



VIRTUAL
ACADEMY

PARENT/STUDENT HANDBOOK 2023-2024

TOLEDO PUBLIC SCHOOLS MISSION:

Toledo Public Schools' mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity.

DISTRICT VISION:

Toledo Public Schools strives to be an 'A-rated' school district whose graduates are college and career ready.

TOLEDO PUBLIC SCHOOLS CORE COMMITMENTS:

Student-Centered: District-wide decisions and operations will be built around the best interest of students.

Accountability-Based Management: Maintain an accountability system that will have a direct impact on student growth.

Building Stronger Relationships: Continue to strengthen and broaden the relationships TPS has with all stakeholders and local organizations while working to establish full community inclusion.

Technology Oriented: Maintain a technology-based environment that meets the needs of the new digital age, which consists of current and future students.

Rigorous Curriculum: Continue to research best practices and offer relevant professional development that aligns with 21st century national and state standards, thus ensuring students gain the competitive skills required to succeed in a global economy.

Develop a Culture of High Expectations: Establish a district-wide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.

TABLE OF CONTENTS

TOLEDO PUBLIC SCHOOLS MISSION:	2
DISTRICT VISION:	2
TOLEDO PUBLIC SCHOOLS CORE COMMITMENTS:	2
EXECUTIVE SUMMARY	5
ENROLLMENT TO THE VA	5
REQUISITES:	5
VIRTUAL ACADEMY ACCEPTANCE POLICY	6
APPLICATION PROCESS	6
STAFFING	7
Links:	7
O.R.C. BACKGROUND	8
INTRODUCTION	10
TPS VIRTUAL ACADEMY OFFICE INFORMATION	11
NON-DISCRIMINATION POLICY	11
CHANGE OF ADDRESS, PHONE NUMBER OR CUSTODY	11
APPLICATION - REGISTRATION - ADMISSION	12
ANNUALLY REQUIRED DOCUMENTS	13
TITLE I PARENTS RIGHT TO KNOW	13
ACADEMIC REPORTING	13
HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS	14
STUDENT RESPONSIBILITIES -CODE OF CONDUCT	14
SUSPENSION AND EXPULSION PROCEDURES	16
ATTENDANCE	16
DENTAL AND MEDICAL APPOINTMENTS	17
TARDY TO SCHOOL	17

EXCUSED AND/OR UNEXCUSED (STUDENT) ABSENCES	17
TRUANCY	18
VOLUNTARY WITHDRAWAL	18
TEXTBOOKS, MATERIALS, AND SUPPLIES	19
TOLEDO PUBLIC SCHOOLS LOANED PROPERTY	19
RETRIEVAL OF SCHOOL ISSUED COMPUTERS	19
GRADE LEVELS AT TPS VIRTUAL ACADEMY	20
DROP/INCOMPLETE/WITHDRAW/FAIL/ADD GUIDELINES	20
DROPS	20
ADDING A COURSE	20
WITHDRAW GRADE (A-F)	21
INCOMPLETE	21
FAIL	21
RETENTION POLICY	21
PARENT TEACHER CONFERENCES	22
FORMAL DIAGNOSTIC AND STATE MANDATED TESTING	22
DIAGNOSTIC ASSESSMENTS	22
STATE MANDATED TESTING	22
MEDICATION, INHALER AND EPI-PEN POLICY	22
SPECIAL EDUCATION	23
ACCESS BY MILITARY RECRUITERS/INSTITUTIONS OF HIGHER EDUCATION	24
TECHNOLOGY & INTERNET ACCEPTABLE USAGE POLICY	24
INTRODUCTION	24
ACCESS TO INAPPROPRIATE MATERIAL	24
SPECIFIC TERMS AND CONDITIONS FOR USING CHAT ROOMS, WEBCAMS AND EMAIL	26
INAPPROPRIATE USE OF TECHNOLOGY	27
STUDENT MISUSE	27
STUDENT ENGAGEMENT POLICY	27
LIVE INSTRUCTION ATTENDANCE	28
WEATHER RELATED & OTHER EMERGENCY SITUATIONS	28

ENROLLMENT TO THE VA

Enrolling a student in the Virtual Academy for the 2021-22 school year will replicate the process that is followed at all TPS schools.

- Parents/ Guardians must complete the VA Application during the enrollment window.
- available on the TPS website, from the Virtual Academy tab, or by this link:
https://toledops.ss11.sharpschool.com/students_parents/enrollment_2023-2024
- Applications will be processed and approved on a first-come, first-serve basis. It's important to remember that space is limited.
 - Students with an IEP/504 will be required to have a team meeting to determine placement and services.
- Once an application is accepted and approved, parents/guardians will be contacted with further information, including steps to complete the enrollment process.
- Enrollment into the TPS Virtual Academy is a transfer to a school building, the same way students typically move schools. There are no 'placeholder' spaces maintained in their prior building. If students leave (or are withdrawn from) the TPS Virtual Academy, they only have the right to return to their home school district/building.

REQUISITES:

- Attendance, Grades, Discipline, and (for High School) graduation credits: in good standing
- Continued participation & effort in online instruction/activities

VIRTUAL ACADEMY ACCEPTANCE POLICY

Virtual Academy (VA) will not exclude students from participation in, deny students the benefits of, or otherwise subject students to discrimination under, any program or activity on the basis of disability. VA will not deny students access on the basis of disability because of the need for

related aids and services or auxiliary aids. If necessary, VA will provide otherwise qualified students with disabilities access to the education offered at VA by making necessary modifications, adjustments and adaptations and by providing necessary related aids and services. Admission criteria will not discriminate on the basis of disability.

VA will provide parents or guardians of students with disabilities who apply to VA with a meaningful opportunity to provide input, notice of determinations, and notice of the procedural safeguards available to them.

VA will arrange for Individualized Education Program (IEP) meetings to be held for each student applicant with an IEP prior to issuing admission decisions and prior to any significant changes in placement. The IEP team will review the student's current IEP, including specially designed instruction and related services, least restrictive environment, and appropriate placement(s).

APPLICATION PROCESS

1. Students submit a Virtual Academy application
https://toledops.ss11.sharpschool.com/students_parents/enrollment_2023-2024,
yearly.
2. Students who meet entrance criteria will be considered for admission.
3. A determination will be made regarding whether VA is an appropriate placement for student applicants with disabilities consistent with the provision of a free appropriate public education.

STAFFING

Administration

- Principal 1-6
- Principal 7-12
- Assistant Principal
- Counselors

Teaching

- For classes with 26+ students - up to 6 SWD
- Classes with 16-25 students - up to 5 SWD
- Classes 0-15 - up to 4 SWD
- If HS class and a SPED teacher is also assigned to the class, the class can be up to 40% SWD due to two teachers co-teaching.

O.R.C. BACKGROUND

R.C. 3302.42, 3302.41 and 3301.079. With 3,000+ students participating in VA in FY21, the unknown status of the virus and public response for FY22, along with an increased awareness of public desire for online delivery options, TPS continues to be responsive to the community needs with another diversified lane of instructional delivery opportunity.

Sec. 3302.42. As used in this section, "online learning" has the same meaning as in section 3301.079 of the Revised Code. (A) Any local, city, exempted village, or joint vocational school district, with approval of the superintendent of public instruction, may operate a school using an online learning model. If a school is operated using an online learning model or is to cease operating using an online learning model, the superintendent of the district shall notify the department of education of that fact not later than the first day of July of the school year for which the change is effective. If any school district school is currently operated using an online learning model on the effective date of this section, the superintendent of the district shall notify the department within sixty days after the effective date of this section of that fact and request that the school be classified as an online learning school. (1) Districts shall assign all students engaged in online learning to a Am. Sub. H. B. No. 110 134th G.A. 722 single school which the department shall designate as a district online school. (2) Districts shall provide all students engaged in online learning a computer, at no cost, for instructional use. Districts shall provide a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to students for instructional use. (3) Districts shall provide all students engaged in online learning access to the internet, at no cost, for instructional use. (4) Districts that operate an online learning school shall provide a comprehensive orientation for students and their parents or guardians prior to enrollment or within thirty days for students enrolled as of the effective date of this section. (5) Online learning schools operated by a district shall implement a learning management system that tracks the time students participate in online learning activities. All student learning activities completed while off-line shall be documented with all participation records checked and approved by the teacher of record. (B) The state board of education shall revise any operating standards for school districts adopted under section 3301.07 of the Revised Code to include standards for the operation of online learning under this section. The online learning operation standards shall provide for all of the following: (1) Student-to-teacher ratios whereby no school or classroom is required to have more than one teacher for every one hundred twenty-five students in online learning classrooms; (2) The ability of all students, at any grade level, to earn credits or advance grade levels upon demonstrating mastery of knowledge or skills through competency-based learning models. Credits or grade level advancement shall not be based on a minimum number of days or hours in a classroom. (3) Notwithstanding anything to the contrary in section 3313.48 of the Revised Code, a requirement that schools operating using an online learning model have an annual instructional calendar of not less than nine hundred ten hours. (a) For funding purposes, the department shall reduce the full-time equivalence proportionally for any student in an online learning school who participates in less than nine hundred ten hours per school year. The department shall reduce state funding for students assigned to an online learning school operated by a district commensurate with such adjustments to enrollment. Am. Sub. H. B. No. 110 134th G.A. 723 (b) The department shall develop a review process and make all adjustments of state funding to districts to reflect any participation of students in online learning schools for less than the equivalent of a full school year. (4) Adequate provisions for: the licensing of teachers, administrators, and other professional personnel and their assignment according to training and qualifications; efficient and effective instructional materials and equipment, including library facilities; the proper organization, administration, and supervision of each school, including regulations for preparing all necessary

records and reports and the preparation of a statement of policies and objectives for each school; buildings, grounds, and health and sanitary facilities and services; admission of pupils, and such requirements for their promotion from grade to grade as will ensure that they are capable and prepared for the level of study to which they are certified; requirements for graduation; and such other factors as the board finds necessary. (C) This section does not affect any provisions for the operation of and payments to an internet- or computer-based community school prescribed in Chapter 3314. of the Revised Code.

INTRODUCTION

Welcome to The Toledo Public Schools, Virtual Academy.

The following regulations and guidelines have been set forth in this Handbook to assist in maintaining a good learning environment.

This Handbook was developed to answer many of the commonly asked questions that you and your Parent or Guardian may have during the School year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the Handbook available for reference by you and your Guardians/Parents.

This will help you be a successful student at TPS Virtual Academy. Please note that the term Parent and Guardian are interchangeable throughout this Handbook and in all School Policies and when either term is used herein it means an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court- appointed guardian.

Note that any reference to parent or guardian in this Handbook applies equally to any student that is 18 years or older and enrolled as an independent student. If you have any questions about this Handbook, please contact the School Administrator.

This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the handbook and the policies and procedures referenced herein at any time in the future.

Choosing a school for your student or students is an important decision. TPS Virtual Academy places a great deal of responsibility on both the Student and Guardian/Parent to make distance learning work.

To better understand this responsibility, parents and students who are enrolling or currently active at TPS Virtual Academy are required to read this Parent/Student Handbook. TPS Virtual Academy will be in full compliance with open enrollment regulations and withdrawal requirements specified by Toledo Public Schools Policy and Ohio law. TPS Virtual Academy will comply with all State and Federal laws.

TPS VIRTUAL ACADEMY OFFICE INFORMATION

Appointments can be scheduled during the Virtual Academy office hours upon request.

Office Hours:

During the Academic Year, Monday — Friday

9:00 a.m. — 2:30 p.m.

Please send all documents and official communication to our Office unless directed otherwise:

The TPS VIRTUAL ACADEMY MAIN OFFICE

1505 Jefferson Avenue

Toledo, OH 43604

virtual-academy@tps.org

Office phone: 419-671-5100

Email attendance documents to: VAattendance@tps.org

Attendance line: 419-671-5101

NON-DISCRIMINATION POLICY

TPS Virtual Academy accepts and will not discriminate against students of any race, religious beliefs, creed, gender, gender identity, disability, pregnancy, marital or parental status, sexual orientation, eligible school age, or physical, mental, emotional or learning disability or ethnic origin. The School will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

CHANGE OF ADDRESS, PHONE NUMBER OR CUSTODY

It is the Parent/Guardian/Student's responsibility to inform 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. 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. All updates and documents should be sent to:

Virtual-Academy@tps.org

APPLICATION - REGISTRATION - ADMISSION

TPS Virtual Academy is an online, public school recognized by the state of Ohio for grades 1st through 12". Admission is open to Toledo Public School students. Submission of a TPS Virtual Academy Application within the online enrollment portal represents the first step in a multi-step process. By completing, signing and submitting the online Application and completing all required documents the Parent or Guardian expresses a desire to have his/her child attend TPS Virtual Academy. The submission of the online Application and associated documents begins the admissions process. It does not mean the Student will be enrolled in TPS Virtual Academy. As part of the process, the Parent or Guardian will submit copies of the Student's:

- Proof of Identity - Birth Certificate;
- Current Immunization Record;
- Proof of Residence which includes one of the following:
 - Current Utility Bill (issued within 90 days of enrollment)/Most Recent Bank Statement
 - Rental or Lease Agreement/Deed/Mortgage/Home Owner's or Renter's Insurance
 - Declaration/Real Property Tax Bill
 - Recent Pay Stub (dated within 90 days of enrollment)

After submitting the application, once they are received and accepted, you will receive notification of your student's official enrollment with TPS Virtual Academy. Your student will be considered officially enrolled at TPS Virtual Academy when all of the following steps have been completed:

1. All required enrollment documents are received and accepted by the School;
2. The welcome letter and login credentials have been received by the student;
3. The Student has received a chromebook, and relevant textbooks, from TPS Virtual Academy;
4. The Student has logged into the online school using TPS issued chromebook.

In order to maintain a student's enrollment, the Guardian must:

1. Ensure that a working phone, current parent email address, and internet connection availability are maintained at the location where the student is being educated at all times; (all TPS VA issued CTE chromebooks have built in WiFi)
2. Stay current with attendance and academic requirements;
3. Inform TPS Virtual Academy, via updated proof of residence, of any and all parent or student address and phone number changes as soon as possible;
4. Adhere to all requirements of the Parent/Student Handbook; and
5. Adhere to all Google user agreements.

If you fail to comply with any of the above, the Parent and Student may be locked out of the student learning platform, and/or removed from the TPS Virtual Academy due to lack of engagement.

ANNUALLY REQUIRED DOCUMENTS

Annually, the TPS Virtual Academy will distribute the following forms and documents to all parents and students.

Some of the documentation will need to be filled out and returned. It is the parents' responsibility to update necessary information as appropriate. This list is illustrative and subject to change.

- Parent/Student Handbook & Agreement
- Emergency Medical Authorization

TITLE I PARENTS RIGHT TO KNOW

As a parent/guardian with a student attending a Toledo Public School that receives Title I funds, you have the right to know the qualifications of your child's classroom teacher. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must provide the following information to parents/guardians who ask about the professional qualifications of their child's classroom teacher:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under an emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications. All requests must be made in writing and should include the following information: student's full name, legal parent/guardian's full name, address, city, state, zip code and teacher's name. Your request can be sent to the Toledo Board of Education, Human Resources Department, 1609 N. Summit St., Toledo, OH 43604.

ACADEMIC REPORTING

Formal parent/teacher conferences are scheduled once a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the School calendar for specific dates. Report Cards/Interim Progress Reports/Parent Teacher- Conference

- Pupil Report Cards are issued to the students at the close of the 1st, 2nd, 3rd, and 4th quarters.
- Quarter 1 report cards will be given to parents of students at Parent/Teacher conferences. (Grades 1-8)
- IPR (Interim Progress Reports) or Midterms are sent home at the conclusion of the 4th week of each quarter.

HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS

Immunizations have proven to help prevent the spread of certain contagious diseases and, in some cases, have eradicated disease. The Ohio Department of Health determines the schedule of childhood immunizations required for daycare and school attendance. TPS Virtual Academy is required to adhere to the current immunization schedule. To view the current list of required immunizations for school attendance visit the Ohio Department of Health website:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/media/immunization-summary-school>

In special circumstances your physician may recommend additional immunizations.

If you choose to have your child exempted from immunizations due to legally permissible religious, good cause or medical reasons then you must complete an Immunization Exemption Form which will be placed in your child's health record. You can request the Immunization Exemption Form from the enrollment department by emailing virtual_academy@tps.org or calling 419-671-5100.

Please check with your Health Care Provider for questions about immunizations for your child. Immunizations are available at the Toledo Lucas County Health Department Shots 4 Tots n Teens <https://lucascountyhealth.com/child-immunizations/> and any of our School Based Health Centers: Rogers Rams 419.442.7702. Scott Bulldogs 419.442.7701, and Waite Health Center 567.204.3056. Students who have not received the minimum amount of vaccines or are otherwise exempt may be excluded from school by October 1st or the 15th day of admission.

STUDENT RESPONSIBILITIES -CODE OF CONDUCT

As part of the Admission/Re-Enrollment process, both the Parent and Student are required to sign the Agreement Form and submit it at the time of admission or re-enrollment. The signed Agreement Form is kept in the Student's cumulative file and, among other things, expresses the acceptance of the Code of Conduct by both the Parent and the Student.

The Code of Conduct applies to any conduct that occurs on or off School property and at any School activity, function, or event or during travel to or from said activity, function, or event. The Code of Conduct also applies to conduct occurring via the internet if it is directed at TPS students, officials, or personnel; or to the extent it affects the learning environment. The following infractions are examples of prohibited behavior and will be subject to consequences, including but not limited to, potential suspension or expulsion. The list of infractions is not intended to be exhaustive and every incident will be evaluated individually. If a student is expelled from TPS Virtual Academy, or leaves TPS Virtual Academy for any reason, he/she must return all TPS Virtual Academy property including, but not limited to, the computer, hardware, software, textbooks, workbooks, and other materials and supplies loaned by TPS Virtual Academy

The following are examples but not limited to Code of Conduct Violations:

Cheating — to act dishonestly; copying or using someone else's work;

Plagiarism — to use another's work without proper citation; to pass off another's work as your own;

Insubordination — not accepting directions; refusing to cooperate with TPS Virtual Academy employees, agents and/or other representatives;

Theft — to take the property of another without right or permission;

Fighting —to participate in physical contact with one or more students, faculty or staff of TPS Virtual Academy or any other person with the intent to injure;

Possession or intake of a controlled substance or alcohol;

Vandalism — purposeful destruction, misuse or defacing of TPSVirtual Academy or other’s personal property (including the computer) and/or hardware on loan to the Student by TPS Virtual Academy;

Profane/obscene language or gestures toward students/staff/teacher/others — use of unacceptable, disrespectful words, terms or gestures intended to embarrass or insult;

Inappropriate use of internet access, as detailed later in this Handbook;

Wrongful conduct — any action or inaction not specifically referenced in the listing above that, in the opinion of the Superintendent, impedes, obstructs, interferes or violates the mission; philosophy, policies, procedures, rules, and/or regulations of TPS Virtual Academy and/or is disrespectful, harmful, or offensive to others or property;

Intimidation/interference/hazing of student or staff threatening to physically or verbally harm, interfere, or degrade another student or staff;

False alarms/bomb threat — purposefully engaging in a false alarm;

Use/possession/sale/transmission/concealment of any drug or look alike drug or other illegal or controlled substance (other than tobacco or alcohol);

Use/possession/sale/transmission of tobacco of any kind as well as vaporizers and e-cigarettes;

Use, possession, sale or distribution of a firearm (or look alike firearm) — a firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by action of an explosive; or Possession of a “weapon” may result in immediate suspension or expulsion;

Use, possession, sale or distribution of a dangerous weapon (or look alike) other than a firearm of explosive, incendiary or poison gas — a weapon, device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury;

Use, possession, sale or distribution of any explosive, incendiary or poison gas, and any destructive device (or look alike), which includes a bomb, a grenade, or a rocket;

Unwelcome sexual conduct — unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment i.e. pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.

* Harassment, intimidation, or bullying behavior (including by an electronic act) as defined herein and in the School's Policy on Harassment, Intimidation, and Bullying;

- * Gang involvement — participation in gang related actions, dress and/or activities; and
- * Abuse or misuse of any school property or materials

SUSPENSION AND EXPULSION PROCEDURES

Rules of suspension and expulsion follow due process requirements as mandated by the laws of the State of Ohio.

ATTENDANCE

Unlike many other remote/at-home educational opportunities, the TPS Virtual Academy delivers live instruction during school hours. This allows for our state-accredited teachers to interact with our students in real-time. As such, attendance at live/remote instruction during school hours is mandatory, and is recorded by faculty/staff in the same manner as is traditionally recorded in traditional “brick and mortar” schools.

The TPS Virtual Academy experience takes place almost entirely outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of the educational learning hours engaged in by the Student. Ohio community school law requires children to receive a minimum of 920 hours of learning opportunities per school year and, as such, attendance is measured in this manner. Attendance is tracked via a combination of reports automatically generated by the TPS Virtual Academy Learning Management System, and other methods as dictated by the school.

* Students must log into the systems for the required number of hours daily as directed using TPS issued chromebook. Attendance is defined as student participating and/or responding to teacher prompts. If a student does not respond to a teacher’s prompt the student is not viewed as being present. When the teacher requires the camera to be on and the student refuses to have the camera on, that is also viewed as non-attending.

* It is required that students are engaged and actively participating in school work each day. Students should be logged into the online learning platform, completing lessons, 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 may be prevented from participating in school sponsored activities.

* Live session attendance is critical to student success in the online classroom. It is required that all students attend all live class offerings on a daily basis in order to interact with teachers and receive instruction and practice.

Students must show up for in-person testing at designated locations on assigned days.

Failure to log into the system for the required number of hours per week, and/or report for assigned in-person testing, constitutes an unexcused absence for the student. Students must attend School on all

official School days including testing days, complete all assignments in a timely manner in accordance with stated class schedules, and attend live sessions.

Parents/Guardians must provide the School with written notes documenting why absences should be excused, within 3 days of the absence date. All communications regarding student attendance should be directed to VAattendance@tps.org or (419) 671-5101.

DENTAL AND MEDICAL APPOINTMENTS

Try to make appointments outside the school day. When it is impossible to make appointments outside the school day, students must bring a note from home stating the time of the appointment and the time the parent wishes to pick him/her up. The absence will be excused upon return with a doctor's/dentist's slip to verify the appointment (email to VAattendance@tps.org).

TARDY TO SCHOOL

In accordance with O.R.C. and TPS Board Policy, students must be to school on time (Elementary in class at 9:00AM, High School at 8:00 AM). The acceptable excused absence criteria apply to tardy to school infractions. Students are expected to be in school each day and in class by the official start time. Being tardy means coming late to school/class after the day starts or the bell rings. A school may consider an absence as excused with a written or verbal explanation by the parent for certain circumstances including illnesses, religious holidays, illness or death in the family, and other similar circumstances. If a student does not check-in properly, he/she will be recorded as absent for the day/class period, and a telephone call will go out to the home. Tardiness will be dealt with in a variety of ways depending on the school environment where the child attends. Students cannot be suspended/expelled for tardiness or absences from school

EXCUSED AND/OR UNEXCUSED (STUDENT) ABSENCES

TPS Virtual Academy Recognizes the Following (Student) Excused Absences from School:

Personal illness — of more than three consecutive days will require the certificate of a physician;

Death of a relative — limited to three (3) days unless reasonable cause is shown for longer absence.
Must be approved;

Observance of religious holidays — must be pre-arranged with the Administrator and consistent with the student's truly held religious beliefs. Limited to length of holiday;

Vacation trip - must be pre-approved by TPS Virtual Academy administration, or it is considered unexcused. Approval for vacations is contingent on educational merit and supporting documentation.

Court appearances, appointments — must provide proof of the same. Limited to length of appointment and travel time;

Placement in foster care or change in foster care placement

All excuse notes must be emailed to virtual-academy@tps.org. (Notifying the teacher does not excuse absence.)

Homelessness - call the VA office, for appropriate documentation needed.

Documented technology issue- must be reported to the Student's teachers and the attendance office day of incident in writing at: VAattendance@tps.org

Additionally, the documented technology issue must be such that it precludes the Student from using the computer and or accessing his or her curriculum*; and

* Prior to an absence, the Administrator may approve any other reason at his/her sole discretion.

* Lack of internet service — No multiple day excuse will be accepted due to lack of service, as there are many alternative locations to obtain internet service.

TRUANCY

Routine and accurate reporting of educational learning is critical. Under Ohio law, there are significant actions that a school must/can take if a student does not routinely attend school (report educational learning hours) in accordance with school policy.

* If any student fails without a legitimate excuse to participate in 72 consecutive school hours they will be subject to automatically being withdrawn from the school in accordance with Ohio law.

* If a student is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year they are considered a "habitual truant" in accordance with Ohio law. The School shall assign each habitual truant to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student's continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student's Parent/Guardian, alleging that the student is an unruly child based on habitual truancy.

* If a student is truant and the Parent/Guardian has failed to cause the student's attendance, the School may require the Parent/Guardian to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

VOLUNTARY WITHDRAWAL

To initiate the withdrawal process from TPS Virtual Academy, the Student's Guardian must request, complete, and sign an Intent to Withdrawal Form obtained from the School and submit it to the School at virtual-academy@tps.org. This signed form gives official notice of the intent to withdraw. Withdrawal form can be obtained by contacting the school office 419-671-5100.

Except as prohibited by law, the Student's grades and credits will not be released until all outstanding fees or obligations are met, including return of all textbooks, equipment, and other materials.

All computer hardware shall be returned.

It is against the policy of the Ohio Department of Education for a student to be simultaneously enrolled in TPS Virtual Academy and another school district; therefore, the Parent is responsible for completing a

withdrawal form before his/her student becomes enrolled in another school. It is critical that the Parent send TPS Virtual Academy a written request for withdrawal as soon as the decision to withdraw a student has been made.

TEXTBOOKS, MATERIALS, AND SUPPLIES

The textbooks, computers, software, hardware and other materials loaned to the parent and/or student are property of Toledo Public Schools. No student and/or Parent have any right to the same except for usage in strict 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 TPS Virtual Academy. Parents must return the materials and property, if their child or children are withdrawn from the school or expelled.

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

TOLEDO PUBLIC SCHOOLS LOANED PROPERTY

(may consist of, but not necessarily limited to)

- Chromebook
- Special Education Assistive Technology
- Textbooks

Pursuant to Ohio law, each family enrolled in TPS Virtual Academy has the right to have one chromebook provided per child enrolled in the program. Furthermore, you indicate that you understand that if your chromebook becomes inoperable there is a possibility that TPS Virtual Academy may not have a chromebook immediately available, in which case you accept the responsibility for finding a suitable or temporary solution until the school is able to furnish a Chromebook.

RETRIEVAL OF SCHOOL ISSUED COMPUTERS

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

TPS Virtual Academy 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;
- A student is withdrawn after 72 consecutive hours of non-attendance;
- A replacement is required due to a technical issue;
- A student graduates from TPS Virtual Academy; or

- A student is expelled.

Within thirty (30) days after four (4) corresponding authenticated attempts of recovery by an authorized TPS Virtual Academy de-installer, written notification will be sent to the Parent/Guardian noting that the following actions may be taken:

- With the appropriate law enforcement agency, a police report will be filed in order to recover the computer, accessories and all other material and property from the Parent/Guardian;
- Other legal action may be taken to secure the return of TPS Virtual Academy's property and materials, including civil and criminal actions.
- Additionally, failure to return TPS Virtual Academy's Property will result in TPS Virtual Academy to withhold all official student records until property is returned.

GRADE LEVELS AT TPS VIRTUAL ACADEMY

TPS Virtual Academy may use state test scores, or another nationally normed assessment to assist in determining grade levels for students. The School uses many factors in determining the appropriate grade placement and core curriculum for students. Some of those factors include evidence of grade completion from the prior school, scores on nationally normed assessments, results on summative and formative assessments, teacher recommendations, the School's Placement, Promotion and Retention Policy, and the student's demonstrated skills mastery.

TPS Virtual Academy high school level students will be placed in a specific grade level based upon credit completion.

DROP/INCOMPLETE/WITHDRAW/FAIL/ADD GUIDELINES FOR HIGH SCHOOL (9-12)

DROPS

Drops are for students who, in the first two weeks after enrolling in a course, need to be removed from the course without any academic consequences. Please note: it is only in approved circumstances that a course may be dropped and only in the first two weeks after entering a course. All students must schedule a consultation with his or her advisor to obtain approval to drop a course

ADDING A COURSE

Students may add courses within the first two weeks of any semester. Courses can be added in order to address circumstances such as requirements necessary for graduation, academic remediation or intervention needs, etc. A student must schedule a consultation with his or her advisor to obtain approval to add a course.

WITHDRAW GRADE (A-F)

Withdrawals after the end of the second week after enrolling in a course will result in a "Withdraw Grade" (A-F) displayed on their student transcript.

In order to withdraw from a course, with no academic penalty, after the second week after enrolling in a course, students must have one of the following excuses:

- *Medical problem (documentation necessary);
- * Students withdrawn due to truancy;
- *Family emergency (requires review by administration); and
- * Other excuse deemed appropriate by administration

All course withdrawals must be approved by the Teacher and/or Administrator. If approval is not granted, students will receive the grade earned in the course after zeros are entered for incomplete work.

INCOMPLETE

Incompletes are for students who have worked consistently throughout the semester but have a situation that leaves them unable to finish a class.

- * Incompletes will be given with teacher discretion using the following guidelines:
- *Students must have completed over 65% of the class and be passing;
- *Student must have maintained contact with teacher and advisor;
- *Student must have attended live learning classes, if applicable;

Incompletes may also be given by teachers and/or administration in the following situations:

- Doctor approved medical excuses;
- Family emergency; and
- Other excuses deemed appropriate by administration.

FAIL

A fail (or "F") is given to any student who has not been given an incomplete and has earned an "F" (i.e. — failing coursework, not turning in assignments). An "F" will be earned (assigned) at the end of each semester.

RETENTION POLICY

Decisions regarding a student's promotion or retention will be determined on an individual basis based on the factors outlined herein and in the Placement, Promotion and Retention Policy {available upon

request). The TPS Virtual Academy Administrator shall have the final responsibility of determining grade level placement and promotion or retention of each student. Parents/guardians will be notified in writing each quarter if the child has failed to demonstrate progress toward mastery of the content or lacks demonstrated growth on the nationally normed assessments. A conference will be scheduled at a time convenient for all parties to discuss the student's achievement, attendance, effort, work habits, behavior and other factors related to learning.

PARENT TEACHER CONFERENCES

Parent—teacher-student conferences in grades 1-8 are a focal point in student evaluation. In addition to the scheduled conferences the School recognizes that open communication is one of the keys to student success and impromptu conferences may be initiated by either party, if there is a need. Parents and the Teacher or Academic Advisor will have consistent contact to discuss the Student's educational development and presentation of learning opportunities throughout the year.

FORMAL DIAGNOSTIC AND STATE MANDATED TESTING

District assessment testing will take place two to three times per year in person or as specified by Administration. A student's non-participation will result in removal from TPS Virtual Academy in accordance with State law or Toledo Public Schools Board Approved Policy.

In order for students in an online school to be successful it is necessary for them to be continuously engaged in the education process. Regular completion of diagnostic and benchmarking assessments is essential for the promotion of student development and instrumental to the development and implementation of targeted instructional techniques.

DIAGNOSTIC ASSESSMENTS

Periodically, throughout the school year, the School implements diagnostic assessments to ascertain student ability and development and to target instruction. Students shall be given the opportunity to complete such assessments within a reasonable amount of time which is consistent with the purpose for administering the assessment. Students are required to complete all diagnostic assessments.

STATE MANDATED TESTING

Students must take state mandated testing in person, during the testing period. If you are unable to commit to in person testing, then you should not enroll in th Virtual Academy.

MEDICATION, INHALER, AND EPI-PEN POLICY

Parents should provide medication outside of school sponsored on-site testing, activities and trips and encourage their physician's cooperation in this regard. Except in situations required by law, no medication will be administered by School staff.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent.

The Physician's written approval must include the following information:

- * The name and address of the Student;
- * The School in which the Student is enrolled;
- * The name and dose of the medication contained in the inhaler or auto injector;
- * The circumstances in which the auto injector should be used;
- * The date the administration of the drug is to begin;
- * The date the administration of the drug is to cease (if applicable);
- * Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;
- * Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- * Special instructions for administration of the drug by the Student;
- * Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- * A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- * And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector.

SPECIAL EDUCATION

TPS Virtual Academy fully complies with State and Federal laws regarding the education of students with disabilities.

When a child is identified as having a disability, an Individualized Education Plan (IEP) will be provided to meet the specialized needs of the child. As a distance learning school that relies upon parent support, Toledo Public Schools may deliver educationally appropriate services to students with an IEP using methods that differ from the methods used at traditional public schools. These methods and services will be determined by the IEP Team. It is the responsibility of the Student's Parent to take his/her child to a location specified by TPS Virtual Academy for State-mandated standardized testing and other purposes including certain special education related services.

Upon enrollment, if a student already has an ETR or an IEP, the parent must submit this information to the school so the school can provide all terms outlined in the IEP to best meet the needs of the student.

ACCESS BY MILITARY RECRUITERS/INSTITUTIONS OF HIGHER EDUCATION

Two federal laws require the School to provide military recruiters, upon request, with student names, addresses and telephone listings, unless parents have advised the School that they do not want their student's information disclosed without their prior written consent. Similarly, state law requires the School to provide military recruiters, upon request, with the names and addresses of students in grades ten through twelve, unless parents have advised the School that they do not want such information disclosed.

TECHNOLOGY & INTERNET ACCEPTABLE USAGE POLICY

INTRODUCTION

The use of technology is a privilege and an important part of TPS - TPS Virtual Academy's overall curriculum. TPS Virtual Academy 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. TPS Virtual Academy will, from time to time, make determinations on whether specific uses of technology are consistent with TPS Virtual Academy policies for students and employees of the School. TPS Virtual Academy always reserves the right to monitor and log technology use, to 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 TPS Virtual Academy to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications over its (Toledo Public Schools) computer network;
- Prevent unauthorized access and other unlawful online activity and damage to school 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)].

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 to 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 worldwide web.

The installation of technology protection measures at the time of computer installation is mandatory and the internet filter will be set at a level determined by the School. Thereafter, it will be the parent educator's responsibility to monitor computer usage for compliance with Toledo Public School's policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes.

Additionally, it shall be the responsibility of all members of Toledo Public Schools staff to supervise and monitor 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, TPS Virtual Academy is attempting to provide a safe and secure medium by which students can use the internet, 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 TPS Virtual Academy private network. Other inappropriate network usage TPS Virtual Academy intends to eliminate includes:

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

Upon accepting admission into the TPS Virtual academy. 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 TPS Virtual Academy believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable;
- Using technology resources for commercial, political or other unauthorized purposes since TPS Virtual Academy technology resources are 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 the 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 consent of TPS Virtual Academy;
- 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 email 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 a TPS Virtual Academy (Toledo Public Schools) or a client account to collect replies to messages sent from another TPS Virtual Academy account; and
- 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 intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources the user(s) will be liable for any and all costs; and
- Violation of this internet safety policy is also a violation of the TPS Virtual Academy 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 CHAT ROOMS, WEBCAMS AND EMAIL

TPS Virtual Academy offers a chat room, webcam, discussion boards and email to provide TPS Virtual Academy Parents and students a forum in which to share ideas and exchange views regarding TPS Virtual Academy with other

Parents, students, teachers and Administrators. To protect all chat room and e-mail participants, all chat room sessions and network emails are monitored and recorded. TPS Virtual Academy does not discourage criticism or healthy disagreements; however, TPS Virtual Academy does expect each chat room and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling or attacks upon other chat room participants in any way.

If, for any reason, TPS Virtual Academy does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the School, it reserves the right to remove that person from the network (except for access to his/her master 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 sole discretion of the Administrator, does not support the mission of the School.
- 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 USE OF TECHNOLOGY

Violation of TPS Virtual Academy's Virtual room or webcam policy may result in a warning or permanent ban from the chat room, depending on the severity of the infraction. The length of any temporary ban shall be at the sole discretion of the Administrator. Inappropriate use of the webcam can result in suspension from TPS Virtual Academy.

STUDENT MISUSE

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with TPS Code of Conduct.

STUDENT ENGAGEMENT POLICY

In order for students in an online school to be successful it is necessary for them to be continuously engaged in the education process. Regular completion of diagnostic assessments is essential for the promotion of student development and instrumental to the development and implementation of targeted instructional techniques. Moreover, regular live class participation and the submission of classroom assessments allows instructional staff additional insight into student development and affords students another opportunity to ask questions and demonstrate academic growth.

TPS Virtual Academy assesses Student Engagement level via a combination of the following:

- Completion of diagnostic assessments*
- Participation in state mandated testing*
- Attendance in live instructional sessions
- Completion and submission of course assessments

*Participation in diagnostic assessments and state mandated tests is non-negotiable and is weighted most heavily in determination of student engagement level.

LIVE INSTRUCTION ATTENDANCE

TPS Virtual Academy's curriculum is designed for students that attend and participate in live class sessions on a regular basis. TPS Virtual Academy students are provided a clear schedule for live classes in

the core subjects of Math, English, Science and Social Studies. Students are expected to attend Live Classes every day.

WEATHER RELATED & OTHER EMERGENCY SITUATIONS

School Closing and Delays for Inclement Weather Toledo Public Schools has a School Delay policy when the weather is severe. This policy will allow TPS to delay two hours instead of closing right away to see if weather conditions improve enough for students to come to school. A 2-hour delay can change to a closing, so please keep watching the local news and listen to the radio.

When there is a 2-hour delay, School start time is 10:00 for High School and 11:00 for Elementary School.

- The information can be heard by listening to local TV, radio stations and social media.
- Do not call the school, as school personnel will not be in the building.
- It is a good idea to make childcare arrangements at the beginning of the year for delayed situations so you are not caught off guard.

Acknowledgement of this handbook occurs via acceptance into the TPS Virtual Academy. A link to this document will be provided to each parent/guardian.