



Student Handbook

School Year 2023-2024

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INTRODUCTION

Welcome to the Virtual Preparatory Academy of Wyoming. We are a statewide virtual education program within Lincoln County School District #1 committed to providing high-quality education and care. Virtual Preparatory Academy of Wyoming is a school of choice under the supervision and regulatory oversight of Lincoln County School District #1 and the Wyoming Department of Education. Virtual Preparatory Academy of Wyoming students are public school students with residency in the state of Wyoming.

This Student Handbook was developed to answer many commonly asked questions you and your parents may have during the school year and provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information in this handbook and keep the handbook available for frequent reference by you and your parents. If you have questions not addressed in this handbook, you are encouraged to talk to the Head of School. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the Board's policies and the school's rules. If any policies or administrative guidelines referenced herein are revised after the Board's approval, the language in the most current policy or administrative guideline prevails.

MISSION

The Virtual Preparatory Academy of Wyoming's mission is to build meaningful relationships and partnerships with students, families, and the community in order to create a flexible, safe space where all students receive equal opportunities to thrive and learn. We are dedicated to academic excellence that empowers and prepares students for a world of opportunity.

NON-DISCRIMINATION POLICY

Virtual Preparatory Academy of Wyoming does not discriminate on the basis of race, color, national origin, sex, disability, age, or religion in its programs and activities. Virtual Preparatory Academy of Wyoming serves students with disabilities and English Learners and provides services to students as required by state and federal law. In most cases, the services required by a student with disabilities can be provided at the Virtual Preparatory Academy of Wyoming. In some cases, a student's needs require that they be placed at a different program or location as determined by an IEP or Section 504 team.

SCHOOL CALENDAR

VPA of Wyoming | 2023-2024 CALENDAR

JULY '23						
S	M	T	W	Th	F	S
						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 '23						
S	M	T	W	Th	F	S
		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		

14-22 Staff In-Service
23 First Day of School

7 instructional days
7 staff in-service days

SEPTEMBER '23						
S	M	T	W	Th	F	S
					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

4 Labor Day – School Closed

20 instructional days

OCTOBER '23						
S	M	T	W	Th	F	S
						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					

16 Fall Break – School Closed
25 End of Quarter 1 (44 days)
26 Quarter 2 Begins

21 instructional days

NOVEMBER '23						
S	M	T	W	Th	F	S
			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		

3 Parent/Teacher Conferences – No School for Students
22-24 Thanksgiving Holidays – School Closed

17 instructional days
1 staff in-service day

DECEMBER '23						
S	M	T	W	Th	F	S
					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						

20 Student Async Day, Staff In-Service Day
21-29 Winter Break – School Closed

14 instructional days

JANUARY '24						
S	M	T	W	Th	F	S
	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			

01 School Closed
15 MLK Day – School Closed
12 End of Quarter 2 (43 days)
16 Quarter 3 Begins

21 instructional days

FEBRUARY '24						
S	M	T	W	Th	F	S
				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		

19 Presidents' Day – School Closed

20 instructional days

MARCH '24						
S	M	T	W	Th	F	S
					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						

15 End of Quarter 3 (43 days)
18 Quarter 4 Begins
22 Parent Teacher Conferences – No School for Students
25-29 Spring Break – School Closed

15 instructional days
1 staff in-service day

APRIL '24						
S	M	T	W	Th	F	S
	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				

1 Quarter 4 Begins, Student Async Day, Staff In-Service Day

22 instructional days

MAY '24						
S	M	T	W	Th	F	S
			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	

24 Last Day of School
27 Memorial Day – School Closed
28-31 Staff In-Service

18 instructional days
4 staff in-service days

JUNE '24						
S	M	T	W	Th	F	S
						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						

175 Total Instructional Days
13 Staff In-Service Days

CONTACT INFORMATION

School Office:

Virtual Preparatory Academy of Wyoming
11 Adaville Dr
Diamondville, WY 83116
307-459-5531
<https://wyoming.virtualpreparatoryacademy.com/>
School Contact - Shelley Andrus sandrus@vprepwy.org
Technology Support - <https://4amphlp.accelschools.com/>

Lincoln County School District #1:

11 Adaville Drive,
Diamondville Wyoming 83116
307-877-9095
<https://www.rangers1.net/>

Mental/Emotional Crisis:

- Safe2Tell Wyoming: Confidentially report anything that concerns or threatens you, your friends, your family or your community.
 - (844) 996-7233
 - <http://safe2tellwy.org>
- Suicide Prevention Lifeline: The national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.
 - (800) 273-8255

APPLICATION - REGISTRATION - ADMISSION

Virtual Preparatory Academy of Wyoming is a statewide virtual education program within Lincoln County School District #1 under the supervision and regulatory oversight of Lincoln County School District #1 and the Wyoming Department of Education. Virtual Preparatory Academy of Wyoming students are public school students with residency in the state of Wyoming. Virtual Preparatory Academy of Wyoming will admit all students who reside in the state, provided there is the capacity to serve that student's grade level per the annual enrollment goals for each year. All students are welcome.

Virtual Preparatory Academy of Wyoming does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in its programs or activities.

Virtual Preparatory Academy of Wyoming students are required to have reliable internet connection available for the student's use while attending school.

Families can access an online enrollment portal to complete admissions forms and upload compliance documentation required for school enrollment in Wyoming. This includes proof of identity, proof of Wyoming residence, and proof of current immunization record.

ENROLLMENT PROCESS

All enrollment procedures displayed here have been vetted and reviewed to assure compliance with all federal, state, and local statutes and policies. The procedures comply with FERPA, HIPA, OCR, and USDOE guidelines and regulatory statutes. The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

To begin the Enrollment Process, please create an account on the enrollment portal and complete the online registration application. Once the enrollment application is received, along with all required admission documents and verification, your student will be enrolled in the school. Upon admission, additional registration materials will be collected. If you need help, a member of our enrollment team is here to support you through this process.

ELIGIBILITY REQUIREMENTS

Age Eligibility

Students must reside in the state of Wyoming to be eligible for enrollment. Age eligibility must be five (5) on or by August 1 of the current school year. Lincoln County School District #1 Board Policy JEB.

Suspended or Expelled Students

The school may deny admission to any pupil who has been suspended or expelled from another school district, whether located in or outside the state, for the duration of the suspension or expulsion, regardless of whether or not the student establishes residency within this district.

In-District Transfer

- Collaborative process between the district school, superintendent, and virtual education program.
- Parent/guardian would complete the online application supported by the virtual enrollment coordinator.
- Transfer of required compliance documents would take place within the district.
- New students to the district that want to attend the virtual education program would submit all required compliance documents.

Out-of-District Transfer

- Parent/guardian completes the online application.
- Parent/guardian submits all required compliance documents.
- Lincoln County School District #1 application for admission of a nonresident student form.
- Once the application is complete and enrollment documents are collected, the virtual education program will request records from the resident district school.

REQUIRED DOCUMENTS

Proof of Student Identity & Guardianship

Copy of your child's birth certificate (official or hospital-issued) showing the child's legal name, place and date of birth, and legal guardian(s). If the birth certificate is unavailable, your alternate option is a combination of Proof of Guardianship (court documentation) and Proof of Identity (child's passport or birth affidavit). Lincoln County School District #1 Board Policy JEB.

Proof of Residency

Documentation that proves the residency of the student and his/her primary parent/legal guardian. When the child lives with the legal guardian and the proof of residency documentation is in the legal guardian's name, any of these documents are accepted. If you cannot provide any of the documents below, please contact the school office.

- Utility Bill (electric, gas, water, or sewer); Resident name and property address must appear on the bill; Must be dated within 60 days of enrollment. Please note that disconnect notices, final bill statements, and billing envelopes are not accepted.
- Mortgage Statement: Resident name and property address must appear on the statement; it Must be dated within 90 days of enrollment.
- Lease or Rental Agreement that specifies the start and end date of the agreement; must be dated and include names and signatures of the lessee and the lessor (typically, this is the first and last pages of the agreement).
- Original Mortgage/Closing Paperwork such as the Housing & Urban Development (HUD) Statement; Resident name and property address must appear on the statement.
- Pay Stub that includes employer name and address; also, must have guardians name, address, and be dated.
- Bank Statement: must show Legal Guardian's name and current physical address and be dated within 30 days.
- Active Military Orders; must show Legal Guardian's name and current physical address.
- An Affidavit of Residency must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the registration forms being submitted, and the original, hard copy affidavit must be submitted.

Immunization Records

All student immunizations must be up to date before attending a school in Wyoming. Lincoln County School District #1 Board Policy JEB.

To ensure the Wyoming Department of Health aligns with the Health Insurance Portability and Accountability Act (HIPAA), Wyoming schools must obtain a parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR) for proof of immunization. Parent/guardian agreement must be maintained in the student's school file and made available to the Wyoming Department of Health upon request.

All students' immunizations must submit immunization documentation before attending a school in Wyoming. Wyo. Stat. § 21-4-309 and the Wyoming Immunization Rules establish the immunization requirements for children attending Wyoming public schools (K-12). All persons attending a Wyoming public school shall, within thirty (30) calendar days of entry, provide documentary proof of immunization. <https://health.wyo.gov/wp-content/uploads/2020/09/School-Vaccine-Chart-8.5-x-11.pdf>

Wyoming Statute 21-4-309(a) grants authority to the State Health Officer and County Health Officer to authorize waivers "upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine." The law does not allow parents/guardians to request a waiver simply because of inconvenience (for example, a record is lost or incomplete, and it is too much trouble to go to a physician or clinic to correct the problem). Wyoming statute does NOT allow for the authorization of waiver requests based on philosophical beliefs.

<https://health.wyo.gov/publichealth/immunization/patient-and-parent-resources/mandatory-immunizations/immunization-exemptions/>

CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY

The Parent/Guardian/Student is responsible for informing the school office of any change of address or phone number. If you have a change of address, you are required to provide the corrected student information and proof of residency documentation to the school office by emailing our office. If there is a change of custody for the student, you are required to provide the corrected student information, including the current custody order, to the school office.

ACADEMICS

GRADES

The Virtual Preparatory Academy of Wyoming has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on assessment results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. Students may seek clarification of the grading by requesting additional information from their teacher.

Kindergarten through 6th grade uses the following grading system:

- A** = Advanced
- P** = Proficient (demonstrates understanding of the standard)
- B** = Basic (demonstrates some understanding of the standard. May need additional support)
- BB** = Below Basic (requires extensive support or provides little or no evidence in meeting the standard)
- S** = Satisfactory progress
- U** = Unsatisfactory progress

Middle School uses the following grading system for grades 7 and 8:

- A** = 90% - 100%
- B** = 80% - 89%
- C** = 70% - 79%
- D** = 65% - 69%
- F** = 64% and below

GRADING PERIODS

Progress reports will be provided at the end of each quarter. Progress report grades are not final but are a snapshot in time. A final report card will be issued at the end of the year.

PROMOTION, PLACEMENT, AND RETENTION

Students are expected to make adequate progress in mastering a complete year of curricular objectives by following a consistent and regular schedule of schooling. It is expected that students will be promoted to the next grade level at the end of an academic year based on adequate progress. Lincoln County School District #1 Board Policy IKE-R.

Promotion to the next grade (or level) is based on the following criteria:

1. Academic achievement (failure in basic areas-- language arts, mathematics, social studies, and science)
2. Maturity of the student (physical and emotional maturity as well as chronological age)
3. Academic achievement in relationship with effort, attitude, attendance, and basic abilities

TEACHER QUALIFICATIONS

Every Student Succeeds Act (ESSA) was signed into law in December 2015. Under Section 1112 (e)(i)(ii), which addresses the parent's right to know. This is to inform you of your right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. Please contact the school office if you have questions or want to request qualification information.

ATTENDANCE AND ABSENTEEISM

The process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of students with one another in the classroom and their participation in instructional activities under the direction of a highly qualified teacher are vital. Education is much more than written assignments or homework; it encompasses instruction, discussion, interaction, and project work that occurs in the classroom. Most of the learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost. Regular attendance reflects a student's dependability and is a significant factor in the student's permanent record.

Few factors have a greater influence on school success than regular attendance. Daily attendance is tracked via a combination of the following: offline time submissions submitted by Parents/Guardians, online activity reports automatically generated by the school Learning Management System when students work in courses or attend live sessions, participation in state and local assessments, contact with school staff, and other methods as dictated by the school.

- It is expected that students will be engaged and actively participating in schoolwork each day. Students should be online, completing asynchronous lessons through the course dashboard, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress, students will be referred to the engagement intervention program.
- Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view anytime.
- Students must attend in-person state testing at designated locations on assigned days.
- Failure to log into the system and complete coursework each day and/or to show up for assigned testing constitutes an unexcused absence for the student.
- Students must attend school on all official school days, complete all assignments promptly following stated class schedules, and attend live class sessions or view archived materials as directed.
- Parents/Guardians may be directed to log offline hours and/or properly document the student's offline work.

- Parents/Guardians must provide the school with written notes documenting why absences should be excused within one day of the absence date.
- Students that fail to meet engagement requirements related to completing diagnostic assessments, state testing, live session participation, and completion of course assignments and assessments may be subject to discipline and/or interventions.

ATTENDANCE

Students attend school five (5) days a week, Monday- Friday.

Students in grades K-8 must log 5 hours of course instruction each day. Failure not to log in for an entire day may result in an unexcused absence if no documentation is provided. *Having no internet is an *UNEXCUSED* absence.

At five (5) unexcused absences, you will receive an email notification regarding the accumulation from school administration.

At seven (7) unexcused absences, you will receive another email notification regarding the accumulation from school administration as well as a phone call from your student's assistant principal.

At ten (10) consecutive absences, per state law, the student will become truant.

ANY ABSENCE - Please notify the teacher when your child is absent. Discuss with the teacher a plan to complete missed assignments to ensure you continue making adequate progress.

EXCESSIVE ABSENCE - If a pattern of absenteeism and lack of participation develops (Not logging into the online school, completing assignments, being non-responsive to communication, etc.), the teacher will contact the parent/guardians to determine needs. The teacher will notify the principal concerning the absences.

TRUANCY

Every parent, guardian, or other person having control or charge of any child, who is a resident of this state, whose seventh birthday falls on or before August 1 of any year, and who has not yet attained his sixteenth birthday, or completed the tenth grade, shall be required to send such child to, and such child shall be required to attend school. W.S. 21-4-102

If students stop attending Virtual Preparatory Academy of Wyoming and Lincoln County School District #1 due to non-participation and resulting truancy, state law requires parents of underage children to report to the local school district, and thus the state, the child's educational status following this potential withdrawal from attending Wyoming Virtual Academy and Lincoln County School District #1.

Students who stop attending Virtual Preparatory Academy of Wyoming (Not logging into the online school, completing assignments, being non-responsive to communication, etc.) and become nonresponsive to staff attempts to communicate via email, phone, and standard postal mail, will become truant at 10 consecutive days in per state law.

When a student is approaching truancy, it shall be the duty of the Head of School or designee to:

- Counsel the student, parents/guardians/custodians, and teachers to investigate the cause of truancy, habitual truancy and willful absenteeism.
- Give written notice to the parent, guardian, or custodian of any child having an unexcused absence that the attendance of such child at school is required by law under W.S. 21-4-102 and local board rules pursuant to W.S. 21-3-110(a)(xxxix). If after such notice has been given, the child has continued unexcused absences in violation of W.S. 21-4-102 or local board of trustees' rules under W.S. 21-3-110(a)(xxxix) and the attendance officer reasonably believes that the unexcused absences were due to neglect as defined in W.S. 14-3-202(a)(vii), willful absenteeism or habitual truancy, the attendance officer shall proceed in accordance with W.S. 21-4-107.
- When the attendance officer of any school district determines that a child is an habitual truant or has been absent due to willful absenteeism as defined by this article the attendance officer shall notify the board of trustees and the district attorney who may initiate proceedings in the interest of the child under the Child Protection Act, W.S. 14-3-401 et seq., or the Children In Need of Supervision Act, W.S. 14-6-401 et seq., as appropriate. If the child is an Indian child as defined in the federal Indian Child Welfare Act, 25 U.S.C. 1901 et seq., the district attorney shall notify the child's tribe and may initiate proceedings in the interest of the child if authorized to do so under state and federal law. If the Indian child resides on the Wind River Indian Reservation, the attendance officer shall notify the Wind River Tribal Court prosecutor and the tribal prosecutor may initiate proceedings pursuant to applicable tribal law and order codes.
- Students with 10 consecutive absence days will be withdrawn from Virtual Preparatory Academy of Wyoming. The withdraw notification will be sent to the parent and resident district.

NOTE: Our intent is to solve attendance and participation problems quickly so that the children will not fall behind and become discouraged. The truant student will be required to complete all classwork missed due to truancy.

ENGAGEMENT

All students are expected to continuously engage in instructional programming to be successful in Virtual Preparatory Academy of Wyoming. Daily course completion and live instructional session participation allow instructional staff insight into student development and academic support needs. Live sessions also allow students to participate in cooperative learning, ask questions and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments is essential for promoting student development and instrumental for implementing targeted instructional techniques.

Virtual Preparatory Academy of Wyoming assesses student engagement levels via a combination of the following:

- Completion of course assignments
- Completion of local assessments
- Attendance and participation in live instructional sessions
- Attendance and participation in state-mandated testing

COURSE ASSIGNMENTS AND ASSESSMENTS

It is critical for student success to complete course assignments and assessments regularly so teachers can monitor progress and ensure growth and mastery of state standards. Within each course, students should complete all items on the plan for the day and stay on track with assignment due dates as set by

the teacher. Students who do not follow minimum expectations of course completion will be referred to the engagement intervention protocol.

LOCAL ASSESSMENTS

All new students will be assessed for learning readiness using a computer-adaptive, nationally normed test. The results from this initial assessment will assist teachers in developing a personalized plan for each student using Wyoming Content and Performance Standards.

Once a student is enrolled and has finalized his/her personalized plan, the student will participate in various performance assessments over time to monitor their progress and modify their academic program keeping them on track for academic success. These assessments include:

- Short Cycle Assessments
- Course-level Assessments
- Computer-adaptive Nationally Normed Assessments: The assessments are taken three times per school year by all students. Baselines (incoming assessment) are established in the first month of the school year. Once a baseline has been established, performance is also measured in the winter and spring.

Students shall be allowed to complete assessments within a reasonable time, consistent with administering the assessment. These timelines for completion will be communicated as each assessment is announced. Students are expected to complete all assessments given. Students who do not follow minimum expectations will be referred to the engagement intervention protocol.

LIVE INSTRUCTION SESSIONS

The curriculum at Virtual Preparatory Academy of Wyoming is designed to provide flexibility to its students and allow them the opportunity to earn credit and complete assignments independently. However, students who attend and regularly participate in live class sessions are typically more successful than those who do not. Students are provided a clear schedule for synchronous and/or asynchronous opportunities in the core subjects of Math, English, Science, and Social Studies. Although live instructional sessions are recorded and made available to students for review on their own time, students are encouraged to attend live sessions as they are provided in real-time so that they can benefit from live discussion and collaborative work with students and teachers.

STATE MANDATED TESTING

Wyoming students are tested regularly by the state to assess their progress as they move through school. Students are required to attend all state testing.

Wyoming Test of Proficiency and Progress (WY-TOPP) measures student achievement and growth according to Wyoming Content and Performance Standards. The summative assessments for Wyoming students and assesses:

- Mathematics: Grades 3-8
- English Language Arts: Grades 3-8
- Science: Grades: 4 and 8
- Writing: Grades: 3, 5, and 7

Some students may additionally be required to participate in the following assessments:

- English Language Proficiency: Grades K-8, required for all non-English speaking students eligible to receive English Language Development (ELD) services.

ENGAGEMENT INTERVENTION PROGRAM

The Student Success team provides timely coordination of support services to address the specific needs of each Student and foster positive academic outcomes. The assigned Student Success team member will continuously monitor student progress to evaluate and adapt a support plan as needed. Participation is required to ensure student success. A Student Success Intervention Plan may be implemented as an intervention to assist any student not performing satisfactorily or failing to achieve required progress.

SUPPORT LEVELS

Student Success staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine a student's engagement level. A four-tiered intervention system with increasing support will be utilized.

Level 1: General school-wide prevention and programming, including onboarding, homeroom support, live instructional sessions, and student group activities.

Level 2: Engagement or course progress concerns requires Student to receive additional support and progress monitoring through an Intervention Plan. During this period, the focus will remain on enhancing academic growth through increased contact with teachers and support staff, modification of learning goals, and/or modification of the student learning plan. Student Success staff will work with a teacher to identify barriers interfering with Student's education, set specific goals, and create an action plan to provide additional support or accountability as needed. Individual check-ins and/or additional small group sessions may be required.

Level 3: All available resources and interventions have been exhausted for a student. Students are escalated to administration for the next steps, including possible transfer to another school program to address their individual needs more appropriately.

Level 4: Escalation to Administration. All available resources and interventions have been exhausted. The family is not compliant or is unengaged in the process. Virtual Preparatory Academy of Wyoming's administration determines the course of action. If determined a withdrawal is necessary, the parent and resident district will be notified.

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

It is the policy of the Virtual Preparatory Academy of Wyoming to maintain a safe school environment for all students, employees, and visitors while attending school and attending school-sponsored activities on school premises or at other locations. Good citizenship in schools is based upon respect and consideration for the rights of others. Lincoln County School District #1 Board Policy JIC.

All students are expected to comply with printed school regulations, specifically including conduct requirements set forth in student handbooks, as well as other commonly accepted standards of good behavior, and to learn behavior patterns that will enable them to be responsible, contributing members of society. They shall be required to conform to school rules and regulations and to those provisions of law which apply to the conduct of minors.

The principal and/or superintendent may suspend or recommend expulsion of a student who violates one or more of the following standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity, including traveling to or from school:

- Causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property; or stealing or attempting to steal private property.
- Causing or attempting to cause physical injury to another person except in self-defense.
- Possessing, using, transferring, carrying, or selling a deadly weapon while on the school campus or on any school bus, or while in attendance at any school activity. Said items will be impounded and destroyed.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind.
- Cheating, using, or copying the academic work of another and presenting it as his/her own without proper attribution.
- Defying the valid authority of supervisors, teachers, or administrators.
- Items potentially disruptive/harmful are prohibited, such items as, but not limited to, water squirters, personal audio equipment, toys, and lasers. Pagers and cell phones must be off during class.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are responsible for the care of equipment and materials assigned to them. Any students found to be causing damage to or destroying school property may be required to reimburse the district for the repair or replacement of the property and may be subject to legal action. Lincoln County School District #1 Board Policy JICB.

SECRET SOCIETY/GANG ACTIVITY/HAZINGS

Membership in secret clubs, societies, or organizations is prohibited. The school will refuse to recognize and allow any activities connected with these organizations to be associated with any phase or part of the school program. Lincoln County School District #1 Board Policy JICF.

Students will not be allowed to promote these organizations during any part of the school day or during their school activities. This restriction shall cover all types of activity relating to these organizations' membership, recruitment, wearing of distinguished clothes or emblems, and any other action by members of secret organizations.

Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangements, trademark, symbol, or any other attribute which, indicates or implies membership or affiliation with such a group, presents a danger to the educational process. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations, which may cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. These activities are prohibited whether or not the initiation

or hazing event is associated with a recognized or accepted school club, class, or activity or whether it is associated with an unrecognized or improper gang, club, or activity.

This does not preclude the possibility of ceremonial induction for school clubs or associations. However, in such cases, the ceremony will be appropriate and under the direct supervision of the sponsor.

HARASSMENT, INTIMIDATION, HAZING, AND BULLYING

Harassment, intimidation, or bullying of students at school is prohibited. Lincoln County School District #1 Board Policy JICFA. If a parent has a concern, he/she should contact the building principal. Completion of a bullying report form will be requested. Sexual Harassment guidelines can be found in the following Lincoln County School District #1 Board policies: JICFA, GBAAA, GBAAA-E, GBAAA-R.

Harassment, intimidation, or bullying means any intentional gesture or any intentional written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of:

- Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
- Is so sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or group of students.

"Written" acts include, but are not limited to, handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications.

Cyberbullying is an aggressive, intentional act carried out by an individual or group using electronic forms of contact. These include but are not limited to:

- Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
- Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- Phone call bullying via mobile phone uses silent calls or abusive messages.
- Email bullying uses email to send bullying or threatening messages.
- Chatroom bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- Bullying through instant messaging (IM) is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
- Bullying via websites includes the use of defamatory blogs (web blogs), personal websites, and online personal polling sites.

A School, as used in this policy, includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity, or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Students shall conduct themselves according to the rules and policies of the school district and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment, or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who claim to have been harassed, intimidated, or bullied or who witness harassment, intimidation, or bullying of another student shall report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint or designate another staff member to investigate the complaint.

Students may anonymously report any harassment, intimidation, or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time, and location of the incident, and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation, or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to, the alleged victim and the student(s) alleged to have engaged in harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation, or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation, or bullying shall be subject to discipline, up to and including suspension or expulsion.

When a student reports that he or she has been harassed, bullied, or intimidated in violation of this policy, the principal shall schedule a meeting with the student, the student's parent(s), the student teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline, up to and including suspension or expulsion.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall be available to the public on the school district's website. The school shall provide copies of the anti-bullying policy to parents in a manner and method determined by each principal, which may include the distribution of the student handbook to parents.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

STUDENT SUSPENSION/EXPULSION

A student who knowingly and seriously violates rules of student conduct may be subject to suspension or expulsion from school. Lincoln County School District #1 Board Policy JKD/JKE.

With the due process of law, a student may be suspended or expelled from public school during the school year on the following grounds:

- Continued willful disobedience or open and persistent defiance of school personnel.
- Willful destruction or defacing of school property.
- Threatening, torturing, tormenting, or abusing a student or in any way mistreating fellow students or a teacher with physical violence.
- Truancy
- Use or possession of tobacco, alcohol, or drugs.
- Any other behavior which, in the judgment of the Board, is clearly detrimental to the welfare or safety of other students.
- Possessing, using, transferring, carrying, or selling a deadly weapon.

Suspension

The Board may suspend any child for any of the reasons enumerated above. The Board delegates authority to the principals and the superintendent to suspend any student from school for a period not to exceed ten (10) school days.

In all cases of suspension, the disciplinarian (principal, superintendent, and/or Board of Trustees) shall give the student to be suspended oral or written notice of the charges against him and an explanation of the evidence the authorities have. The disciplinarian shall give the student to be suspended an opportunity to be heard and to present his version of the charges against him as soon as possible after the alleged misconduct. No student shall be removed from school without such notice and opportunity to be heard unless the student's presence in school endangers persons or property or threatens disruption of the academic process, in which case his immediate removal from school may be justified. However, the opportunity to be heard shall follow as soon as practicable and not later than 72 hours after his removal, not counting Saturdays and Sundays.

Written notice of suspension shall be sent to the student's parents, guardians, or custodians within 24 hours after the decision to suspend has been made. Suspension for more than ten (10) school days may not be imposed on any pupil by any disciplinarian, including the Board of Trustees, without offering the student and parents, guardians, or custodians an opportunity for a hearing.

If a hearing is requested, it shall be held in conformance with Board policy pertaining to hearings under the Wyoming Administrative Procedures Act (see policy BDE, Special Procedures for Conducting Hearings). No suspension shall be for longer than one school year.

Procedure for Suspension

For offenses other than truancy and dangerous situations requiring immediate removal of the student from school, the principal shall notify the parents before the suspension is imposed, if possible. Parents shall be contacted for a conference. If the suspension is imposed following the conference, the parents

shall be sent a formal, written notice of suspension immediately, in the form of a registered letter marked for a return receipt and delivery to the addressee only. A second conference may be required before the student is readmitted to school.

In cases necessitating immediate removal of the student from school and in cases of truancy, suspension will be imposed, and the parents will be notified orally at once. Written notification shall be as above. A conference will be required before the student may be readmitted.

Expulsion

Only the Board may expel a student from school. No expulsion shall be for longer than one school year. Expulsion may be ordered for a student who has committed serious offenses against school rules as listed above. The Board may expel a child from school only after the pupil and parents or guardian have had an opportunity for a hearing, if requested, in accordance with the Wyoming Administrative Procedures Act. The procedures for notification to parents will be the same as those for suspension above.

Additional Provisions Regarding Suspension/Expulsion

Suspension or expulsion may not be imposed as an additional punishment for offenses punishable under the laws of the state unless the offense was committed at a school function or is of such nature that continuation of the child in school would clearly be detrimental to the welfare, or safety of other pupils. No suspension or expulsion shall be for longer than one school year.

Any decision by the Board to suspend or expel shall be considered final. The decision may be appealed to the District Court of Lincoln County. The court may, on application or on its own motion, stay the decision of the Board pending appeal, as the best interests of the child may appear.

STUDENT GRIEVANCES

A grievance is a written allegation by a student and/or the student's parent of a violation of Board policy, administrative regulation, or of a written school rule or regulation pertaining to students. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. The school district has prescribed other policies pertaining to complaints involving discrimination and/or sexual harassment. Any student or his parents having a complaint involving discrimination or sexual harassment should use the applicable policies and procedures pertaining to those kinds of complaints.

For grievances as defined in this policy, the student is encouraged to present such grievance first to his/her teacher if the grievance involves the teacher, and if not, then to the building administrator. In those instances where satisfactory results or adjustments cannot be made by the teacher, the matter may be taken up with the building administrator. If the matter cannot be satisfactorily resolved within five (5) working days after the grievance is submitted in writing, the matter may be referred to the building administrator if first presented to the teacher, or if first presented to the building administrator, then it may be referred to the superintendent. If the grievance is not satisfactorily resolved within five (5) working days thereafter or any extension agreed to by the grievant, then the matter may be referred to the superintendent; or if the superintendent has already considered it, then to the Board of Trustees. Any grievance submitted to the Board of Trustees must first have been considered by the building administrator and the superintendent. The Board shall consider the grievance at its next board meeting, first occurring not less than five (5) working days after submission of the grievance to the Board of Trustees. The decision of the Board of Trustees shall be final. Lincoln County School District #1 Board Policy JII.

DRESS AND APPEARANCE

Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel.

COOPERATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel.

EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and/or other such disciplinary action as adjudged appropriate.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Virtual Preparatory Academy of Wyoming of Student Conduct shall apply to all children unless a child's individualized education program provides explicitly otherwise. Virtual Preparatory Academy of Wyoming will ensure that the parents/guardians and the child with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to child management, discipline, and suspension/expulsion upon the child's entry into a special education program or at the annual IEP review.

Virtual Preparatory Academy of Wyoming will consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of federal and state law, is appropriate for a child with a disability who violates the code of student conduct. Virtual Preparatory Academy of Wyoming may remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days and for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct.

After a child with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent days of removal, Virtual Preparatory Academy of Wyoming will provide services to the extent required. Virtual Preparatory Academy of Wyoming will conduct manifestation determination reviews as necessary.

For disciplinary changes in placement that would exceed ten consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, Virtual Preparatory Academy of Wyoming will apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities except as outlined below.

SERVICES

A child with a disability who is removed from his or her current placement for more than ten consecutive school days must:

- Continue to receive educational services to enable the child to continue participating in the general education curriculum in another setting and progress toward meeting the goals set out in

the child's IEP.

- Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications outlined in the behavioral intervention plan and IEP, where appropriate, that are designed to address the behavior violation so it does not recur.
- Virtual Preparatory Academy of Wyoming will provide services during periods of removal to a child with a disability who has been removed from his or her current placement for ten school days or less in that school year if services are provided to a child without disabilities who has been similarly removed.
- After a child with a disability has been removed from his or her current placement for ten school days in the same school year, if the current removal is not for more than ten consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed in order to provide a free, appropriate public education, to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- Suppose the removal is for more than ten consecutive school days or is a change in placement because of disciplinary removals. In that case, the child's IEP Team determines appropriate services needed in order to provide a free, appropriate public education to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- The services required may be provided in an interim alternative educational setting.

Virtual Preparatory Academy of Wyoming will comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), the Individuals with Disabilities Education Act ("IDEA"), as well as the Wyoming Special Education Rules. The proposed school administrative office will be ADA-compliant.

MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Virtual Preparatory Academy of Wyoming, the parent, and the relevant members of the child's IEP Team (as determined by the parent/guardian and the LEA) will review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- If the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or
- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the Virtual Preparatory Academy of Wyoming staff, the parent/guardian, and relevant members of the child's IEP Team determine the conduct in question was a direct result of the failure of the LEA to implement the IEP, Virtual Preparatory Academy of Wyoming will take immediate steps to remedy those deficiencies.

DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION

If Virtual Preparatory Academy of Wyoming staff, the parent/guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP Team will either:

- Conduct a functional behavioral assessment, unless Virtual Preparatory Academy of Wyoming had

conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

- If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior, and except as provided in special circumstances below, return the child to the placement from which the child was removed, unless the parent/guardian and Virtual Preparatory Academy of Wyoming agree to a change of placement as part of the modification of the behavioral intervention plan.

SPECIAL CIRCUMSTANCES

Virtual Preparatory Academy of Wyoming may remove a child to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability if the child:

- Carries a weapon to or possesses a weapon at School, on school premises, or at a school function under the jurisdiction of the State or the LEA;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School, on school premises, or to a school function under the jurisdiction of the State or the LEA; or
- Has inflicted serious bodily injury upon another person while at School, on school premises, or at a school function under the jurisdiction of the State or the LEA.

The IEP Team determines the interim alternative educational setting.

NOTIFICATION

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of child conduct, Virtual Preparatory Academy of Wyoming will issue a Prior Written Notice to notify the parents/guardians of that decision and provide parents/guardians the procedural safeguards notice described by Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as amended (Section 504).

APPEAL

The parents/guardians of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this Rule or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others may appeal the decision by requesting a hearing.

SEXUAL HARASSMENT, DISCRIMINATION, AND RETALIATION

Lincoln County School District Number #1 (District) is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from sexual harassment and discrimination. Sexual harassment is a form of sexual discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S.C. § 2000e, et seq. and the Educational Amendments of 1972 (Title IX), as amended, 20 U.S.C. § 1681, et seq.¹ This policy shall apply to all students, employees, and volunteers of District.

PROHIBITION OF SEXUAL HARASSMENT

The district prohibits any harassment on the basis of sex in its education programs or any activity that it operates, including in employment.

TITLE IX COORDINATOR

District's Title IX Coordinator is designated and authorized to oversee compliance with all aspects of the District's Sexual Harassment Policy. Inquiries about the application of Title IX to the District may be referred to: 1) the Title IX Coordinator, who may be reached at the District Administration Building, 11 Adaville Dr., Diamondville, WY 83116; (307) 877-9095; or 2) the Assistant Secretary, Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov. The contact information for the Title IX Coordinator is available on the district's website, which may be found at: www.rangers1.net.

Complaints of sexual discrimination which do not constitute sexual harassment are processed as per Lincoln County School District #1 Board Policy AC and Regulation AC-R.

NONDISCRIMINATION

This district is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, disability, and religion. This policy should prevail in all matters concerning staff, students, educational programs and services, and individuals with whom the school district does business. Lincoln County School District #1 Board Policy AC.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, disability, or religion;
- respect for cultural differences;
- respect for the economic, political, and social rights of others;
- respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

All employees, students, and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended.

The district shall strive to inform students, parents, employees, and the public that all educational programs, specifically including vocational opportunities, are offered without regard to race, color, national origin, sex, age, disability, or religion. In order to accomplish this, a statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For the purposes of this district, that person shall be the Superintendent of Schools.

All students shall be permitted to enroll in vocational education programs as well as other school programs without consideration of their race, color, national origin, sex, disability, or religion. To the extent that a

prerequisite class may be required before admission, such prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of his limited English language skills.

Counselors shall not use counseling materials and activities or promotional and recruitment efforts that discriminate in any manner, and counselors shall not direct or urge any student to enroll in a particular class program on account of that student's race, color, national origin, sex, disability, or religion. All students shall have equal opportunities available to participate in cooperative education, work-study, and apprenticeship training programs either now offered or which may be offered in the future.

All employees of this district shall be hired, retained, promoted, transferred, compensated, or, if necessary, terminated without regard to their race, color, national origin, sex, age, disability, or religion.

Students with disabilities shall be admitted and given equal access to programs and shall not be denied access to vocational education programs or other courses because of architectural or equipment barriers or because of the need for related services or auxiliary aids to the extent reasonable to accommodate the disabled. To the extent possible, disabled individuals shall be placed in regular vocational education programs and education courses.

Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to:

Wyoming Department of Education
Office for Civil Rights Coordinator
122 W. 25th St., Ste. E200
Cheyenne, WY 82002-2060
Phone: 307-777-7675

OR

Office of Civil Rights, Region VIII
U.S. Department of Education
Federal Building, Suite 310
1244 Speer Boulevard
Denver, CO 80204-3582
Phone: 303-844-5695 or TDD 303-844-4303

MANDATORY REPORTERS

According to Wyoming statutes, school personnel are required to report suspected child abuse. The following procedures will be used. Lincoln County School District #1 Board Policy JLF.

1. Any school employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to such circumstances or conditions shall immediately report or cause a report to be made of such fact to the principal, or if the principal is not available, to his designee.
2. When there is good reason to believe a child has been abused, the principal or his designee must make an immediate report by telephone to the Department of Family Services and/or law enforcement in Lincoln County. The report should contain names and addresses of the child and his parents, guardian, or caretaker if known, the child's age and nature and extent of the child's injuries, including any evidence of previous injuries and any other information that might be

helpful in establishing the cause of or nature of the abuse and the identity of the perpetrator. The oral report should be followed by a written report if requested. The principal should keep a confidential copy of the written report if it is requested.

ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS

Integrity, especially academic integrity, is a core value of the Virtual Preparatory Academy of Wyoming. Students are expected to abide by the following guidelines regarding academic integrity. Lincoln County School District #1 Board Policy JFC. All exams and assignments will be the original work of the student. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly **forbidden**.

Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print sources) and representing them as your own. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the Virtual Preparatory Academy of Wyoming administration and may be removed from the course with a failing grade.

Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams. Students may not share work with other students on unit tests or final exams. If a student does not complete their own work or share work with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of suspension or expulsion from the school.

For written assignment submission, the school will utilize TurnItIn (<https://www.turnitin.com>), an integrated anti-plagiarism software service. Upon submission, the service scans the content and compares it to an extensive database of information through a pattern-matching algorithm. The matching report is available for the teacher to review.

Plagiarism includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author
- Presenting an idea, theory, or formula originated by another person as your own original work
- Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work
- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person

Cheating includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own
- Allowing another student to take and/or use an assignment to submit as his/her own
- Looking at another student's test or essay with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own
- Representing as your own work or words of a parent, sibling, or someone else
- Discussing a test or quiz with a student who has not completed or taken the assessment
- Using teacher test materials and/or answer sheets without authorization
- Using teacher computer files or grading programs

- Using any type of “cheat sheet” on your person, an object, or programmed within graphic calculators, or any other electronic device without teacher approval

Source Citation

- Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

Academic Dishonesty Policy

Academic integrity is highly valued at the Virtual Preparatory Academy of Wyoming. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use.

Non-citation infraction:

- 1st incident = grade of zero on assignment and counseling on the correct use of citations
- 2nd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

Citation infraction

- 1st incident = counseling on the correct use of citations
- 2nd incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

ADDITIONAL POLICIES

SECTION 504

The Rehabilitation Act of 1973 includes Section 504 to prevent discrimination based on a disability. The Section 504 civil rights statute requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled. The Virtual Preparatory Academy of Wyoming will provide a "free appropriate public education" (FAPE) to each qualified Student with a disability under Section 504. An individual with a disability means any person who: "(i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

STUDENTS AT RISK

The Virtual Preparatory Academy of Wyoming will follow the Child Find requirements of the state, as well as the requirements of the Individuals with Disabilities Education Improvement Act (IDEA 2004), Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act (FERPA). Parents/Guardians will have the opportunity to provide any previous special education documentation during the enrollment process.

Students may be referred for special education evaluation by their parent/guardians, teacher, or the Student Support Team (SST). The team, consisting of general education teachers, special education staff,

and school administrators, will regularly review data on students that are not progressing as expected. The SST will consult with the parents/guardians and address struggling students' needs through the MTSS/RtII process. The teacher will implement and document interventions and the student's responses to interventions. If a student is referred for an evaluation, the student's response to MTSS/RtII efforts is used as one data metric in the determination of special education eligibility. These interventions will not be used to delay or deny a parent / guardian-requested special education evaluation. The team will verify that the struggling student has received appropriate instruction and that the student's difficulties are not related to Limited English Proficiency. Data related to academic achievement, behavior concerns, intervention results, and academic progress will also be reviewed by the team.

The Virtual Preparatory Academy of Wyoming will provide Child Find information to school staff, parents/guardians, and state and local organizations and agencies. These efforts will include compliance with the special education referral process, providing professional development to the Virtual Preparatory Academy of Wyoming staff and Student Support Team, participating in the Multi-Tiered Systems of Support/Response to Intervention and Instruction (MTSS/RtII) process, including universal screening procedures, creating and maintaining written policies, and procedures related to Child Find, and involvement in public awareness activities related to Child Find of implementation of students enrolled in Virtual Preparatory Academy of Wyoming.

Parents, guardians, relatives, and public and private agency employees are used to helping schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

HOMELESS STUDENT PROTOCOL

Children who meet the Federal definition of "homeless" will be provided with free and appropriate public education in the same manner as all other students at the school. To that end, homeless students will not be stigmatized or segregated based on their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School's Enrollment Policy, any homeless child in the State of Wyoming is eligible to attend the school. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance or school success of homeless children.

A Homeless Student is anyone who...

- Lacks a regular, fixed and adequate nighttime residence (substandard housing)
- Is sharing housing due to economic struggles
- Is living in a shelter, hotel or motel
- Is living in a public place not designated for sleeping (cars, parks)
- Is an unaccompanied youth
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

During a shared housing situation, only the *second* family is considered to be doubled-up; not the original family in the home. However, in some cases where it is determined that economic struggle on the part of both families has led to the shared housing, both families *may* be considered homeless.

Homeless students will be provided services comparable to other students in the school, including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria, including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifts and talented students
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview

The Head of School shall serve as the local liaison for homeless children and youth. To the extent that the school receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Lincoln County School District #1 Board Policy JRA-E (2).

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records, including

disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Lincoln County School District #1 will make available to the public directory information pertaining to students at Lincoln County School District #1. Directory information includes the following: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, date of attendance, the most recent previous educational agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within fifteen (15) days of the date of this notice.

MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS

Lincoln County School District #1 Board Policy JRA-R.

1. Student educational records and progress records will be maintained on established forms that have been adopted for district-wide use (cumulative folders, health records, history sheets, achievement test labels, attendance registers, etc.). Additional information reports such as observation notes, letters from parents, teacher comments, etc., will be placed in the educational records of students only upon the advice of the school principal or other school official who is responsible for the maintenance of student educational records.
2. The additional information reports, considered to be the property of the school district, shall be maintained in files other than student cumulative folders. This policy shall apply to lesson plan books, grade books, observation notes, evaluation comments, case study records, and other similar record forms developed by teachers, psychologists, therapists, social workers, and other similarly trained professionals employed by the school district.
3. Achievement tests may be administered without prior parental permission, and the results of those tests may become part of the student's educational records. In addition, other tests may be administered upon approval of parents or the appropriate school officials. Results of those additional tests may also be placed in the educational records of students.
4. In compliance with applicable governmental regulations, the record-keeping practices of the school district shall include the following:
 - a. Provision to annually inform parents of their rights regarding the educational records of students;
 - b. Announcement of the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records;
 - c. Announcement of the location of student educational records and the responsible school district officials.
5. Disclosure of directory information will be made without prior or written parental permission. Directory information, for the purposes of the school district, may include student name, address, telephone listing, electronic mail address, photograph, grade in school, date and place of birth,

participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended. Any student or parent who objects to the disclosure of directory information should provide the school with a written objection prior to the start of school or within fifteen (15) days after notification of the school's intent to make public directory information, whichever is later.

6. Personally identifiable information, for the purposes of the school district, may include such information as names of parents and other family members, health records, identifiers such as student or social security number, descriptions of personal or educational characteristics, test Lincoln County School District #1 scores and other similar information. Personally identifiable information generally shall require written consent prior to disclosure.
7. Officials of the school district may disclose the educational records of students without prior or written consent:
 - a. When parents or legal guardians seek to examine the records of their own children;
 - b. When parents request that records be transferred to schools or school districts in which the students seek or intend to enroll;
 - c. When requested by school officials from schools or school districts in which students seek or intend to enroll;
 - d. To officials and employees of the school district who have a legitimate educational interest in those records;
 - e. To eligible students (those who have reached 18 years of age or are attending a post-secondary educational institution) who seek to examine their own educational records;
 - f. To comply with a judicial order or lawfully issued subpoena, provided that a reasonable attempt has been made to notify the parent prior to compliance with the judicial order;
 - g. To appropriate organizations and governmental officials (as specified by the Family Educational Rights and Privacy Act, P. 99.31).
8. Written records of disclosure will be maintained by the responsible school district officials. Disclosure records will be maintained on approved forms and will be filed with the educational records of students. Records of disclosure will be maintained by the school district.
9. Unless it has received legal evidence to the contrary (legal instrument or court orders governing such matters as divorce, separation, or custody), the school district will presume that both parents of students have the legal authority to examine the educational records of their children.

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in the schools of this district. Lincoln County School District #1 Board Policy JRA. Data in the cumulative record shall be factual and objective. The cumulative records shall be limited to identifying data, academic work completed, level of achievement, attendance data, health data, standardized test scores, and family information.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Access to a student's cumulative record shall be limited to authorized school personnel, eligible students, parents, and legal guardians of the student. Any other access will require a subpoena or the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded the parents of the student shall be accorded to the student.

District officials will forward transcripts and disciplinary records involving suspension or expulsion from the cumulative record upon the request of a bona fide educational institution with whom the student intends or is instructed to enroll, parent, legal guardian, or the student if he has attained eighteen years of age or is attending an institution of post-secondary education.

Except for the high school transcript, high school grade reports, and attendance records, all material in the student's cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in the school district.

RIGHTS OF PARENTS

Lincoln County School District #1 Board Policy JRA-R.

- Parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of 45 days in which to comply with that request.
- Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has the legal right of access to the records of students and may honor the written request from either parent.
- No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
- It is permissible to require that the educational records be examined in the presence of a school district official. If the parent requests a copy of the records, the request must be honored (costs of reproduction will be borne by the parent).
- Parents, legal guardians, and eligible students who feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of the privacy or other rights of students may request that the records be amended.
- If the school agrees with the request, the records will be amended, and the parents will be advised, in writing, of the agreement.
- If the education agency does not agree with the request for amendment, the parent must be advised of his right to a hearing. (Central administration instructions should be sought at this point, for the regulations governing hearings are lengthy, detailed, and explicit).
- If the hearing determines that an amendment will be made, the records are amended, and the parent is informed, in writing, of the changes.
- If the hearing does not result in a record amendment, the parent must be advised of his right to place a statement of disagreement in the educational record of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. Lincoln County School District #1 Board Policy JRA-E (3). These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (A protected information survey@) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law, to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy/administrative regulation, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below

and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

AUDIO-VISUAL INFORMATION

The school recognizes the value of audio-visual and other electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in various activities. However, individual student records (academic or behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channels, school-sponsored web pages, marketing materials, and other publications. Highlighting the achievements and celebrating student successes in our School is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school should you have any questions or concerns. You may also notify the school in writing, preferably via email, if you prefer that we do not use your student's name, picture, and/or work product for presentations or other uses.

TECHNOLOGY AND ACCEPTABLE USE POLICY

The use of technology is a privilege and an important part of the Virtual Preparatory Academy of Wyoming's overall curriculum. The Virtual Preparatory Academy of Wyoming will offer each student a school-provided computer. If the school-provided computer is declined, this policy applies to privately-owned devices accessing the Virtual Preparatory Academy of Wyoming domain/network. Virtual Preparatory Academy of Wyoming will not be liable for the communication sent via personal devices. The Virtual Preparatory Academy of Wyoming will provide a computer that meets the requirements of the educational program and does not warrant that technology resources will meet any specific requirements that the student, or other users, may have or that it will be error-free or uninterrupted. The Virtual Preparatory Academy Wyoming will, from time to time, make determinations on whether specific uses of technology are consistent with program policies for students and employees. The Virtual Preparatory Academy of Wyoming always reserves the right to monitor and log technology use, monitor cloud storage utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. It is the policy of the Virtual Preparatory Academy of Wyoming to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications,

- Prevent unauthorized access, other unlawful online activity, and damage to program resources.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].
- Provide students with resources to help them make sound decisions regarding appropriate behavior and conduct online. We encourage you to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards/for-students>

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practicable, technology protection measures are used to block or filter internet access to or other forms of electronic communications containing inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matters on the internet and the world wide web.

The installation of technology protection measures at the time of computer provisioning is mandatory, and the internet filter will be set at a level determined by the school. Thereafter, the guardian will be responsible for monitoring computer usage to comply with Virtual Preparatory Academy of Wyoming policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes as approved by the administration. Additionally, it shall be the responsibility of all members of the Virtual Preparatory Academy of Wyoming staff to supervise and monitor the usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy, including any e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, The Virtual Preparatory Academy of Wyoming is attempting to provide a safe and secure medium by which students can use the internet, the world wide web, electronic mail, chat rooms, and other forms of direct electronic communications. To the extent practicable, steps are taken to promote the safety and security of users of the Virtual Preparatory Academy of Wyoming. Other inappropriate network usages Virtual Preparatory Academy of Wyoming intends to eliminate include:

- Unauthorized access, including so-called 'hacking' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Handbook agreement form, the Parent and Student agree:

- To abide by all The Virtual Preparatory Academy of Wyoming policies relating to the use of technology.
- To release all The Virtual Preparatory Academy of Wyoming employees from all claims of any nature arising from the use or inability to use the technology.
- That the use of technology is a privilege; and
- That use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

The Parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following.

- Altering system technology, including but not limited to software or hardware.
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials Virtual Preparatory Academy of Wyoming believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since The Virtual Preparatory Academy of Wyoming technology resources is intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of technology, including, but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks; Interfering with others' use of technology.
- Installation of software without the consent of Virtual Preparatory Academy of Wyoming.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email).
- Unauthorized use, or forging, of mail header information.
- Using The Virtual Preparatory Academy of Wyoming or a client account to collect replies to messages sent from another Virtual Preparatory Academy of Wyoming account; and
- Use of program-owned hardware for commercial or for-profit purposes.
- Use of program-owned hardware for product advertisement or political lobbying
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentionally or accidentally.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for all costs; and
- Violation of this internet safety policy is also a violation of The Virtual Preparatory Academy of Wyoming Code of Conduct and may result in any other scholastic disciplinary action other than those specifically set forth above, including but not limited to suspension or expulsion.

SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS

The Virtual Preparatory Academy of Wyoming offers access to live web conferencing sessions, webcams, discussion boards, collaborative documents, IT Support live chat, and email to provide parents and students access to instruction and a forum to communicate. All live web conference sessions and network e-mails are monitored and recorded to protect all participants. The Virtual Preparatory Academy Wyoming does not discourage criticism or healthy disagreements; however, The Virtual Preparatory Academy of Wyoming does expect each web conference session and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling, or attacks upon other participants in any way. These expectations also apply to interactions with IT Support team members.

Suppose for any reason, The Virtual Preparatory Academy of Wyoming does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the school. In that case, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's in-home computers and internet connection should not be used for any of the following purposes, and acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Impersonating someone else or falsely representing oneself.
- Attempting to post or use computer programs that contain destructive features including, but not limited to, viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the Administrator's sole discretion, does not support the school's mission.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM

Violation of The Virtual Preparatory Academy of Wyoming's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS

Recognizing the benefits collaboration brings to education, The Virtual Preparatory Academy of Wyoming may provide users with access to websites or tools that allow communication, collaboration, sharing, and

messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing, and messaging may be monitored by staff. Users should be careful never to share personal information in an online forum.

Violation of The Virtual Preparatory Academy of Wyoming's live web conference sessions, email, or webcam Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

STUDENT MISUSE

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with live web conferencing sessions, webcam, discussion boards, collaborative documents, and email Code of Conduct.

LOST, STOLEN, OR DAMAGED DEVICES

Students are responsible for the device at all times. Any device that is misplaced or lost will attempt to be recovered. Students are ultimately responsible for any lost, stolen, or damaged devices. Guardians may be invoiced for any lost, stolen, or damaged device or associated components unless theft has been determined.

REPAIRING DEVICES

All repairs, inspections, and equipment replacements MUST be made through IT Support. Do not attempt to remove or change the physical structure of the device, including the keys, screen, casing, etc. Doing so may result in guardians being responsible for the cost of repair or replacement.

SCHOOL LOANED PROPERTY

- Computer and Charging Cord
- Special Education Assistive Technology

Each Student enrolled in the school may receive one computer. If you choose to waive your right to a school-provided computer, you will be asked to sign a Computer Waiver form at the time of enrollment. By signing this form, you indicate that you understand that the school is not in any way responsible for installing or maintaining any hardware, software, external connections, or peripheral equipment associated with this computer. Furthermore, you indicate that you understand that if your equipment becomes inoperable, there is a possibility that the school may not have a computer immediately available, in which case you accept the responsibility for finding a suitable or temporary solution until the school can furnish a computer.

RETRIEVAL OF SCHOOL-ISSUED COMPUTERS

Consistent with established educational policies enacted by School Boards throughout the United States, the School seeks to protect its property and usage interests through the following policies. Please note that as part of the handbook acknowledgment, the Parent and/or Student also consent that student computers may be activated with geolocation features to assist in the retrieval/recovery of School issued computers.

Tech Support representatives will contact a parent to commence computer recovery when any of the following occurs:

- A Parent's written notice of the intent to withdraw has been received.
- The school withdraws students for lack of engagement or non-attendance.
- A replacement is required due to a technical issue.
- A student graduates from the school; or
- A student is expelled.

When any of the above instances occur, the Parent/Student will be contacted by the school's fulfillment vendor, who will provide details on how to return the loaned equipment. Parents/Students who are contacted by the vendor multiple times within a 30–45-day reclamation period and fail to return the equipment will be escalated into Tier II and Tier III reclamation efforts, which may include charges, credit complaints, or criminal filings.

VOLUNTARY WITHDRAWAL

The textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student are the property of the school. No student and/or Parent have any right to the same except for usage in accordance with the school's educational model, Code of Conduct, rules, regulations, policies, and procedures. Students and Parents are responsible for the textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student within their possession from the moment of receipt until all items have been officially returned to the school. Parents must return the materials and property if their child or children withdraw from the program or are expelled.

All students will be loaned various equipment, supplies, and services from the school, which has been determined to be necessary to ensure the functionality and connectivity of the educational program. Materials and property must be used solely in connection with the education services provided by the school.

BULLYING REPORT FORM

Date(s) of Incidence(s): _____ Date form submitted: _____

Your Name: _____

Telephone Number: _____ Place you may be reached _____

Complaint: _____

Facts: (Please describe what happened in factual detail. Please identify witnesses or others who were present. Please identify any person you believe may be responsible. Use additional paper if needed.)

If others are affected by the alleged violation or concern, please give their names and/or positions:

Past History: (Please describe any past incidents that you believe are related to this issue.)

COMPLETED FORM NEEDS TO BE RETURNED TO THE HEAD OF SCHOOL