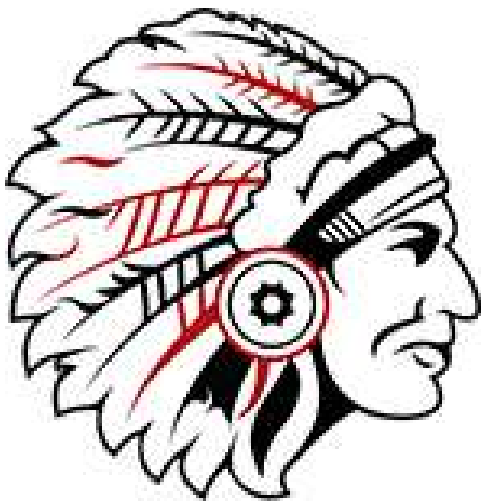


# **Moniteau School District**

## **Virtual Academy Handbook**

**2023-2024**



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*We believe that it is a shared responsibility to fulfill the mission of our District, which is  
"To prepare students to achieve their fullest potential as they face the challenges of life."*

## **Moniteau Virtual Academy**

Dear Families,

Thank you for your interest in the Moniteau School District's Virtual Academy. We have carefully planned and developed your student's online learning program. In general, Pennsylvania students are choosing online education at an increased rate. While online learning is an incredible and positive tool, many school districts are seeing a significant threat to student achievement and budgets through cyber charter schools. Moniteau is ready to match your expectations for a quality virtual learning experience.

Moniteau Junior-Senior High School started using Edgenuity as a learning management system before many neighboring districts. Edgenuity, along with the collaboration of our teachers, meets all educational standards required by the Commonwealth of Pennsylvania. Virtual courses are available starting in third grade at Dassa McKinney Elementary School. PA Core Standards are followed in Math and English Language Arts. The Pennsylvania Academic Standards are met in Science and Social Studies. All Eligible Content is also utilized. As a means for live instruction Google Classroom has helped teachers provide quality instruction.

We look forward to continuing to develop our virtual academy while working with you for the best educational outcomes. We hope to continue to hear from you and achieve true academic growth. Thank you for entrusting us with your child's education.

Sincerely,

Mr. Lance Fox  
MJSJS Principal of Academic Affairs

Mr. Kevin Boariu  
Dassa McKinney Principal

### **About our District**

Moniteau School District is a rural family-oriented community of hard working and productive citizens. Moniteau strives to provide a quality education for all students to achieve optimal academic and productivity levels. Situated an hour north of Pittsburgh, our district serves approximately 1100 students from the boroughs of West Sunbury, Eau Claire and Cherry Valley, and the townships of Cherry, Clay, Concord, Marion, Venango, and Washington.

As educators and community members, we work together to create an environment that promotes a desire to learn and succeed. Our elementary building, Dassa McKinney Elementary, educates students from kindergarten to sixth grade, while our high school building, Moniteau Junior-Senior High, serves students from seventh to twelfth grade. The Moniteau Virtual Academy also serves learners from the elementary to the high school.

### **Vision Statement**

The Pennsylvania State Standards of Assessment serve as the foundation of the Moniteau School District's educational program with the achievement of these standards being our expected outcome. The Moniteau School District uses purposeful assessment to drive instruction and provide an educational program that meets the needs of all students in order to continuously improve student achievement. Educating Moniteau students is a shared responsibility amongst all stakeholders: students, parents, the board of directors, administrators, teachers, support staff members, and members of the community. High-quality, content-area professionals provide administrators, teachers, and support staff with the tools and knowledge required to enhance our ability to deliver a high-quality instructional program.

### **District Values**

- We believe that all students have the potential to learn and succeed.
- We believe students learn best in a safe and welcoming environment.
- We believe that individuals differ significantly and schools should help everyone to understand and respect those differences.
- We believe that everyone in a community of learners has the responsibility to be a lifelong learner.
- We believe that excellence is achieved through equal partnerships among the home, the school, and the community.
- We believe that through exposure to academics, arts and humanities, and athletics, all students have the opportunity to become knowledgeable, creative, and well-rounded individuals.
- We believe that it is a shared responsibility to fulfill the mission of our District, which is "to prepare students to achieve their fullest potential as they face the challenges of life."

### **Administration**

Aubrie Schnelle	Superintendent
Lance Fox	High School Principal of Academic Affairs
Dustin Thompson	High School Principal of Student Affairs
Kevin Boariu	Elementary Principal
Nicole Fox	Elementary Assistant Principal
Paula Bredl	Director of Special Education
Alix Greenawalt	Director of Technology
Jeff Campbell	Director of Buildings and Grounds
Luke Kunkel	Director of Athletics & Transportation
Carrie Plecher	Director of Food Services

### **School Board Members**

Dr. Michael Panza	Mrs. Jennifer Rottman	Mr. Matthew Zietz
Dr. Michael Baptiste	Mr. Mark DeMatteis	Mrs. Joann Duke
Mrs. Linda Dillaman	Mrs. Brittney Larimore	Mrs. Kathy McBride

### **Student Support**

Laura Kleemook	High School Counselor
Chelsea Vanasco	High School Counselor
Chad Dillon	Elementary Counselor
Diana Whitman	Elementary Counselor
Bridget Vissari	School Psychologist

These guidelines contain valuable information with respect to the working details of the Moniteau School District Virtual Academy as an organization and district. The duties, opportunities and responsibilities of students and parents/guardians are outlined. In order for a virtual academy to function smoothly, it is necessary that everyone become familiar with the regulations that have been formulated for the general welfare of all. This book should be read by parents and used as a reference by students to answer questions about the Moniteau Virtual Academy. This handbook serves as a supplemental source of information for Moniteau virtual students and their families. Please refer to the Moniteau Junior-Senior High School and Dassa McKinney Student and Parent Handbooks for any policies, procedures, or expectations not explicitly addressed in this manual.

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## **ENROLLMENT INFORMATION**

Students registered in the Moniteau School District are eligible to receive their education through the Moniteau Virtual Academy. The Moniteau Virtual Academy functions for students in grades three through twelve. Grades three to six would attend the Moniteau Virtual Academy Dassa McKinney Elementary program and have district teachers from those grades. Students in grades seven through twelve would attend the Moniteau Virtual Academy and have district teachers from those grade bands. The district utilizes Edgenuity; by a company called Imagine Learning, for its curriculum, instruction, assessment and general programs. In Edgenuity students will find instructional videos, texts, documents, as well as assessment pieces. Teachers at Moniteau can add additional resources such as videos, texts, documents, files, and/or assessments.

Students enrolling in the Moniteau Virtual Academy will participate in an intake meeting with their legal parent or guardian. Students must verbally agree and sign agreements with their parents/guardians for admission to the program. Failure to sign paperwork at the intake or acknowledgement agreements can cause students to not be enrolled. Failure by students, parents, or attendance expectations not met could also result in no admission or removal of the student from the program. Program sign-ups occur in August for the upcoming school year. Students are additionally allowed to enroll at the beginning of the second semester in January of each year. Students are only permitted to enroll at the beginning of the first or second semester. Grades from the brick-and-mortar setting are transferred over and added to the overall score students will receive from the virtual setting. Score transfers from brick-and-mortar schools cannot be transferred on or after their enrollment date. However, scores from before their enrollment date may be processed up to a week after they have transferred into the virtual academy. All special education students will need an Individualized Education Plan (IEP) meeting to transition the student and documents to the Virtual Academy before special education services can be provided through the virtual platform.

### **Student Expectations:**

- I will give my best effort in each class. This means Monday to Friday I will do forty five minutes to one hour of work in each subject per day.
- I will spend a total of at least 5.6 hours on my classes Monday through Friday each day.
- I understand my actual grade is what I look at in Edgenuity and I will monitor my daily progress to ensure I am following along with the class every day.
- I will email my teacher if I need assignments unlocked or want retries on assignments, quizzes, or tests.
- I understand that I will be removed from the virtual academy and will be enrolled in brick-and-mortar instruction if any of the following occurs:
  - I am marked absent for 10 consecutive days.
  - I have three consecutive weeks of not maintaining the weekly attendance hours for the program.

- I am failing in two or more courses.
- I have an overall Grade Point Average (GPA) less than 2.5.
- I am court ordered to return.
- Only I am completing my work and not getting help from anyone except the assigned teachers.
- I understand that the administrative team reserves the right to remove me from the Virtual Academy at any time if I break the rules or am not completing the work on my end.

#### **Attendance Expectations:**

- I will complete work in Edgenuity for forty five minutes to one hour each day (Monday to Friday) in each course I am enrolled in.
- I will complete at least 5.6 hours each day of school work in Edgenuity.
- I will turn in an excuse no later than three days after my absence if I have less than 5.6 hours each day.
- I will report power outages or computer issues as soon as possible to the school office.
- I will reach out to the school office if I am ever marked absent.
- I will be removed and asked to return to in person instruction if I do not meet my requirements.

#### **Parent Expectations:**

- I will not complete the work my child is doing in class, but am encouraged to help study with them.
- I will reach out to the teacher of record for any issues with my child. I understand my child will be withdrawn for not following the rules or regulations as outlined.

## INTAKE DOCUMENTATION

### Moniteau School District Virtual Academy Intake

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

Address:\_\_\_\_\_

Phone:\_\_\_\_\_ Email:\_\_\_\_\_

Grade Level:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Reason for Interest:

Schedule Expectations:


*As the Parent/Guardian I understand my child will abide by the required hours for attendance and accountability as expressed in the student handbook. I also understand and agree with all of the student handbook policies in place by Moniteau School District. As a student I acknowledge the student handbook requirements for attendance. This includes 990 hours a year, 28-hours of instruction per week, or 5.6 hours per day. I will ensure I am doing my own work and within the proper school time-frames. I also understand I am under the care of the Moniteau Administration to return to a brick and mortar setting at any time if I don't abide by the rules set in place.*

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
LEA Signature

\_\_\_\_\_  
Other Signature



## **TECHNOLOGY OFFERINGS**

Students enrolled in the Moniteau Virtual Academy will use technology given to them by the Moniteau School District. Courses students take and receive in the Moniteau Virtual Academy are from a program called Edgenuity. Edgenuity serves as the virtual platform for educational videos, documents, resources, and assignments in which students participate. Moniteau staff members can add additional resources or assignments as well. The district offers Chromebooks for each student and or any other technologies the student may require for special education needs or accommodations. Students are permitted to keep and use their technology throughout the course of the school year. Students will return the computer and charger after the school year is completed unless other arrangements have been made with district administration. Any technology items needed for students when school is out of session will be determined by the administration and Director of Technology. See the Acceptable Use Policy below:

### **Acceptable Use of Computer Technology (Moniteau School District Policy 815)**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Telecommunications is a system that allows users access to a wide variety of information from electronic networks found on local, state, national and international databases. Examples include Internet, e-mail, discussion groups and bulletin boards. These accounts are intended for the sole use of educators and other authorized users.

Harmful to minors shall mean any picture, image, graphic image, file, or other visual or written depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
3. Lacks serious literary, artistic, political, or scientific value as to minors.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor file server space utilization by district users, including, but not limited to, e-mail messages and accounts, user files located on local or network drives, and Internet content access while respecting the privacy rights of both district users and outside users.

The Board establishes that use of the district network and other computing resources is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. District network administrators have the right to deny, revoke, or suspend specific use. Students may only access the Internet after reading the Acceptable Use Policy of Computer Technology in their Student/Parent Handbook.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to his/her supervising teacher.

The district shall make every effort to ensure that this resource is used responsibly by students, staff and community members.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator and/or the Director of Technology shall have the authority to determine what inappropriate use is; his/her decision shall be final.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited

by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Individual computing classrooms or areas may impose printing restrictions on any or all users in that area.

### Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Any violation of the use of the district computing resources should be reported to the teacher, the principal, and the Director of Technology. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool-related work, including personal entertainment or private activities.
4. Product advertisement or political lobbying.
5. Hate mail, harassment, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to or printing of obscene or pornographic material or child pornography, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.

11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, applications, programs, files, or other electronic media without the expressed written consent of the Director of Technology.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Malicious use of the network to harass other users or infiltrate a computer or computing system is prohibited.
19. Altering a network or computing resource, device, peripheral, file, or folder names.
20. Copying application, folders, or files unless it is directly related to curriculum projects and it follows all other established policies and guidelines.
21. Distributing or altering network or computing resource passwords.
22. Users may not use any network or computing resource to gain unauthorized access to other networks or computing resources.
23. Users may not violate any software or other licensing agreements.
24. Installing, previewing, or copying software to the network or any computer are prohibited.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, other networks, or district software and hardware; this includes, but is not limited to, uploading or creating computer viruses.

The violations contained within this policy are not all inclusive and are only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.

After administrative investigation, disciplinary consequences will be determined by the levels of progressive discipline. Administrators may use any or all of the following suggested intervention strategies and disciplinary action.

*Minimum Actions –*

1. Administrator/Teacher/Student conference.
2. Administrator/Teacher/Student verbal and/or written reprimand.

*Additional Actions As Deemed Appropriate –*

1. Administrator/Parental contact.
2. Referrals and conferences involving various support staff or agencies.
3. Behavioral contracts.
4. Required serving a minimum of one (1) day suspension from using all district computer equipment.
5. Confiscation of inappropriate items.
6. Restitution/Restoration, including any professional services required.
7. Denial of participation in class activities.
8. Banned from access to the Internet for a specified number of days.
9. Banned from using all computer equipment, networks, or Internet.
10. In-School Suspension
11. Out-Of-School Suspension
12. Expulsion
13. Other intervention strategies as needed.
14. Subject to criminal prosecution under state and federal laws.

### **GOOGLE CLASSROOM**

Google Classroom is a suite of online tools utilized by teachers to set assignments, have work submitted, and mark or return graded papers to students. The teachers of Moniteau School District and the Moniteau Virtual Academy utilize this platform to enhance student learning. Students can access Google Classroom through Clever or with their email upon going to [classroom.google.com](https://classroom.google.com). More login information below:

### **How to Access Google Classroom:**

*If using a school issued chromebook, one way to log in:*

1. Log in to the chromebook using your child's QR code.
2. You should be on the district's Clever page. Scroll down to the Google Classroom icon & double click.

*If using a school issued chromebook, another way to log in:*

1. Log in to the chromebook using your child's QR code.
2. Look at the bottom of the screen and you will see 2 icons: one for google chrome & one for google classroom. Double click on the google classroom.

Google Classroom is used 100% in physical education and health courses in the virtual academy. Students will go to the course and click their course's title. Google Classroom has three main tabs to navigate when you are there: Stream, Classwork, and People. The Stream tab lists posts from teachers and classmates. Additionally, the Stream tab can show you the most recent activities your teacher has listed such as assignments or announcements. The Classwork tab allows students to view their assignments in class as well as the grades they earned on the assignments upon completion. The People tab lists the contact information of your teacher and/or fellow classmates.

### **MONITEAU VIRTUAL ACADEMY ATTENDANCE**

Students attending the Moniteau Virtual Academy must comply with the student handbook rules and regulations. Additionally, they are required to follow the Virtual Academy Guidelines. Students attending the Moniteau Virtual Academy full time should complete an hour of work in each class each day Monday through Friday. Students are advised to complete at least 5.6 hours of school work per day Monday through Friday. The Moniteau Virtual Academy does recognize school closing days and weekends where the student would not need to complete work. Students have the right to work at night to catch up on work but are advised to maintain their attendance throughout the course of the day. Students are advised to work within the confines similar to the brick and mortar schedule. This means high school students should be completing their courses from 7:20 A.M. until 2:25 P.M. Hybrid students or ones who attend vocational school also need to meet their attendance requirements outlined by school administration. Students need to complete a total of 990 hours in the program throughout the school year. This calculates to 28.5 hours per week the students must be in their courses working. It breaks down to around an hour each day in each course. Students may be assigned virtual study halls to complete skills for their courses and study. Students work around 5.6 hours per day to meet attendance requirements.

Student attendance is calculated by staff members who are assigned as the student's homeroom teacher. Homeroom teachers are assigned by building administrators. The homeroom teacher will check the session logs for students every Monday during the school year. The session logs are provided by Edgenuity and can be reviewed with any specified date range the

teacher/administrator would need. The homeroom teacher will then complete the attendance hours document the Moniteau Virtual Academy has created. See *Example 1* on page 15:

<b>Example 1</b> <b>STUDENTS NAME</b>	<b>GR.</b>	<b>TEACHER</b>	TOTAL HOURS TO REPORT FOR THE PREVIOUS WEEK	TOTAL HOURS TO REPORT FOR THE PREVIOUS WEEK	TOTAL HOURS TO REPORT FOR THE PREVIOUS WEEK
			<b>9/13/2021</b>	<b>9/20/2021</b>	<b>9/27/2021</b>
Student, First	12	Robertson	29.0	28.5	<b>21.0</b>
Student, Second	11	Burkes	28.7	41.4	28.9

The homeroom teachers mark attendance based on the week prior of the student. They will specify the range from the previous week that begins each Saturday at 12:00am through the following Saturday at 11:59pm. This will get the full range of work the student completed during the whole week. Additionally, teachers can notate and not count attendance hours if students were idle in Edgenuity for a long period of time. All idle times are reviewed and investigated by building administrators. The teacher will complete the time sheets for the building administrator to review. The building administrators will mark students absent or garner the appropriate excuses based on the situation. The building attendance officers will make attendance calls and attend court if truancy issues arise.

In *example 1* above, you would note that the students met attendance requirements each week except for the week of 9/27/21 for *First Student*. This student would then be marked with an unexcused absence. Students/Parents are able to supply an excuse that applies as found in the student handbook. Additionally, power and internet outages would be investigated by building and/or district administration. The Attendance Expectations Agreement is as follows:

- I will give my best effort in each class. This means Monday to Friday I will do forty five minutes to one hour of work in each subject per day.
- I will spend a total of at least 5.6 hours on my classes Monday through Friday each day.
- I understand my actual grade is what I look at in Edgenuity and I will monitor my daily progress to ensure I am following along with the class every day.
- I will email my teacher if I need assignments unlocked or want retries on assignments, quizzes, or tests.
- I understand that I will be removed from the virtual academy and will be enrolled in brick-and-mortar courses if any of the following occurs:
  - I am marked absent for 10 consecutive days.
  - I have three consecutive weeks of not maintaining the weekly attendance hours for the program.
  - I am failing in two or more courses.

- I have an overall grade point average less than 2.5.
- I am court ordered to return.
- Only I am completing my work and not getting help from anyone except my assigned teachers.
- I understand that the administrative team reserves the right to remove me from the Virtual Academy at any time if I break the rules or am not completing the work on my end.

Failure to abide by these rules or the policies and procedures outlined in the student handbook can result in disciplinary action. Disciplinary action includes, but is not limited to detention, suspension, or in some cases expulsion.

### **MONITEAU VIRTUAL ACADEMY COURSES**

Moniteau Junior Senior High School has course offerings in the Virtual Academy to meet the credit requirements of students grades 7-12. Courses include, but are not limited to the following options for the 2023-2024 school year:

#### **Math:**

Algebra 1  
Algebra 1A  
Algebra 1B  
Algebra 2  
Pre-Algebra  
Trigonometry  
Elementary Functions  
Integrated Math  
Math Fundamentals  
Probability and Statistics

#### **Science:**

Integrated Science  
Biology  
Chemistry  
Life Science  
Applied Physical Science  
Ecology  
Life Science 7  
Academic Biology 2  
Physics

#### **English/Language Arts:**

English 7  
Reading 7  
English 8  
Reading 8  
English 9  
English 10  
English 11  
English 12  
Communication Fundamentals

#### **Social Studies:**

Social Studies 7  
Social Studies 8  
US History 2  
US History 3  
World Cultures  
Government and Economics

#### **Electives and Other:**

Computer Application  
Career Explorations  
Health Education  
Physical Education  
Introduction to Business  
Business I  
Spanish I  
Spanish II

Dassa McKinney Elementary School has course offerings for the 2023-2024 school year in grades 3-6. Courses include, but are not limited to, the following grade appropriate offerings in:



Math	Music
Science	Library
Social Studies	Art
English Language Arts	Physical Education
Spelling	

Students in the Virtual Academy are also able to contact their school counselor for any reason throughout the course of the year. Additionally, teachers will follow up with students frequently. Each teacher has office hours and planning/prep periods in which they can meet with a student. The teachers can utilize in person, phone, or Google Meet meetings with the student at their discretion. Moreover, the building administration will reach out to students and/or their family members if any problems or issues occur.

### **STUDENT DISCIPLINE**

Moniteau Virtual Academy students are subject to all of the same rules and regulations students in the brick and mortar setting are to follow. Student discipline may be handed down by administration if students do not follow the rules or breach their acknowledgement papers.

Students in the Moniteau Virtual Academy have multiple sets of rules and guidelines to abide by including the student handbook, virtual academy rules, virtual academy procedural guidelines, acceptable use policy, and any other student discipline rules. See the student handbook information below:

#### **Student Discipline (Moniteau School District Policy 218)**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Corporal punishment – a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

The Moniteau School District does not condone the use of corporal punishment.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Conduct and Discipline Code to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Conduct and Discipline Code governing student discipline.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Conduct and Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Conduct and Discipline Code.
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a district employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Board policy.

### Corporal Punishment

The Board prohibits the use of corporal punishment to discipline students for violations of Board policies and district rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Conduct and Discipline Code, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Conduct and Discipline Code shall be available in each school library and school office.

The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

## **STUDENT GRADING**

The Moniteau Virtual Academy uses the same grading scale and is in compliance with the student handbook. Virtual Academy grades are continually tracked and added in Edgenuity. Edgenuity additionally updates Skyward grades on a regular basis. The most up to date grades can be found on Edgenuity under Progress Report. Edgenuity offers sliding scales and tracking data for students in the Progress Report. The actual grade is the score the student has at that exact time. Teachers are required to go by the actual grade for grade reporting. All of the features in the Progress Report section can be shown to families upon enrollment. The grading scale and report card information from the student handbook is listed below.

### **Grading Scale**

In the Moniteau School District, a student's grade reflects that student's achievement of the standards for that particular grade or course through standards-based assessments or course objectives stated in the curriculum.

All teachers use the following grading scales in grades 3-12:

A	90 – 100%	O: 90-100%- Outstanding
B	80 – 89%	S: 70-89% - Satisfactory
C	70 – 79%	U: 0-69% - Unsatisfactory
D	60 – 69%	I: Incomplete
F	0 – 59%	

### **Report Cards**

1. Report cards are distributed electronically 4 times a year at intervals of nine weeks.
2. Progress reports are distributed electronically at the mid-point of each nine-week period.
3. An original copy of the final report card will be kept at school as part of the child's permanent record.
4. Final grades at the end of each year will be an average of the four grading periods.
5. The name of the teacher who assigned the grade is printed beside the subject.
6. Days absent during each grading period are recorded on the report card.
7. Standardized comments are printed on the report card for use at the teacher's discretion. If no comments are used, it can be assumed that classroom performance is satisfactory. If comment number 9 is noted, a modified curriculum has been provided to the student.
8. An Incomplete (I) grade can be used on the report card when a child is absent for an extended period of time for extenuating circumstances with approval by the building principal. The child will be given a period of time to complete the missing work. The amount of time will be determined by the teacher and building principal. At the end of the make-up period, the incomplete grade will be converted to the earned score. Work not completed by the assigned time will be converted to a zero grade.

## **STATE TESTING**

Students in the Moniteau Virtual Academy will be given The Pennsylvania Department of Education's state testing. Students in grades 3-8 are given the Pennsylvania System of School Assessment (PSSA) exams and students in middle school/high school complete the Keystone

Exams. Students taking the Keystone Exams have to take a trigger course related to the content before completing the Keystone test. The PSSA tests cover English Language Arts, Mathematics, and Science. The Keystone tests include Algebra, Biology, and Literature. State testing information can be found at: <https://www.education.pa.gov/K-12/Assessment>

Testing typically takes place in April and May of that school year. Testing will cover a couple days as there may be multiple sections for students to complete. There is no time limit for testing and students can continue the work throughout the day. Once larger sections of students are completed testing, students may be moved to smaller group testing locations to finish their testing. PSSA and Keystone testing at Moniteau is proctored by teachers and staff members. Each staff member must take and recertify themselves in the PSTAT tests which are the state's proctoring test to administer tests to students. Any student needing small group or special education accommodations will be provided so as determined by an IEP or 504 plan document.

Keystone scoring scales are provided by the Pennsylvania Department of Education. PSSA scoring pages and breakdowns are also provided by PDE.

### **ATHLETICS**

Students in the Moniteau Virtual Academy are able to participate in athletics and other activities similar to those extracurriculars. The student however, must be in good standing with the district and be meeting all grading and attendance requirements. Additional information can be found in the student handbook. Eligibility information from the handbook have been copied below:

#### **Extracurricular Eligibility Requirements**

Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative grades from the beginning of a grading period are not meeting the standards, the student shall be ineligible. In order for a student to be eligible to participate in extracurricular activities, the student must be passing a minimum of four (4) credits and cannot be failing two (2) or more classes in which they are currently enrolled. Students who are passing less than four (4) credits or failing two (2) or more classes that they are currently enrolled in will not be permitted to participate in an extracurricular activity/performance/competition.

If a student is not passing a minimum of four (4) credits or if they are failing two (2) or more classes that they are currently enrolled in as of any Friday during the period of the activity, he/she will be ineligible to compete in a scheduled event. This status will begin on the immediate Saturday at 12:00am through the following Saturday at 11:59pm. Students may continue to practice or meet with their respective groups during the period of ineligibility but no competition is permitted. Students failing three (3) or more classes will not be permitted to practice during the period of ineligibility.

Students taking AP courses will not have the weighting added to their grade to become eligible. The weighting is added at the end of each quarter only. No exceptions will be made to this rule.

All faculty members will post weekly grades to Skyward by 3:00 PM on each Thursday. Coaches/sponsors and students shall be notified by the Athletic Director or administration of ineligible students by 3:00 PM the next day (Friday).

**Notice: A student is not permitted to participate in any event (including practice) while on suspension from school.**

Health examination and other procedures have been copied below:

**HEALTH EXAMINATIONS/SCREENINGS (Moniteau School District Policy 209)**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order:

1. To protect the school community from the spread of communicable disease.
2. To ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
3. To ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, prior to participation in any sports, and prior to the issuance of a farm or domestic service permit unless the child has been given a scheduled or special medical examination within the preceding four (4) months conducted by the school physician and/or school nurse practitioner.

A fee may be assessed for this school performed physical one (1) time per school year for the purpose of participation in any interscholastic sport.

No student shall be eligible to participate in any interscholastic sport unless s/he has been examined by the licensed school physician or personal physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant before his/her first sports season of that academic year, and the physician, certified school nurse practitioner, or physician assistant has signed the Pennsylvania Interscholastic Athletic Association's Physician's Certificate, which is called the Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE). The examination for fall sports shall not be given earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st. Any student, prior to participation in the next sports season in the same school year, must

complete and turn in to that student's principal the P.I.A.A. Recertification by Parent/Guardian form. The principal, or principal's designee, of that student's school must review the Supplemental Health History of that student and make a determination as to whether that student should be re-evaluated and recertified by an authorized medical examiner.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the Advisory Health Board. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist.

The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such a statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.