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## Issue Paper

**Consent Agenda Item (Action Item):** Consider and approve the Floyd County Virtual Academy Application for Waiver for the 22-23 School Year as well as the Floyd County Virtual Academy Handbook for the 22-23 School Year.

**Applicable Statue or Regulations:** KRS 162.90 Powers and Duties of the Local Board of Education

**Fiscal/Budgetary Impact:** All expenses associated with the Floyd County Virtual Program are being paid from ESSER Funding. No financial impact to the District's General Fund.

**History/Background:** The Floyd County Virtual Academy serviced nearly 500 students during the 2021-22 School Year. Each year the local Board of Education must approve the K-5 component of virtual learning. Given the demand for virtual learning, the district wishes to re-apply for the continuation of the virtual learning program for the 2022-23 School Year. The attached descriptive narrative outlines the need for the Virtual Academy while making it a more sustainable version. Also presented within this paper, is the Floyd County Virtual Academy Handbook. The handbook outlines the major concepts of the academy and requirements of all parties involved including: students, parents, school administration and other relevant school and district staff.

**Recommended Action:** Approve the Application for Waiver for the 2022-23 School Year, as well as the Floyd County Virtual Academy Handbook.

**Contact Person(s):**

Brent Rose  
Angela Duncan

N/A

Principal

  
Director

  
Superintendent

**Date:** May 19, 2022

# Application of Waiver of Kentucky Administrative Regulation Kentucky Board of Education



## School District

Floyd County School District

As superintendent of the named school district, I am requesting a waiver under [KRS 156.160\(2\)\(a\)](#) of Section 1, subsections (1) and (4) of [702 KAR 7:125](#) promulgated by the Kentucky Board of Education related to Pupil Attendance. The waiver(s) is requested in order to allow for attendance-based virtual learning that might remove barriers that exist to improve learning.

These waiver requests were reviewed and approved by the district's Board of Education on:  
5/23/22

The approval is contained in the board minutes that are available for review at the district's central office. The original copy of this request is also available at the district's central office.

I understand this waiver request is subject to the review and approval of the Kentucky Board of Education (KBE). I further understand that if the KBE approves the waiver request specifically detailed herein, this application and its contents shall become a binding memorandum of understanding (MOU) entered into by and between the named school district and the Kentucky Department of Education (KDE) and both parties will be bound by the terms, conditions, agreements and assurances contained in this document and any attachments thereto. By signing below, the Superintendent and Board Chair represents they have fully reviewed the contents of this document and agree to be bound by all terms, conditions, agreements, and assurances contained herein if approved by the KBE.

By signing below, the Superintendent and Board Chair affirmatively state all information contained herein is true and correct to the best of their information and belief, and they possess authority to bind the school district to this application and MOU.

**Superintendent Signature**

Kristina Springer

**Print Name of Primary Point of Contact**

606-886-2354

**Local Board Chair Signature**

**Point of Contact Phone and Email**

05/23/2022

**Today's Date**



**This waiver request is only for the specific Section(s) named above. This request does not seek a waiver of any other Kentucky Administrative Regulation or of federal law.**

**702 KAR 7:125 Section 1(4) states:**

Pupils shall be physically present in the school to be counted in attendance except under the following conditions:

*The district is requesting a waiver of this language to include in the definition of “the school” to include a public virtual school, program, or academy, established by a Kentucky Public School District, where instruction occurs using digital platforms, technologies, with continued access to certified teachers. Where each student is assigned full-time to the virtual school, program, or academy and there are teachers and other staff assigned to support and provide instruction (via the annual superintendent assurance regarding the Kentucky Digital Learning Guidelines). The virtual learning experience design shall allow for the monitoring of each student's interactions and engagement online, allows for synchronous (or live) visual and verbal interactions and the review of student work and completion of assignments in both real-time and on-demand (asynchronous interactions).*

**702 KAR 7:125 Section 1(1) states:**

Daily attendance of pupils in elementary schools shall be determined by taking attendance one (1) time each day prior to the start of instruction and maintaining a pupil entry and exit log at each school.

*The district is requesting that for any elementary school pupil enrolled full-time in a public virtual school, program, or academy daily attendance shall be determined by taking attendance twice a day: once at the beginning of instruction and once more in the second half of the school day (to account for full day or partial day funding mechanisms).*

**Virtual School, Program or Academy Information**

Which best describes how the virtual school, program, or academy the district will operate as a result of the waivers described above? ([See school classifications](#))

- ☐ **School** | A1 with separate principal and SBDM council (*A school under administrative control of a principal or head teacher and eligible to establish a School-Based Decision Making Council. An A1 school is not a program operated by, or as a part of, another school.*)
- ☒ **Program** | A full-time program, typically an A5 classified program, where the students' primary enrollment resides. An A5 program may also be used as a secondary enrollment for students in some cases. (*District-operated alternative program with no definable attendance boundaries designed to remediate academic performance, improve behavior, or provide an enhanced learning experience*)
- ☐ **Academy** | A “school within a school” model enabling students to be scheduled in a full-time virtual course load while retaining enrollment in their A1 school. (*students are in a separate calendar within their A1 school*)

**What grade levels will your virtual school, program, or academy serve as a result of the waiver described above?**

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 4th Grade
<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 9th Grade
	<input type="checkbox"/> 10th Grade	<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 12th Grade	

In Appendix A please detail, based on your selection above, how instruction will be delivered for students in the program, including, but not limited to descriptions of digital platforms, staff deployment and collection of evidence of work and outcomes.

## **District Assurances**

The district assures that:

1. Performance-Based virtual students included in the exception set forth at 702 KAR 7:125(1)(4)(g) shall not be covered by this waiver. The district shall continue to count Performance-Based virtual students in pupil attendance subject to all provisions of 702 KAR 7:125.
2. Attendance shall be tracked by a certified teacher at a course level for virtual middle and high school students covered by this waiver. Each course shall have attendance stored in the student information system attendance tables following KDE guidance. Attendance shall be tracked by a certified teacher at least two times each school day for fully virtual elementary school students with checks three hours apart. Each course shall have attendance stored in the student information system attendance tables following KDE guidance. These courses shall not be set up as virtual/performance-based courses.
3. Attendance clerks or other assigned district personnel shall reconcile attendance for each course/period to ensure proper codes are entered for absent students. Attendance events shall continue to be entered at the office level (i.e. Dr. Excuses/parent excuses). District understands and agrees that attendance information provided shall be subject to audit by KDE.
4. All truancy laws shall be followed for virtual students. District shall develop and implement policies to address virtual attendance absences, including the attendance status of students with an internet outage and the process to return students to in-person instruction for truancy violations, in addition to legal action which may be required by KRS 159.150, 159.180, and other applicable truancy laws.
5. Only students whose families have requested to be enrolled in the virtual school, program, or academy are included under this waiver, accompanied by school and district approved documentation resulting from locally adopted policies for enrollment. No student shall be involuntarily placed in the virtual school, program, or academy. No student shall be placed in the virtual school, program, or academy solely due to disciplinary reasons. The Admissions and Release Committee (ARC) of any student with an Individual Education Program (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA) shall document the students enrollment in the virtual school, program, or academy in the ARC Conference Summary.
6. All students shall be full-time enrolled in the virtual school, program, or academy.
7. Only students with determined appropriate digital access and support beyond the school campus shall be candidates for enrollment in the virtual school, program, or academy. The district shall establish and implement an application and on-boarding process to ensure students and families understand the expectations for full-time enrollment in a virtual school, program, or academy and a determination of candidacy. The district shall ensure all students enrolled in virtual school, program, or academy have appropriate digital access to fully participate in and access the virtual program.
8. The virtual school, program, or academy shall have teachers and other staff assigned to support and provide instruction aligned to the grade-level expectations established in the Kentucky Academic Standards (KAS), including the selection, vetting, and usage of high-quality instructional resources aligned to the KAS and grade-level appropriate work. The use of



standards-aligned high-quality instructional resources and curriculum is also assured via the annual superintendent assurance regarding the [Kentucky Digital Learning Guidelines](#). District shall maintain evidence of having systemic formative assessment processes in place to: (1) accurately measure student progress on grade-level standards for students enrolled in a virtual school, program, or academy; and (2) support students enrolled in the virtual school, program, or academy needing accelerated learning on grade-level standards within Tier 1 universal instruction as well as those students who need more targeted Tier 2 and Tier 3 interventions and supports.

9. The virtual school, program, or academy shall implement synchronous (real-time or live) strategies and digital platforms for two-way student to teacher visual and verbal interactions. Additionally the virtual school, program, or academy shall utilize a learning management system (LMS) or other digital platforms that allows teachers to monitor student's progress, interactions and engagement with the teacher and other students online for the review of student work and completion of assignments in both real-time and on-demand (asynchronous interactions). District understands frequent live, regularly-scheduled contact with a Kentucky certified teacher is suggested to produce more effective results and assures that the virtual school, program, or academy implemented pursuant to waivers contained herein will prioritize frequent live, regularly scheduled contact with a Kentucky certified teacher.
10. The district shall fully comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and all applicable laws and regulations for the education of students with disabilities. District shall fully implement accommodations and Individual Education Programs (IEP) for students with disabilities enrolled in a virtual school, program, or academy. District shall ensure that all Section 504 Teams and Admissions and Release Committees (ARC) were involved in determining how all special education, related services, and accommodations will be implemented for students with disabilities in the virtual setting.
11. The district shall ensure a system of high-quality professional learning on the high-quality instructional resources and on evidence-based instructional practices for virtual learning.
12. Fully virtual students shall be assigned a schedule that aligns with the standard day of in-person students. Virtual student schedules shall adhere to the standard day and hour requirements set forth at KRS 158.070.
13. District shall document all fully virtual students as non-transported for transportation funding purposes.
14. District understands meals provided to students in a non-congregate setting for school year 2022-2023 are not eligible to receive reimbursement from the United States Department of Agriculture under the USDA School Meal Programs, absent approved USDA waivers. District shall review and consider how this may impact students enrolled in a virtual school, program, or academy pursuant to this waiver.
15. District understands pursuant to KRS 156.010, the Commissioner of Education has authority for monitoring the management of school districts, including administration and finance, implementation of state and federal laws and regulations, and student performance. District understands that KRS 156.210 provides the Commissioner of Education with access to the papers, books and records of all teachers, superintendents, or other public-school officials. District hereby agrees that such authority specifically extends to all aspects of its operation of a virtual school, program, or academy pursuant to this waiver request and MOU. District hereby agrees that it shall ensure full and timely cooperation during any program review or audit of any aspect of its operation of a virtual school, program, or academy pursuant to this waiver request and MOU.

## **Appendix A - Plan Narrative**

See attached Descriptive Narrative

### **Duration**

If approved by the KBE and signed by the Commissioner of Education or authorized designee, this MOU shall be effective beginning July 1, 2022 and shall continue in effect until June 30, 2023 or termination as provided herein, whichever occurs first.

### **Termination**

Pursuant to KRS 156.160(2)(c), this MOU shall be subject to termination upon a determination by the Kentucky Board of Education that the school district has subsequently failed to meet the intent of the waiver and assurances contained herein. The parties agree that such a determination by the Kentucky Board of Education shall be final and binding on the parties hereto.

**Commissioner of Education or Designee**  
**Kentucky Department of Education**

**Date**

# **Floyd County Virtual Learning Program**

## **Descriptive Narrative**

The Floyd County School District will utilize the Floyd County Learning Program during the 2022-2023 School Year. The Program will service students in grades K-12. The Virtual Program will be limited to students that meet the above criteria as well as other criteria associated with state and local policies and procedures. The Virtual Program will be under the District umbrella and will be supervised by a District Principal assigned by the Superintendent. The program will be provided up to 6 certified staff members that will serve as either a guidance counselor, teacher and/or facilitator for classes in the general education setting. One classified attendance clerk will also be assigned to the Virtual Academy. Note: Special Education students will receive Specially Designed Instruction from Special Education Teachers assigned to their home school.

Students in Grades Kindergarten through 5<sup>th</sup> grade will receive instruction via the district approved educational platform with assistance from the assigned district facilitators. Students in K-5 must report to the district teachers/facilitators at a minimum of two times per day for attendance purposes. Students in grades 6-12 will utilize the APEX Learning platform with the assistance of certified teacher/facilitators aiding as needed. Student attendance will be performance based, which requires students to complete all aspects of the course work. Students in grades 6-12 will utilize block scheduling and will complete 4 courses per semester. The Floyd County School District will provide a computer for each individual student as well as any other material needed for successful implementation of the program. Students and families must agree to the Floyd County Schools Acceptable Use Policy. Students should have reliable internet. In the event that reliable internet is not available the District may provide internet if applicable.

The Virtual Learning Program is currently designed to assist students that are hesitant to return to school following the COVID 19 Pandemic and will be for the entire 2022-2023 School Year, students in grades 6-12 may enter and leave the program at the end of a semester. For example, a student that enters the Virtual Program on the first day of the school year, MUST remain within the program until the end of the first semester. Students in grades K-5 may exit the program at any time, however we ask for a five-day grace period to allow schools to be fully prepared for students to return to in-person instruction. Please note that once a student exits the Virtual Academy, he/she will not be allowed to re-enter the virtual academy for the remainder of the current school year.

Other enrollment requirements are listed below:

- Students must meet standards/academic performance on or above grade level.
- Students must work to meet proficiency benchmarks in reading and mathematics.
- Students must complete all Benchmark Assessments as well as state assessments as outlined by local and state policies and procedures. Those benchmark assessments WILL BE IN-PERSON.
- Students must follow code of conduct and attendance expectations.
- Students must actively participate during live meets and maintain acceptable grades that ensure students are on track to graduate.
- Attendance shall be tracked by certified teacher/facilitator as required within the Kentucky Board of Education Waiver related to Pupil Attendance.
- Truancy laws shall be followed within Floyd County Virtual Learning Program. This includes normal absences as well as absences related to loss of internet.



# Floyd County Schools Virtual Academy

Floyd County Public Schools will provide students a full-time online option. The Floyd County Virtual Academy is designed for students Kindergarten through twelfth grade. Course work is designed to simulate the content and instruction students receive through in-person instruction as closely as possible. The following provides the policies and procedures regarding this program.

## Scope and Delivery of the Floyd County Virtual Academy

The Floyd County Virtual Academy will offer a virtual option to students in grades K – 12. To be a full-time student a student must meet specific requirements. The courses are made available through a partnership with a Learning Management System (LMS) that will be approved by the Floyd County Board of Education (K-5) and Apex (6-12) and will include a full Elementary program including all four core courses as well as electives. The Secondary students (6-12 grades) will be offered all core courses, electives, AP, Global Language, and Career and Technical Education courses; everything a student needs to earn a district approved diploma.

**Each student will also be assigned to a Facilitator.** The Facilitator will work with the student to make sure the student has everything they need to be successful in the courses. The Facilitator will provide important information about the school such as testing dates and locations. **Most Important:** The student is required to meet with the Facilitator either live or on the phone on a weekly basis to go over progress.

Students needing a Multi-Tiered System of Support (MTSS) will receive tiered individualized or small group instruction from either the Facilitator and/or Success Coach. The Success Coach will be a member of the staff at the student's home school that can meet with the student during or after normal school hours to provide the necessary support to close achievement gaps as well as provide scientifically researched intervention strategies.

## Floyd County Virtual Academy Policies

### Student Registration

Full time students will fill out the registration form for the virtual academy program through the district website beginning July 1. Students/Parents will then be given an orientation date that they must attend. Students/Parents will be notified two weeks previous to the start of the semester if they have been accepted into the virtual academy.

Home School students will fill out the application form for the virtual academy program through the district website. All home-schooled students from the year before will automatically be accepted into the virtual academy. **NOTE:** Besides the virtual academy application, parents must also register students with the school district.

### Requirements for State Testing

All full-time students will be required to take all mandatory testing. The Floyd County Virtual Academy administration will work with the home school of each full-time student to provide the students with all the information the student needs to attend each testing session at the home school site. All data from the students' testing will be included in the data with their assigned school. Full time students must comply with all Floyd County School District Student Testing guidelines listed in the code of conduct.

### Benchmark Assessments

The Floyd County School District periodically administers benchmark assessments to all students. This testing allows students, parents, teachers and other school officials to check-in on how instruction is going. The results of this test determine what types of items have been mastered by students and what items, we need to spend more time on to

ensure content mastery. All benchmark assessments will be announced well in advance; however Virtual Academy students will need to go to complete the benchmark assessment in-person at their home school.

## **Course Length**

Grades 9 – 12: Secondary Students are given a maximum of **18 weeks** to complete a **Full credit** course. Courses can be completed prior to the 18-week window. During a Summer School session, students have a maximum of 4 weeks to complete a one-half credit course. Courses can be completed anytime within the 4-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed timeframe during the summer.

Grades 6-8 will have reading and math classes for the entire school year. Social Studies, Science as well as two elective courses will be taught quarterly within a block scheduling format.

Grades K – 5: Elementary students are given the full year to complete all required courses. Early completion of individual courses is allowed.

## **Entry and Withdrawal Policy**

Students may enter the Floyd County Virtual Academy at any time until the beginning of the final grading period. No new students will be added to the virtual academy during the final grading period unless recommended by an Admissions and Release Committee.

Students in grades 6-12 will have 10 days from the time of enrollment in the Virtual Academy to withdraw from the program, without penalty. Please note that if the student has not met minimum goals in the first 10 days district administration retains the right to remove such student from the program and reassign the student to their assigned school.

### **Minimum Goals**

1. Log in daily to class assignments.
2. Attends all required sessions, meetings (or school can assign a specific number or percentage to allow for emergency situations)
3. Student submits lessons in a timely manner.

Students in grades 6-12 must remain in the Virtual Academy until the end of the semester. Once a student in grades 6-12 withdraws from the Floyd County Virtual Academy, he/she will not be allowed to return to the Virtual Academy for the remainder of the school year.

Students in grades K-5 may enter and exit the Virtual Academy without a minimum required amount of class time. This is different than students in grades 6-12 due to attendance requirements outlined within the Virtual Application the Floyd County Schools provided to the Kentucky Department of Education. A five-day grace period is requested for students in K-5 returning to in-person instruction so that the receiving school can meet with families as well as the student to ensure a smooth transition back to in-person instruction.

## **Course Content**

Secondary Students (Grades 9 – 12): All courses are **full credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and discussions. Each course has a required final exam, which must be proctored.

Middle School Students (Grades 5-8) will receive credits for passing the classes. Reading and math will be taught the entire school year. Social Studies, Science and two electives will be taught by semester throughout the school year.

Elementary Students (Grades K – 5): All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

### **Proctoring of Final Exams (For Secondary Students Only)**

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents.

### **Course Types (For Secondary Students Only)**

All courses are offered in Full Course or Pre-assessment. Full time students will take courses only in the full course mode unless the student needs a course for credit recovery.

### **Attendance**

Students who are admitted to the Floyd County Virtual Academy (FCVA) are required to daily participation in classes and are expected to adhere to the daily schedule. Those that do not meet daily progress and completion of assigned performance tasks for the day will be counted absent.

Students are required to work consistently and to follow the pacing provided by the instructors and/or facilitators. Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with the online teachers, facilitators, districtwide counselor and/or the Success Coach which are provided by the school district and/or the LMS. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students in grades K-5 will also have at least two synchronous contacts (one in the morning and one in the afternoon) with their virtual instructor/facilitator per day. This contact done daily may be phone call, attendance at a Live Lesson or Webinar, an Instant Message, e-mail or a text message. Students in the virtual academy are still subject to local and state truancy requirements. Students not attending virtual class on a regular basis may be exited from the program at any time and will return to in-person instruction at their home school.

**Required Hours:** Students must login each day that the Floyd County Virtual Academy is in session. As stated earlier, students in grades K-5, must contact their school facilitator two times per day for attendance purposes. The Floyd County Virtual Academy will follow the Floyd County School District's Calendar. Holiday and vacation days will be observed in the same manner. If in-person instruction for the Floyd County School District is cancelled due to inclement weather or some other reason, the Floyd County Virtual Academy will be closed as well.

### **Recommended Middle / High School Schedule**

Students in grades 6-12 at the Floyd County Virtual Academy will be on a block schedule. Students in grades 6-8 will be on a 4 X 4 Block Schedule. In this schedule students will complete assignments in English/Language Arts and Mathematics throughout the entire school year. Students will receive instruction in social studies, science, art and physical education in a rotating fashion.

Students in grades 9-12 will work with the Districtwide Guidance Counselor to develop a schedule in which the students will complete and receive 4 credits per semester based upon their career pathway and advisory contract.

**Note:** Students that receive Specially Designed Instruction through scheduled meetings with District Special Education Staff, shall log-in at the scheduled time which is between the hours of 8:00 AM – 3:00 PM.



## Earning Credit and Grading Policy

In order to receive credit in a course, students must meet the following requirements:

### Grades 6 - 12

1. The student will need an overall average of 60%.
2. Students must complete the state assessment.
3. Students graduating must complete all other graduation requirements as stated by the Floyd county Board of Education.

### Grades K – 5

- 1 The student will need an overall average of 60%.
- 2 Students must complete the state assessment.

## Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

## Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with a Floyd County Diploma. Please see graduation requirements in Floyd County Student Code of Conduct as well as handbooks provided by the student's home school.

## Transcripts and Grade Reports

Students and parents may access a student's transcript from the Floyd County Districtwide Counselor and/or home school. Grade reports will be issued at the same time all other Floyd County students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers / Facilitators
- Districtwide Counselor
- Virtual School Principal

## Right to Privacy Policy

Floyd County School District respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. Floyd County School District must have written permission from the student/legal guardian in order to release information from that student's education record.

## Multi-Tiered Systems of Support (MTSS)

Students identified as Tier II or Tier III will follow all guidelines set forth by Floyd County Schools MTSS Handbook. Students who are in Tier II will receive at least 60 minutes of small group instruction based on identified area(s) of need. Tier III students will receive at least 120 minutes of 1:1 and/or small group instruction based on their identified area(s) of need. FCVA students will be required to attend **on-campus** intervention sessions throughout the school year, as needed, based on progress monitoring data, as described in FCVA contract. All documentation will be collected and recorded by classroom teachers/ facilitators into the Floyd County Schools Student Intervention Plan.

# **Floyd County Virtual Academy Student Code of Conduct**

The Floyd County Virtual Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: All matters of misconduct will also be handled through Floyd County Virtual Academy Administration and the Floyd County Student Code of Conduct. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place. To view Floyd County's Student Code of Conduct please refer to the Floyd County District Website and select Student Handbook from the menu.

## **Academic Misconduct**

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

## **Defiance of Authority/Insubordination**

Disobedience or noncompliance toward any staff member of the Academy or the Floyd County School District is considered insubordination. That includes refusal to maintain communication with Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

## **Computer Misuse**

Any student who attempts to access the secure information of Academy or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

## **Anti-Bullying Policy**

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Floyd County Virtual Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

**Floyd County Virtual Academy uses this definition of cyber bullying:**

Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking

## **Internet Acceptable Use Policy**

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime.

Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

## **Internet–Terms and Conditions of Use**

- Users will not be abusive in Academy messages to others. They will not use offensive, obscene, or harassing language during instruction or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of Floyd County Virtual Academy administration and/or its affiliates.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.
- Students and families must agree to and sign the Floyd County School District Acceptable Use Policy.

## **Academic Integrity Student Agreement**

- I agree to do my own work.
- I understand and agree that the student for whom this application is submitted will have access to high-speed internet and will follow the guidelines of use for the District provided laptop.
- I understand that my child will not be permitted to participate in extra-curricular or co-curricular activities that occur on-campus.
- I understand and agree to provide the needed technology requirements to be in place regarding the location of the student between 8:00 AM and 3:00 PM each day.
- I understand and agree that as a family we will monitor student progress and contact the teachers/facilitators with any concerns.
- I understand and agree that students/families enrolled in the Floyd County Virtual Academy shall follow and be held accountable for attendance expectations, regulations and laws.
- I understand and agree that as a family we will ensure student's daily participation in classes and adherence to the daily class schedule. Students not meeting will be counted absent.
- I understand and agree that my child will participate in scheduled instructional activities and be expected to interact with their teachers and classmates during normal school hours.
- I understand and agree that my child will attend mandated assessment sessions on-campus throughout the school year. (MAP Testing, KSA Testing, ACT etc.)
- I understand and agree that my child will attend mandated intervention sessions on campus throughout the school year, as needed based on course progress.

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided by the Floyd County Virtual Program and its' affiliates.



## **Student Code of Conduct Contract**

**Directions:** All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking a course in the Floyd County Virtual Academy.

### **Academic Misconduct**

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

### **Defiance of Authority/Insubordination**

Disobedience or noncompliance toward any staff member of the Virtual Academy or Floyd County School District is considered insubordination. That includes refusal to maintain communication with Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

### **Computer Misuse**

Any student who attempts to access the secure information of Academy or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

### **Anti-Bullying Policy**

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Floyd County Virtual Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

#### **Floyd County Virtual Academy uses this definition of cyber bullying:**

Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking

- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

## Internet–Terms and Conditions of Use

- Users will not be abusive in Academy messages to others. They will not use offensive, obscene, or harassing language during instruction or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of Floyd County Virtual Academy administration and/or its affiliates.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.
- Students and families must agree to and sign the Floyd County School District Acceptable Use Policy.

## Academic Integrity Student Agreement

- I agree to do my own work.
- I understand and agree that the student for whom this application is submitted will have access to high-speed Internet and will follow the guidelines of use for the District provided laptop.
- I understand that my child will not be permitted to participate in extra-curricular or co-curricular activities that occur on-campus.
- I understand and agree to provide the needed technology requirements to be in place regarding the location of the student between 8:00 AM and 3:00 PM each day.
- I understand and agree that as a family we will monitor student progress and contact the teachers/facilitators with any concerns.
- I understand and agree that students/families enrolled in the Floyd County Virtual Academy shall follow and be held accountable for attendance expectations, regulations and laws.
- I understand and agree that as a family we will ensure student's daily participation in classes and adherence to the daily class schedule. Students not meeting will be counted absent.
- I understand and agree that my child will participate in scheduled instructional activities and be expected to interact with their teachers and classmates during normal school hours.
- I understand and agree that my child will attend mandated assessment sessions on-campus throughout the school year. (MAP Testing, KSA Testing, ACT etc.)
- I understand and agree that my child will attend mandated intervention sessions on campus throughout the school year, as needed based on course progress.

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by the Floyd County Virtual Academy, in addition to the other consequences identified herein.

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Student's Name

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Student's Signature

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Date

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Parent's Name

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Parent's Signature

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Date