission form allows the school to act as an agent for the guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

Student Protection Laws and Policies

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. -- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Limitation of Liability

- VCS Ohio will not be responsible for damage or harm to persons, files, data, or hardware. While VCS Ohio employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- VCS Ohio will not be responsible, financially or otherwise, for unauthorized transactions conducted through VCS Ohio provided technologies.
- Each VCS Ohio computer is equipped with an internet content filter to protect students from a number of non-education related sites and resources. Although a content filter is employed and tested by VCS Ohio we cannot guarantee 100% success in blocking all unapproved content.

Violations of this Acceptable Technology Use Policy may result in:

- Suspension or cancellation of network, technology, or computer privileges.
- Notification to parents/guardians.
- Reduction in grade if violations specific to course activities.
- Suspension from school and school-related activities.

- Legal action and/or prosecution.

Social Media Expectations and Policy

Responsible Use Expectations

We strongly believe in the positive value social media can have on a student's education. With this in mind, we encourage teachers, students, staff, and other school community members to use social networking/media (Google Apps., YouTube, Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and organize educational content, and enhance the learning experience. While social networking is fun and valuable, there are some risks involved in using these tools.

VCS Ohio's social networking/media guidelines are as follows:

Please do:

1. Use good judgment
 - a. You must know and follow the school's Student Code of Conduct found in the VCS of Ohio Family and Student Handbook.
 - b. Assume that all of the information you have shared on your social network is public information.
2. Be respectful
 - a. Always treat others in a respectful, positive and considerate manner.
 - b. Be responsible and ethical
 - c. Do not speak on the school's' behalf unless you are specifically authorized to do so by school officials.
 - d. Stick with discussing school-related matters.
 - e. Be open about your association with the school.
 - f. Do not involve yourself in unlawful online activity.
 - g. Do not use the equipment of VCS Ohio for commercial purposes and/or for financial gain.
3. Be a good listener
 - a. One of the greatest benefits of social media is that it gives others another way to talk to you.
 - b. Be responsive to others when communicating online. Provide answers, thank people for their comments and ask for further feedback etc.
 - c. Try to listen/read as much as you post/talk.

Don't share:

1. Personal, private, and confidential information
 - a. Do not publish, post or release information that is considered confidential or not public.
 - b. If you do not know whether information you would like to share is sensitive, ask an appropriate school official before sharing.
 - c. Avoid talking about personal schedules or situations.

- d. NEVER give out or transmit personal information of other people.
- e. Don't assume that information you receive through social networking is the most up to date, accurate, or correct.
- f. Always respect the privacy of the school community members.

Be careful with:

1. Images
 - a. Respect brand, trademark, copyright information and/or images of the school (if applicable).
 - b. You may use photos and video (products, etc.) that are available on the school's website.
 - c. Do not post pictures of others (student or non-students) without permission of Virtual Community School of Ohio staff and/or the said individual in the picture.
2. Other sites
 - a. Do not post or repost any content without the consent of a representative from Virtual Community School of Ohio.
 - b. Do not blindly repost a link without looking at the content first.
 - c. Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They serve a purpose and protect you and the school.
 - d. Be sure to follow the printed terms and conditions of any social media sites in use.
3. Scams
 - a. Don't trust links to web pages sent by email. Instead, open a new browser window and type the address yourself.
 - b. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of it.
4. Misrepresentation
 - a. Posing as someone you are not
 - b. Being dishonest or falsely representing information
 - c. Repeating words or thoughts of others and claiming them as your own.

And if you don't get it right:

- Be sure to correct any mistake you make immediately, and make it clear to Virtual Community School of Ohio staff what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please contact a school official immediately so the school can take the proper steps to help minimize the impact it may have.

III. Academic Information

Evaluating Student Progress

Evaluation of student progress is an essential task of every teacher. Evaluation marks serve as a record to inform others of the students' progress in each course.

Parents are encouraged to contact each of their student's teacher(s) regularly to discuss their student's academic work. There are multiple ways to contact the teacher. Their contact information can be found on their classroom page. At any time parents may also monitor student work via the Learning Management System (LMS). Parents/guardians will be assigned their own unique username and password.

Progress Reports

Grades K- 5 Schedule

Quarter 1 Grade Report	October 14, 2016	Available Online
Quarter 2 Grade Report	December 21, 2016	Available Online
Quarter 3 Grade Report	March 10, 2017	Available Online
Quarter 4 Grade Report	May 25, 2017	Available Online

Middle School and High School Schedule (Grades 6-12)

Final Semester 1 Grade Report	December 21, 2016	Available Online in January
Final Semester 2 Grade Report	May 25, 2017	Available Online in June

** NOTE: Parents and students are encouraged to check their progress every day in their respective Maestro Student Information System (SIS) account.

Tips for Success

Students need to:

- Follow a schedule and work every day on schoolwork.
- Complete assignments by the due date.
- Communicate with teachers on a daily basis.
- Attend live class sessions/Focused Tutorials regularly.
- Read and respond to feedback from teachers.
- Seek help immediately.

Focused Instruction

It is the belief of the Virtual Community School of Ohio that attendance at “live”, synchronous class sessions called “Focused Instruction” are critical in strengthening the understandings that students gain in independent study. 21st century skills such as collaboration, clear communication (both written and verbal), and critical thinking are all necessary for the workforce and higher education and therefore are a focus in these sessions. The following are our expectations for Focused Instruction:

- All Students are expected to attend synchronous "Focused Instruction" when invited by the classroom teacher. The classes will be small group or individual tutorials based on the specific needs of the students.
- Live Classroom Instruction participation may be part of students’ grades.
- Recordings will be made available for students who missed class. If you are unable to view the recording within one day, please contact your teacher.

Student Recognition

At VCS Ohio we believe in recognizing our students when they stand out academically or in leadership or community service roles. With that in mind, we have several systems in place to recognize our students:

Merit and Honor Roll

To be considered for the following awards you must:

- Be a full time student.
- Have an attendance record that is in good standing
- Have few, if any, disciplinary infractions
- Obtain a particular grade point average (GPA) in your VCS coursework *

Does not include any courses taken during summer school or outside of VCS Ohio

Honor Roll – Earn a cumulative GPA no less than 3.5 during that academic reporting period, with no grade below a ‘C’

Merit Roll – Earn a cumulative GPA on or between 3.0 and 3.49 during that academic reporting period, with no grade below a ‘C’

Student Awards

Students may also be recognized for their efforts and attitude in individual courses each year. Those recognized will receive an award at the year-end student awards assembly. Award recipients are determined/recognized by VCS Ohio teachers. Awards can be commonly-recognized awards such as Hardest-Working, Perfect/Excellent Attendance, and Most-Improved, as well as other awards given at VCS Ohio teacher's’ discretion. We do not limit our instructors on the number of awards or in their ability to designate award-winning behavior.

Wolfie Leadership Awards

Students showing leadership in a community or for contributing to others in a tangible way. Leadership requires empathy, compassion and the desire to advocate for a need outside our own immediate needs. Behaviors which might qualify for such an award could include (but would certainly not limited to) the following:

- Doing something that is above and beyond what the student is being asked to do academically which brings value to the school and/or community.
- Starting an organization that helps or inspires children to appreciate their own worth or the worth of others who might be marginalized in some way.
- Organizing and coordinating an event to bring awareness of a social injustice or other cause within your community or to solve a social problem.

End of Year Student Awards Assembly

We will have a year-end awards assembly to recognize students for academic and leadership/social achievements earned during the school year. The assembly is conducted online so that students and families can attend from the comfort of their own homes. If your child will receive an award, you will receive an invitation to this assembly from your teacher as the school year comes to a close.

Grading Scale

A	93-100	A-	90-92	B+	88-89
B	83-87	B-	80-82	C+	78-79
C	73-77	C-	70-72	D+	68-69
D	63-67	D-	60-62	F	Below 60

Grade Point Average (GPA) Scale

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Elementary Academic Information (K-5)

At the Virtual Community School of Ohio we are committed to helping our curious, enthusiastic learners grow. Our online elementary school curriculum helps students build essential skills in reading, writing and math skills, and allows them to have fun while they are learning.

Our curriculum makes learning exciting, leveraging the multi-sensory way children learn to build essential reading, writing, and math skills with:

- K-3 workbooks will be delivered to the address confirmed upon enrollment.
- Easy to follow online lesson that make the Learning Coach a full partner in the learning process
- Interactive tools and games that strengthen basic reading and math skills
- Hands-on activities that bring math and science concepts to life
- Animated tutorials and videos to reinforce key concepts and skills
- LiveLesson sessions that connect experienced teachers, students, and Learning Coaches in a vibrant learning community

Grade level assignment

Elementary students will be assigned a grade level based on the most recent grade card.

Mandatory Reading Assessment

Parents (guardians) of Kindergarten students will be contacted to schedule a face to face meeting with VCS Ohio staff within two (2) weeks of enrollment.

Third Grade Guarantee

In June 2012 Governor Kasich signed into law Senate Bill 316, which calls for a Third Grade Reading Guarantee. Students entering third grade in 2014-15, cannot be promoted if they score below certain levels on the state reading test (OAA), with some exceptions for ELL students and students with disabilities. If a K-3 student is determined to be at risk with reading deficiencies then the parent will be notified and a reading instruction plan will be put in place. You can find more information about the Third Grade Guarantee on the ODE website: www.ode.state.oh.us.

State Assessments

Students in grades 3-5 are required to participate in the State required testing. You will be contacted by VCS Ohio personnel with specific testing dates and locations.

Parent Involvement

Success in an online school depends on your daily involvement in your child's education.

As your child's Learning Coach it is crucial that you direct and monitor all learning activities and stay in constant communication with your child's teacher.

Attendance

It is your responsibility to log offline minutes for learning opportunities as part of daily attendance for your child. Refer to the attendance policy in Section I.

Progress Reports

A progress report will be available online each quarter for elementary grades K-12.

Middle School Academic Information (6-8)

The middle school instructional model will rely on:

- A curriculum designed with the unique needs of middle school students
- Rigorous academic standards and expectations
- Highly qualified educators providing synchronous and asynchronous instructional support
- Student-to-student and student-to-teacher interaction using a variety of learning
- Technologies

Students participate in school on a daily basis for a minimum of 6 (six) hours a day. Students will be assessed frequently to determine achievement in their scheduled courses. Satisfactory performance is based on student participation, submitted writing assignments, projects, portfolios, quizzes, data-based assessments and attendance at Focused Tutorials.

Students and parents can view grades, student progress, and the amount of time the student spends in each class at any time. Teachers are available to assist students daily.

Participate in high school elective classes

Students in 7th and 8th grade may have the opportunity to participate in high school elective classes based on academic performance. If you are interested in this opportunity, please contact the K-8 principal.

High School Academic Information (9-12)

At VCS Ohio we are committed to preparing our students for the next phase of life whether that is to further their education, enter the workforce, and/or be a valuable citizen to the community. With that in mind we have set out to offer several opportunities geared toward all levels and types of students. We offer opportunities for students to earn College Credit while they are in high school, opportunities to graduate early, opportunities to work and/or participate in community service and earn credit for it, among some of the many opportunities we provide.

Guidance Department

The VCS Ohio guidance department oversees the academic well-being of all students. The guidance counselor is responsible for scheduling classes, evaluating transcripts, providing college information, student scheduling, individual student counseling, etc. Students and parents needing to communicate with the guidance counselor can do so by contacting the guidance counselor via phone or e-mail.

Elite Electives

New for the 2016-2017 school year we will be offering Elite Electives. These electives will be geared specifically to the collected interest of our students and may change from year to year. Some examples include: Gaming and Design, Digital Photography, Forensic Science, and Veterinary Science. Students will need to have the approval of the guidance department and administration to be considered for these electives. The academic history of the student will be the main determinant on whether the student will be allowed to take the courses.

College Credit Plus

Through a partnership with Ohio Christian University, students can earn high school and college credit for the same course. These college-level classes are taught by Ohio Christian University instructors. All classes are offered online, so students do not have to travel to college campus. It is possible for a student to earn two years of college credit before graduating from high school. These options are free to all full-time VCS students who qualify. To qualify high school students must have earned a score of 19 on the ACT or successfully passed the COMPASS college-readiness test which can be administered by VCS Ohio. Qualifying students must also be referred by their VCS guidance counselor.

Early Graduation

It is possible for students at VCS Ohio to graduate earlier than the standard four years if the student should meet all requirements for graduation by the state of Ohio and VCS Ohio. The earliest that a request for early graduation will be considered is during the last nine-week grading period of the student's sophomore year. Contact your guidance counselor for more information.

Credit Flexibility

Students who wish to tailor their education may develop and submit a credit flex plan to be approved by VCS Ohio. If the plan is approved, the student can follow it to earn elective credit.

Scheduling

Students can schedule their courses with their guidance counselor starting in August. VCS Ohio runs on a yearlong schedule. This means that a typical 1 credit course will be scheduled to be completed through the entire year. However, if a student should be ambitious, they have the option to finish their course(s) earlier than what is scheduled. This should only be considered if there is an 'educational' reason for doing so. For example, students wishing to graduate early, get ahead in their studies by taking additional courses, or catch up in their studies would all be acceptable reasons for finishing a course early. Contact your guidance counselor for questions on this.

Course Loads

At VCS Ohio, students will be required to carry at least 4 credits for the year and no more than 6 credits. Consideration will be given to students for more than this if a student carries a GPA of 3.33 or higher and at the recommendation of the requested teachers. Students in their senior year will be allowed to carry less than the minimum if they require fewer credits to graduate.

Class Standing

VCS Ohio strictly follows credits earned by students to determine the class standing. With this in mind, it is possible for a student to be promoted to the next class standing if they should earn credits in the middle of an academic year.

The following is used to determine class standing:

- Freshman- Typically 1st year of high school. Has earned less than 5 credits.
- Sophomore- Student has earned at least 5 credits but less than 10.
- Junior- Student has earned at least 10 credits but less than 15.
- Senior- Student has earned at least 15 credits.
- Graduates must have at least 20 credits to graduate and meet certain criteria as defined by the state of Ohio.

Student Schedule Change Policy

High School students may add or drop a high school course during the first two (2) weeks of each semester with permission from the guidance counselor. After the first two (2) weeks in any high school course, a request for a schedule change to add/drop a course will be considered on an individual basis and may require the approval of the principal.

Keep in mind, any course dropped after the 2nd week will result in an 'F' for the course.

Ultimately, counselors, teachers, parents, and students will confer to obtain the most satisfactory schedule for the student.

Graduation Requirements - General Statement

To receive a diploma from VCS Ohio, a student must meet the standards adopted by the state of Ohio and the VCS Ohio School Board of Education. The ultimate responsibility for tracking and completing necessary credits for graduation lies with students and parents. Graduates are honored at a traditional cap and gown ceremony each year.

Specific details about graduation requirements are in the next section, *State Mandated Testing*.

In order to graduate, students must:

1. Either meet the requirements of the State of Ohio Graduation Assessments (old requirements) **or** the new graduation requirements beginning with the class of 2018.
2. Earn a minimum of twenty (20) credits.
3. Within the required number of credits, the student is required to meet these specific credits:

English.....4 credits	Science.....3 credits**	Physical Education..1/2 credit	Economics and Financial Literacy.....1/2 credit
Mathematics.....4 credits*	Social Studies.....3 credits***	Health.....1/2 credit	Electives.....5 credits

*Mathematics units must include 1 unit of Algebra 2 or the equivalent.

**Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

***Social Studies units must include 1/2 unit of American History and 1/2 unit of American Government.

State Mandated Testing

Parents are responsible for making sure their children participate in all state-mandated tests. The Virtual Community School of Ohio is a community school established under Chapter 3314 of the Revised Code. The school is a public school, and students enrolled in and attending the school are required to take state assessments and other examinations or

requirements prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

The Ohio Department of Education (ODE) requires every student, including students on Individual Education Plans, to participate in state mandated testing.

- Students and Parents/Guardians will receive the exact dates and times for testing through announcements, mailing and other communications.
- Students and parents who cannot comply with the testing requirements should consider another option for schooling.
- Per Ohio Revised Code 3314.26, each internet or computer based community school shall withdraw from the school any student who, for two (2) consecutive years has failed to participate in the required state assessments. Once a student has been withdrawn from an internet based community school, no other internet community school shall enroll.
- The parent of any such student shall pay tuition to the internet- or computer-based community school in an amount equal to the state funds the school otherwise would receive for that student, as determined by the department. An internet- or computer-based community school may withdraw any student for whom the parent does not pay tuition as required by this division.

Testing Agreement

1. My son/daughter will attend every day he/she is required to test. (The state department allows only one test per day, per grade on specific, scheduled days).
2. I understand that attendance will be mandatory anywhere from 1–5 consecutive days and for some grades may be at multiple testing periods during the year.
3. I will plan for transportation and time needed off work (including the cost of lost wages) well in advance and will not use this as an excuse for non-attendance.
4. I understand that VCS must withdraw any student who, for two consecutive years, has failed to participate in the administration of any spring testing.
5. I understand that VCS will report the name of my son/daughter to the Ohio Department of Education should we fail to participate. (This will result in not being permitted to enroll in any community school in the future).
6. I understand that 100% compliance is expected and that students who are not in attendance are considered truant from school.
7. I understand that students who attend VCS in order to complete special programs that require travel are also still expected to test in accordance with state mandated time frames (2 weeks).
8. I will refrain from scheduling family vacations or other activities during testing.
9. I will select a testing site that is within 50 miles from my home and will then attend that site for all tests.

Graduation Requirements

Old Requirements 2014-2017 graduating classes

Beginning with the high school graduating class of 2014 and ending with the graduating class of 2017, students must pass all five parts of the OGT in order to receive a high school diploma (see Alternative Conditions for Eligibility for a Diploma). The OGT is aligned to Ohio's academic content standards, which were adopted by the State Board of Education in English language arts, mathematics, science and social studies. These standards have been carefully designed to ensure that students are armed with the knowledge they need to be successful in higher educational pursuits as well as the jobs and careers of the future.

New Requirements for 2018 graduating class and beyond

1. All students must take an end-of-course exams in the following courses:

- Algebra 1 and Geometry or Integrated Math I and II
- Biology (Physical Science is available for retakes only)
- American History and American Government
- English I and II

* The State Board of Education may decide to include an Algebra II end-of-course exam in place of the Algebra I end-of-course exam beginning for students entering ninth grade on or after July 1, 2016.

2. And students need to meet one of the following three:

- Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education
- Earn a “remediation-free” score on a nationally recognized college of admissions exam such as ACT or SAT. The state of Ohio will pay for all 11th graders to take the exam free of charge.
- Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

Please see the New High School Graduation Requirements document on the Ohio Department of Education’s website at this link:

http://education.ohio.gov/getattachment/Topics/Testing/News/New-High-School-Graduation-Requirements/GradReq_2018.pdf.aspx

Students and Parents can also visit the Ohio Department of Education’s OGT Success Site for additional support and resources available for meeting these requirements.

End of Course Exams

The State Superintendent and the Chancellor, in consultation with faculty in the appropriate subject areas at institutions of higher education of the university system of Ohio, will jointly select a series of end-of-course examinations in the areas of science, mathematics, English language arts, American history, and American government.

Subject to Ohio Revised Code 3301.0712 (B)(3)(b), those assessments shall include nationally recognized subject area assessments, such as advanced placement examinations, SAT subject tests, international baccalaureate examinations, and other assessments of college and work-readiness.

College Admissions Testing

ACT Test: VCS Ohio High School code is 365014. Students and parents need to register on their own. Use this code number to complete student ACT Registration online at: <http://actstudent.org>

SAT Test: VCS Ohio High code is number is 365014. Students and parents need to register on their own. Use this code number to complete student SAT Registration online at: <http://collegeboard.com>

Students will need to upload a digital photo of themselves when registering for the SAT or SAT Subject Tests online. Please visit the site for SAT information: <http://sat.collegeboard.org/register>

Ohio Achievement Assessments (OAA) – transitions to the Next Generation assessments and the Ohio developed Science and Social Studies assessments created by American Institute of Research (AIR)

AIR assessments in reading, mathematics, science, social studies and writing are aligned to Ohio’s academic content standards. Third Graders are required to take the Reading AIR in the fall and spring to comply with the Third Grade Guarantee. AIR assessments have replaced the OAA tests.

Students in grades 3,4, 5, 6, 7, 8 will be tested in Reading and Math with new tests created by AIR. In addition, students in grades 5 and 8 will be tested in Science and students in grades 4 and 6 will be tested in Social Studies. The spring testing window is mid April through mid May. Testing is on the calendar posted on the website.

About the Third Grade Reading Guarantee

Ohio's Third Grade Guarantee ensures that every struggling reader gets the support he or she needs to be able to learn and achieve.

How it Works

In kindergarten through grade three, schools will evaluate all children to determine if they are reading as well as they should be. If a child appears to be falling behind in reading, the school will immediately start a reading improvement plan. These plans will address each student's unique reading problems. Schools will monitor the plan to make sure the student's reading is improving.

Schools will work closely with parents to create a reading level remedy plan and enlist parents’ support.

Advancing to Fourth Grade

Except for those with special circumstances, students must meet a minimum score on the state reading test to move on to the fourth grade. The minimum score for advancement is 394. This score must be attained either in the Fall or Spring administration of the state reading test.

If the student remains in the third grade, the school must provide a high-performing reading teacher and 90 minutes of reading instruction each school day.

A student can still take fourth grade classes in all other subjects, if the student is ready.

Schools can move students to the fourth grade in the middle of the year if the student's reading improves.

For more information visit: <http://education.ohio.gov/Topics/Early-Learning/Third-Grade-Reading-Guarantee>

IV. Parent Responsibilities

Parent Orientation

Parents are expected to participate in helping VCS Ohio build a learning community for their student(s). To ensure parent participation and understanding of required responsibilities, parents are expected to attend an online, live or recorded orientation meeting. You can find information about these sessions on our website which can be found at www.vcslearn.org/parentconnection on the right hand side of the webpage. You can also access orientation through your Maestro account by going to the “External Links”.

Communication

VCS Ohio believes that parents are a vital part of their child’s education and that open lines of communication between students, parents, teachers and administrators will ensure student success in the classroom. Communication should occur often and in a timely manner, especially when issues arise. Parents, teachers and school officials working together in a cooperative and supportive manner is the ultimately key to each student having the best experience at VCS Ohio.

Parents Right to Know

Parents may request information regarding the professional qualifications of their student’s classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subsequent subject areas taught;
- Whether the teacher is teaching under emergency or temporary status through which State qualifications or licensing criteria are waived;
- The teacher’s baccalaureate degree major, graduate certification or degree, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Procedure for Expressing Concerns

We believe it is in the best interest of the child to have complaints or concerns resolved early. With this in mind, we have established the following procedures/policies for resolving concerns or conflicts:

Request a conference with the teacher(s) to discuss the concern or complaint. It is reasonable to expect that discussion to take place at an early, mutually agreed upon time. At the end of the discussion, the teacher will provide an oral response. A written response may be requested and, if so, will be provided within three school days unless otherwise mutually agreed upon.

1. If the response to step one is considered unsatisfactory, the parent may refer the complaint to the school principal. Again, the parent may expect a prompt conference to discuss the issue. The principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent with an oral response and, upon request, a written response.
2. Matters that remain unresolved at this point may be referred to the Superintendent. The concern may be discussed by phone or in a pre-arranged appointment. The Superintendent will review the concern with the parent and, if necessary, with other involved parties.
3. If the parent remains dissatisfied, he/she may address the complaint and the relief sought, in writing, to the VCS Board of Education. The board, upon receiving of the complaint, will, at the next regularly-scheduled school

board meeting, review the complaint and render a decision to grant or deny the relief that is requested. The board's decision will be shared with all parties involved. Discussion of the concern will take place in an executive session, as permitted by law.

Title 1 Program Description and VCS Programs/Policies

The Title I program at VCS Ohio is a school-wide program. That means every student and every teacher are part of the school-wide program. The purpose of Title I is to provide opportunities for students to acquire the skills they need to meet state standards in reading and math. Through the VCS Title program, students can access reading and math services, as well as utilize additional resources.

Parent Involvement

Parents are encouraged to participate in the design of VCS Ohio's yearly programs and student services by volunteering on the school's Parent Advisory Committee. In addition, we strongly urge parents to attend parent conferences or Blackboard sessions with their child's teacher and to participate in other family events offered through the program. To help your child succeed in the program, it is very important that you work closely with your child at home and with the teachers at school.

School-Family Compact

VCS Ohio values your role in working to help your child achieve in school. Our school receives federal funding as a school-wide Title I School. This means that every parent and student must agree to the following responsibilities according to Ohio Parent Involvement Law and the VCS Family Parent Involvement Policy. The responsibilities outlined are as follows:

Student Responsibilities:

I, the student, will share the responsibility to improve my academic achievement and meet state standards. Specifically, I will:

- Log on ready to learn and complete assignments daily.
- Commit to work, learn and do my best daily.
- Complete my class work in a structured environment and set up a daily schedule for completion.
- Ask for help from school staff immediately when needed.
- Complete the required number of hours for school activities each week.
- Use my school time effectively to complete classroom projects and learn.
- Attend required Blackboard sessions as scheduled.
- Give my parents or the adult responsible for my welfare all notices and information received by me from my school every day.
- Practice online safety by following the Acceptable Technology Use Policy.

Parent Responsibilities:

I, the parent/guardian, will support my child's learning by being involved in his/her VCS education,

- By reviewing my child's schoolwork and grades weekly online through the LMS.
- By attending one of the parent orientation sessions required at the start of the school year.
- By communicating with teachers regularly in order to ask questions and express concerns.
- By supporting my child's learning opportunities and activities.
- By encouraging my child to show positive behavior.
- By staying informed about my child's education by promptly reading and responding to all school notices.
- By volunteering at the request of the school as needed.
- By providing current contact information that will allow the school to communicate with my family.
- By providing a learning environment free of distractions and scheduling a learning time that allows my child the ability to complete assignments.
- By modeling proper nutrition, encouraging daily physical exercise, reading for pleasure, activities and positive use of extracurricular time.
- By monitoring my child's school attendance and mandatory 920 logged hours (5 hours a day or 25 hours a week).
- By making sure my child completes assignments when they are due.

School Responsibilities:

VCS Ohio will:

- Provide a highly qualified teaching staff, quality curriculum and differentiated instruction in a supportive and effective learning environment that enables the students to meet the state's academic achievement standards and/or make at least a year's worth of growth through:
- Offering distance learning, appropriate instruction and materials.
- Assisting in understanding academic achievement standards and assessments, as well as, how to monitor student progress.
- Hold parent-teacher conferences during which the compact is discussed relating to the child's achievement. Conferences may be requested by parent, teacher and/or student. These conferences can be either face-to-face, by phone, through Blackboard, and/or family events.
- Provide parents with their student's progress report through quarterly reports, interim reports, and in the learning management system.
- Provide parents reasonable access to staff that will be available for consultation with parents through online office hours, phone hours and e-mail. Technical support is available through the Help Desk.
- Provide parents with opportunities to volunteer and participate in school sponsored student activities.

Thank you for your support and involvement in your child's education. This document was developed by the VCS Parent Advisory Council using school, state and federal guidelines. Copies of the Parent HQT Notification and the Family Involvement Policy are available along with this document on the VCS web site: www.vcslearn.org.

Family Involvement Policy

In support of strengthening student academic achievement, local schools that receive Title I, Part A funds must develop agreed-upon parental involvement policies and distribute that policy information to parents of students. The parental involvement policy must be in writing and contain information required by Section 1128(a) (2) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and must be incorporated into the school's overall operational plan.

The Virtual Community School of Ohio (VCS Ohio) agrees to implement the following statutory requirements. Parent Involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities.

VCS Ohio will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:

- Hold a Parental Involvement meeting (Parent Advisory Council) to review the policy and/or draft a new policy. (By June annually for the new school year).
- Post the draft policy to give parents who could not attend the meeting a chance to comment. (By August preceding the new school year).
- Provide parents with a copy of the policy in the student handbook, found online on the school's website.
- Make school staff available to parents (at parent request) to review the policy through a variety of communication methods and times during the school year.
- VCS Ohio will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA.
- Hold regular meetings to discuss policies and suggest changes to its school-wide plan. (Quarterly with the Parent Advisory Council)
- Provide a copy of the school report card and its meaning, to parents and allow parents to comment. (Found on the ODE Website)
- Provide parents with a survey of the school's educational programs, allowing them to comment.
- Give parents an opportunity to comment on programs(s) at family events and/or Parent Advisory Council meetings (throughout the year).
- Maintain an open door policy so that parents feel free to send comments to school staff with the communication tools available to them through the school.

VCS Ohio will provide the following necessary coordination, assistance and other support to assist the school in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Provide high-quality curriculum, instruction and learning materials for students.
- Provide assistance in understanding academic achievement standards and assessments and how to monitor student's progress.
- Provide opportunities for ongoing communication between families and teachers.

- Work to foster the parent/student/school relationship by being proactive in communicating with parents, and by offering parents a variety of times and modes for communicating with school staff.

VCS Ohio will coordinate and integrate parental involvement strategies in Title I, Part A with Parental Involvement strategies in other VCS programs.

- Provide parents with materials to assist them in understanding academic content standards and the best practices for helping their child achieve in school.
- Provide intervention resources to student and parents.
- Provide a variety of high-quality resources to supplement the child’s education, through extended learning opportunities.
- Provide parents with information regarding a variety of educational and community resources, through family events and home visits.

VCS Ohio, with the involvement of parents, will take the following actions to conduct an annual evaluation of the content and effectiveness of this parent involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The school will use the findings of the evaluation about parental involvement policy and activities to design strategies for more effective parental involvement and to revise, if necessary and with the involvement of parents, its parental involvement policies.

- Hold an annual parent involvement meeting to review the policy by June.
- Draft policy will be posted and parents will have a chance to respond to the policy during the first two weeks of school.
- Write a policy in a language that is clear and easy to understand.
- Provide assistance to parents in understanding and reviewing the policy, as needed.

VCS will build capacity for strong parental involvement and support a partnership among the school, parents, and community to improve student academic achievement.

1. The school will provide assistance to parents in the following ways:
 - a. Provide technical training, help and assistance to parents to help children successfully attend school at VCS Ohio.
 - b. Provide assistance to parents in accessing student grades and reports.
 - c. Help parents to understand state academic standards.
 - d. Provide parents with additional parenting information.
 - e. Help parents to understand the important role they play in educating their children through VCS Ohio.
 - f. Provide a variety of staff times and communication methods to give parents the opportunity to communicate with VCS Ohio for the purpose of meeting the specific educational needs of the student.
2. The school will provide materials and training to help parents work with their children to improve the student’s academic achievement by the following:

- a. Provide a variety of online resources.
- b. Provide technical training and assistance to parents as requested.
- c. Provide various means of communication between parents and teachers.
- d. Provide activities to enrich the child's education.
- e. Provide course expectations to help children stay on track with their progress.
- f. Provide resources to help parents promote and foster stronger reading, writing and math skills in their children.
- g. Allow time for meaningful two-way communication between the family and the school.
- h. Offer a variety of educational opportunities to families.

VCS Ohio will take the following actions to ensure that any information related to the school and parent programs, meeting and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand through school email messages, phone calls, written and digital announcements and through open communication with a teacher or administrator.

The VCS Ohio Family Involvement Policy has been developed jointly with, and agreed upon by the Parent Advisory Council. This policy will be posted during the first two weeks of school for comment and revision on the VCS Ohio website and will be posted in its revised form no later than October 15, 2015 for the current school year..

Parent Advisory Council

The VCS PAC is a group with membership comprised of parents. They meet as needed, but no less than once per year, to discuss issues of concern, develop ideas or programs to address those concerns, and to share feedback on school operations or policies which affect them/their students.

The PAC is responsible for creating the Family Involvement Policy on behalf of the school. VCS staff members who regularly work with the PAC include our Testing Coordinator, our Director of Communications and our Director of Student and Staff Services. Any parent or guardian of a current VCS student may join the VCS Parent Advisory Council.

V. Special Education

Non-Discrimination Policies

Public Participation Disabilities Education Act Part B Grant

The Virtual Community School of Ohio anticipates receipt of federal flow-through funds through the Individuals with Disabilities Education Act, Part B grant for the 2016-17 school year. The district is required to inform the public each year of its participation in the program.

VCS Ohio welcomes questions and comments in regards to the use of these funds. It should be noted that the first priority for expenditure of these funds must be to provide direct services to children with disabilities. For more information, or to provide input, call (866) 501-9473.

Nondiscrimination on the Basis of Disability

The Virtual Community School Board of Education maintains that discrimination against a qualified disabled person solely on the basis of disability is unfair. To the extent possible, qualified disabled persons should be in the mainstream of life in a school community. In addition, the District is the recipient of federal funds and therefore must be in compliance with the laws and regulations which deal with disabled individuals.

Accordingly, employees of the District comply with the law and Board policy to ensure nondiscrimination on the basis of disability. The following is expected:

1. No one discriminates against qualified disabled persons in any aspect of school employment solely on the basis of disability.
2. Facilities, programs, and activities are made available to qualified disabled persons.
3. Free appropriate public education at elementary and secondary levels, including nonacademic and extracurricular services and activities, are provided to qualified disabled persons.
4. No one excludes any qualified disabled person, solely on the basis of disability, from participation in any preschool education, day care, adult education, or vocational program.
5. Each qualified disabled person is provided with the same health, welfare, and other social services which are provided to others.

The Board of Education hereby designates the Superintendent or his designee as the District's 504 Coordinator. The address and telephone number of the District 504 Coordinator is:

Carmen Griffith
340 Waggoner Road
Reynoldsburg, Ohio 43068
Telephone (614) 501-2036

*The 504 Coordinator will coordinate efforts to comply with this policy and to investigate complaints.

Equal Educational Opportunities

All students attending the Virtual Community School of Ohio will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, sexual

orientation, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, academic evaluations or any other aspect of school-sponsored activities. Any limitations, with regard to participation in school-sponsored activities, are based on criteria reasonably related to that specific activity.

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment shall be subject to disciplinary action.

All persons associated with the school, including, but not limited to, the board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Child Find

In accordance with federal law, Virtual Community School of Ohio assumes responsibility for the location, identification and evaluation of all school age children age 6 through age 21 who are enrolled with the district and who require special education and related services.

The District has a child identification process that includes the location, identification and evaluation of a child suspected of having a disability. Virtual Community School of Ohio coordinates the child identification process. The department and its staff use a variety of community resources and systematic activities in order to identify children requiring special services.

Services

VCS Ohio's Special Education Department staff includes a coordinator, office staff, and highly trained teachers. An administrative team provides support for special services to the identified needs of students with disabilities. Related services are provided by contractual service providers. The Individuals with Disabilities Education Act (IDEA) aims to ensure that all children receive a free appropriate public education (FAPE) and special services to assist in meeting their educational needs.

To receive services as a student with a disability upon enrollment, VCS Ohio must be provided with a copy of the Evaluation Team Report (ETR) and Individual Education Program (IEP) determining eligibility. When a child transfers to VCS Ohio, the transmission of any of the child's records must include both the child's current IEP and any statement of current or previous disciplinary action that affects the student's programming needs.

Individual Education Program (IEP)

The IEP serves as a blueprint for the child's special education needs and any related services. The IEP is a written statement for a child with a disability that is developed and implemented according to federal and state regulations, with goals developed to meet the curriculum standards of Ohio. The IEP team consists of the parent(s), the student (if appropriate), at least one of the child's regular classroom education teachers, at least one of the child's special education teachers and a district representative. The IEP team reviews the IEP at a minimum, annually, to determine appropriate services. After identification of eligibility for related services in the IEP, the district will provide those services, making up time missed if services are delayed due to the lack of certified professionals.

Prior to a Referral

Consistent with paragraph (A) of rule 3301-35-06 of the Administrative Code, each school district shall provide interventions to resolve concerns for the school-age child prior to conducting a full and individual evaluation. Each school district shall use data from interventions to determine eligibility for special education services, appropriate instructional practices, and access to the general education curriculum. Scientific, research-based interventions provide data relative to each student's response to high quality, research-based general education instruction. VCS Ohio Interventions Assistance Teams (IAT) provide support and documentation of interventions through the general education curriculum, prior to making a referral to the Department of Special Education.

Evaluation

Parents must be given all the information necessary to make an informed decision regarding proposed assistance and/or evaluation. Parental consent for an initial evaluation is voluntary. If consent is given, the school district shall conduct a full and individual initial evaluation before the initial provision of special education and related services to a child with a suspected disability at no cost to parents. No single procedure is used as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate education program for the child.

After the initial evaluation and placement, the IEP team determines when a new evaluation or additional testing is required, at a minimum of every three years.

For the purpose of planning any re-evaluation activities, the members of the IEP team and other qualified professional, may conduct a review of existing information without a meeting. If the child demonstrates significant changes in skill

levels or other areas of concern, the parents have the right to request that the school consider additional testing prior to the re-evaluation due date.

Discipline/Special Circumstances

A school district is permitted to remove a child with a disability to an alternative setting for up to 45 school days for: Weapons and drug offences or serious bodily injury upon another person. If an appeal is made, a child remains in the interim alternative educational setting until a decision made, the expiration of the suspension or expulsion; whichever comes first.

“Whose IDEA Is This?, A Resource Guide for Parents”, is available through the Special Education office.