



TRUMBULL VIRTUAL LEARNING ACADEMY
- STUDENT / PARENT HANDBOOK -

Summer School 2021

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First day of online classes: June 7, 2021
Last day of online classes: July 23, 2021

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This Handbook is intended as a summary of important information for the convenience of parents and students. It includes by reference the Student Code of Conduct and all TCESC Policies.

Table of Contents

Student Enrollment and Refund Policy	4
Course Options	4
Program Orientation	4
Course Pace	4
Student Failure to Participate	5
Attendance and Participation	5
Terms of Permitted Use	8
TVLA Student Information	10
Graduation Requirements	10
Extra-Curricular Activity Policy	10
Course Completion Deadlines	10
Extensions	10
TVLA Grades	10
Internet Browsers for Courses	11
Internet Connectivity	11
Failed Connection to Learning Management System	11
Questions Related to Subject Area Content	11
Course Materials	12
Email Etiquette	12
Course Materials	12
Parent/Administration Observer Rights	12
Academic Integrity	12

TVLA Academic Honesty Policy	12
Reporting Concerns About Online Instructor	13
Personal Responsibility for Use/Misuse	13
Privacy	13

Student Enrollment and Refund Policy

All students wishing to take a course(s) through TVLA, full-time or part-time, must enroll

through their school counselor or administrator.

The TVLA has a rolling admissions policy, and the Administration will look at each case on an individual basis.

There are NO refunds if a student withdraws or is withdrawn from a course.

Course Options

Credit Recovery – A course the student has already taken and failed

New Credit – A course the student has never taken

The cost is \$230 per course. There are NO refunds.

Program Orientation

Students and Parents/Guardians will have an opportunity to attend/view an online orientation via zoom.

Course Pace

Students are required to maintain a certain pace in completing assignments within each course. Students have a weekly schedule of assignments and a pacing bar on their class card(s) and must remain on pace. Similar to the regular classroom, students are required to meet expectations within their coursework.

To stay on pace the student must keep their progress bar close to the black line to finish on time. This can be found on the main dashboard when students first sign in. (See image below)



Please Note: The percentage that the student sees inside of the course in the content tab is not the percent complete. That is the percentage of how much of the material the student has viewed.

To have the percentage completion increase on the main dashboard, the student needs to submit assignments, tests, and quizzes as this demonstrates the student is learning and completing the course.

Student Failure to Participate

Students removed from the TVLA program for failure to participate will not be permitted to

enroll in any TVLA for credit courses for the remainder of the school year. Additionally, the student will return to their assigned building to attend classes. Refer to Policy 5200 regarding truancy.

Attendance and Participation

Regular attendance is essential to good schoolwork. Under the law, it is the parent's/guardian's responsibility to see that their students are attending class and completing work, including students enrolled in e-learning whether at school or at home. Parents/guardians receive weekly attendance reports from reports@onlineschoolsolutions.com. Students must comply with attendance and participation requirements. Failure to do so may result in applicable truancy consequences in accordance with the student's home-district attendance policy.

Lack of work and/or non-participation in Labs and events is equivalent to being absent without an excuse. Excessive absences or non-participation also may have an effect on grade promotion.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect. Schools may not suspend or expel students for missing too much school. The district's policies outline interventions and plans for students who miss too much school. A district or school absence intervention team, comprised of a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Highlights of HB 410:

1. Definition of *habitual truant* has been changed from days to hours. The new definition is:
 - a. Unexcused absence for 30 or more consecutive hours;
 - b. Unexcused absence for 42 or more hours in one month; or
 - c. Unexcused absence for 72 or more hours in one year.
2. Includes *excessive absences*:
 - a. Absent without legitimate excuse for 38 or more hours in one school month with or without a legitimate excuse; or
 - b. Absent without legitimate excuse for 65 or more hours in one school year with or without a legitimate excuse.

3. Requires updates to district policies, such as removing ‘excessive absences’ from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.
4. The creation of absence intervention teams to develop absence intervention plans for students who are habitually truant. Children will be assigned to an absence intervention team within 10 days of reaching a truancy threshold, and an absence intervention plan will be developed within 14 days of assignment. Parents will be invited to be part of the team, and will be notified of the absence intervention plan. Parents failing to respond to attempts to include them in addressing truancy will be evaluated regarding reporting to children’s services. Parents may send a designee to participate on their behalf.
5. Parents will be notified within 7 days after reaching 38 hours of absence in one month (with or without excuse) or 65 hours in a year (with or without excuse.)
6. TCESC’s truancy **Policy 5200** contains absence intervention strategies which may include but are not limited to counseling, requiring parents to attend truancy prevention and/or parent involvement programs, and filing a complaint in juvenile court.
7. A complaint in juvenile court will be filed on the 61st day after implementation of an absence intervention plan if the student has failed to make satisfactory progress on the plan.

Truancy Intervention Procedures

- a. If a child is absent for thirty (30) or more consecutive hours, forty-two (42) or more hours in a month, or seventy-two (72) or more hours in a school year, he or she meets the definition of habitual truant, and the absence intervention activities described below and in Policy 5200 will be implemented.
- b. TCESC will establish one or more absence intervention teams, which will include a district or school representative, an additional district or school representative that knows the student, and the student’s parent or guardian. A school counselor, psychologist, social worker or public agency representative also may be included. Upon a student reaching the threshold level of truancy, the team will begin work to address the truancy. Parents will be notified in writing within seven (7) days of the student exceeding the definition of habitual truant, and will be invited to participate on the absence intervention team. There will be three (3) good faith attempts to engage the parent, but if the parent does not respond, the student will be assigned to a team within ten (10) days of the absence meeting the definition of habitual truancy, and the team will proceed to develop an absence intervention plan for the student.
- c. The absence intervention plan will be developed within fourteen (14) days of assignment to a team. Absence intervention plans will be tailored to each student and may include recommendations to the parent, student, or school personnel to solve the attendance problem and actions to be taken by the student to resolve the issues leading to truancy. Strategies such as requiring parents to attend parental engagement

- or truancy prevention mediation programs, counseling for the student, developing an attendance and/or behavioral contract, notifying the registrar of motor vehicles, community service, loss of privileges, detention before or after school, assignment to a mentoring program, referral to juvenile court alternative programs or to community mental health services, in school suspension, and other alternative programming may be part of the plan. Every plan will contain a requirement that a complaint will be filed in juvenile court if the student fails to participate or make satisfactory progress on the plan within sixty-one (61) days, and the student has unexcused absences of more than thirty (30) consecutive hours, more than forty-two (42) hours in a month, or more than seventy-two (72) hours in a school year. A complaint will not be filed if the absence intervention team determines that the student has made substantial progress on the plan to address truancy.
- d. Parents will be notified in writing of the development of the absence intervention plan within seven (7) days.
 - e. The Ohio Department of Education will be notified when a student reaches the threshold for unexcused absences meeting the definition of habitual truancy, when parents are notified of the student's absences, when an absence intervention plan is implemented, and when a student adjudicated unruly for habitual truancy violates a court order concerning that adjudication.
 - f. Building staff will develop a list of alternative consequences for absence intervention teams to use when developing absence intervention plans.
 - g. If a student becomes habitually truant and there are less than twenty-one (21) days remaining in the school year, a school official may be assigned to work with the student's parent over the summer to develop an absence intervention plan, or the absence intervention process may be held in abeyance over the summer, and begin on the first day of the next school year.

Unexcused Absence

Student absences for reasons not listed in this handbook are considered unexcused, as will absences without the required documentation following an absence. Students may not make up work missed during an unexcused absence. If a student is on court-ordered probation, their probation officer will be notified of his/her attendance.

These guidelines in addition to the above definitions and procedures are established for full-time Alternative students who are in violation of the TVLA's s attendance rules and are as follows:

1. If the student fails to complete any work over a 7-day period, the course instructor or TVLA Liaison will notify the TVLA Coordinator. The TVLA Coordinator or the course instructor will make contact via phone or email to the student/parent/guardian informing them that the student is behind and to see if there is a problem. The student will be

required to login and complete work the day he/she is contacted.

2. If the student does not complete the expected amount of coursework within a period of seven (7) days of the notification, the student, parent(s), and guidance counselor will receive an email indicating the student's unacceptable pace for submitting assignments.
3. If the student does not respond, TVLA will assume the student does not intend to remain in the course(s) and the student will be administratively dropped from the course. A letter of removal from the program will be sent to the student, parent/guardian, and guidance counselor. The student must then **immediately** return to the home school, or the student will be considered truant.
4. The TVLA Coordinator will complete a Student Contact Record form, which will indicate that the student has been contacted for lack of participation. The parents, school, and district office will each receive a Final Grade Report notifying them that the student has been administratively dropped from the course, after which time the student must **immediately** return to compulsory education in the home school.
5. Absences will be counted towards meeting the definition of habitual truancy under the law and in terms of parent notifications, assignment to an absence intervention team, and development of an absence intervention plan.

Terms of Permitted Use

A student who submits a properly signed handbook and acceptable use policy form and follows the guidelines to which she/he has agreed, will have access to his/her course(s) through the assigned term(s) after completing orientation.

Students will be asked to sign a new acceptable use policy (AUP) form each year that they take courses through the TVLA. Access to courses will not be granted until the TVLA coordinator has received a signed AUP form.

Computer/Technology Acceptable Use Policy

The Trumbull County ESC provides access to its computer networks and the Internet only for educational purposes. All computers are the property of the home school district and therefore, are subject to review and inspection by authorized personnel at any time without suspicion or cause. All users are expected to abide by the rules covered below. **Any violation of the following rules and items found in the Technology Acceptable Use Policy will be considered a violation of said Policy and the Student Code of Conduct.** The program supervisor and classroom staff reserves the right to deny a student access to District equipment, networks and the Internet if he/she is in violation of the Policy. *If applicable, the student further agrees to abide by the home district's acceptable use policies and procedures.* All students will participate annually in an Internet safety lesson.

A signed permission form is required in order to have a TVLA email account (Board policy **7540.06**) and access to computer/technology in the classroom (Board policy **7540.03**). The **permission form will be included in the student packets and needs to be returned the first week of school.**

The following acts are violations of the technology acceptable use policy

- Students shall not use the classroom network for improper activity, including violation of copyright or other laws. This includes, but is not limited to, downloading/installing games, game emulators, music, or video files.
- Students shall not alter computer settings (internal or electronic) or the physical appearance of the hardware or software in any way. This includes, but is not limited to, screen savers, system passwords, backgrounds, or menu settings.
- Students may not bring into the network any electronic media, including CDs, DVDs, floppy disks, or any other external media (e.g., iPods, thumb drives, mp3 players, etc.)
- Students shall not connect a personal portable device such as a laptop, PDA, cell phone/smart phone, or handheld computer to the classroom's network, wired or wireless.
- Students shall not use the Internet for purposes unrelated to education. Use of the school Internet and World Wide Web are for educational purposes only. Examples of sites that are NOT considered educational are: auction sites, games, music, videos, and personal communication such as e-mail, chat systems, Facebook, Instagram, Snapchat, Tumblr, Reddit, and other social media websites or "apps," unless they are related to a teacher's lesson/assignment and the students are given prior approval to access these sites or apps. Personal use is not permitted.
- Students shall not waste technology resources, including bandwidth, file space, paper and printer supplies.
- Students shall not bring food, beverages, or gum/candy around any computer or electronic equipment.
- Students shall not physically vandalize, degrade, damage, or disrupt the computer system or network performance.
- Students shall not intentionally upload/download a computer virus that contains a form of a worm, time bomb, Trojan horse or other malware that is intended to disrupt the computer network or gain access to secured information.
- Students shall not intentionally upload/download inappropriate material, including but not limited to pornography, vulgar text, nor engage in other forms of electronic bullying and/or harassment.
- Students shall not gain access to or use another student's, teacher's, or administrator's account and/or data without permission.
- Students shall not use technology in any form that violates any offense in the school's code of conduct.

Graduation Requirements

TVLA students will be required to comply with their home district's policy for graduation.

Extra-Curricular Activity Policy

Students who are enrolled in TVLA can attend extra-curricular activities, as their home district permits. Exceptions include suspended or expelled students.

Course Completion Deadlines

TVLA students are required to complete course work assigned to them by July 23, 2021.

Depending on individual student circumstances, students entering a course(s) during the school year will have coursework deadlines assigned by the TVLA Coordinator.

Extensions

There are no extensions. As stated above, TVLA students are required to complete course work assigned to them by the dates listed below.

TVLA deadline: July 23, 2021

TVLA Grades

TVLA follows this grading policy:

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

Students must obtain at least a 60% to pass a course.

- Districts have the discretion to use their own grading scale if they choose.

The deadline to complete all work is July 23, 2021. Teachers will post grades no later than 3:00 PM on August 4, 2021.

Internet Browsers for Courses

Fuel Education recommends using Firefox or Google Chrome for the program.

Internet Connectivity

Full time alternative students taking courses from home through the TVLA must have access to the Internet outside of the school. **The Trumbull County Educational Service Center TVLA is not responsible for work not being completed due to issues involving internet connectivity.**

Failed Connection to Learning Management System

From time to time it is possible that the assigned courses may not be available due to technical difficulties. Students/Parents/Guardians are encouraged to report these problems immediately by:

Email support@fueleducation.com

Phone 1.844.638.3533

Chat/help ticket <https://fueled.force.com/servicestation/s/create-case>

Please also notify the TVLA Coordinator of any technical issues via email:
ed.mackiewicz@trumbullesc.org

Questions Related to Subject Area Content

Students who have questions concerning subject area content are encouraged to follow the steps in the order below in seeking help.

- Send an email to the course instructor (please allow a minimum of 24 hours for a response).
- If no response within 24 hours, email the TVLA Coordinator
ed.mackiewicz@trumbullesc.org
- For technology support contact Fuel Education:

Email support@fueleducation.com

Phone 1.844.638.3533

Chat/help ticket <https://fueled.force.com/servicestation/s/create-case>

Please remember that most online instructors also teach within a building, and may not be able to immediately assist you. Please be patient and respectful in your communication, and follow the timeline above.

Email Etiquette

Students who contact their online instructor, via system email, concerning coursework should adhere to the following email etiquette:

- Use correct grammar, spelling, and capitalization.
- Instant messaging language and/or abbreviated words are not permitted. The instructor has the right to ask the student to resend should communication not be clear.
- No flaming (YELLING!). Messages in all capital letters are not permitted.

Students taking an online course are expected to provide an **active email** that is checked frequently. Full-time students should check their email daily. Most communication from the TVLA coordinator will come via email.

Course Materials

Some Fuel Education courses require materials, such as textbooks, or lab materials, etc, to complete the course. These materials are NOT included and may need to be purchased separately. Please contact your course instructor with any questions about materials.

State Testing

Full time students are required to attend AIR testing. Your guidance counselor or the TVLA Coordinator will contact you with specifics. State testing will take place at your home school.

Parent / Administration Observer Rights

Student progress may be monitored, with account privileges, by TVLA administration, teachers, principals, counselors, and/or parents/guardians.

Academic Integrity

All students taking courses online must adhere to the TVLA academic honesty policy.

TVLA Academic Honesty Policy

ACADEMIC DISHONESTY to instructors of the *Trumbull Virtual Learning Academy*, who shall have responsibility for the instruction, supervision, or administration of any online-sponsored course, will not be tolerated. While these classes are online, students are reminded that cheating and plagiarism are offenses that, at a minimum, will result in grades of zero for any mastery tests, post-tests, quizzes, end of semester tests, papers, etc. Plagiarism will not be tolerated on any level. This includes copying and pasting from the Internet or any other source, using someone else's work as your own, neglecting to paraphrase a source correctly, or submitting a paper that was written completely or partially by someone else, presenting ideas from another source as one's own original thought, or failing to turn in a Works Cited page.

Teachers will monitor this issue, and this monitoring may include questions asked through the online messaging system or face to face meetings with students to verify work was completed in a fair and appropriate manner. The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the TVLA teacher overseeing the class or other supervising professionals affiliated with the TVLA program, taking into consideration written materials, observation, or information from others. Students found to have engaged in academic dishonesty shall be subject to academic penalties, as outlined below.

Range of Possible Consequences	
Copying class work or homework	Zero on assignment Parent notification
Plagiarizing or cheating on an exam/test or assignment	Local school district counselor notification Parent/student/TVLA Coordinator/counselor conference Letter grade of an F for that exam or assignment/test Loss of class credit Removal from class

Reporting Concerns about Online Instructor

Issues regarding a student’s online instructor, such as but not limited to, timely response to questions, grading, etc., should be directed to the course instructor via system email first. Once the online instructor has been contacted, if the issue remains unresolved, please contact the TVLA Coordinator via email at ed.mackiewicz@trumbullesc.org with an explanation of the concern.

Personal Responsibility for Use/Misuse

All students of the TVLA must adhere to the Acceptable Use Policy set forth by the Trumbull County ESC.

Privacy

FuelEd and PEAK

Fuel Education LLC (FuelEd) is the business entity. PEAK is our state-of-the-art learning platform that houses our curriculum, content, and tools on the LMS Brightspace.

Data Security and Third-party Access

PEAK restricts customer users to view only data within their customer account. Data access is further restricted based on user roles, for example:

- School administrators can access only students within their school.
- Counselors/student mentors can only access students assigned to them.
- Teachers can only access students that they are teaching.

To the extent that third party vendors assist FuelEd in the provision of online products or services, those vendors are provided the minimum amount of data required to perform the tasks

for which they have been engaged, consistent with legal requirements, such as FERPA. They have no independent rights to such data and have agreed to maintain the confidentiality of the data, to use it solely for the purpose of performing the school-based tasks for which they have been engaged and to safeguard the data as required by law and by contract.

Third-Parties

Cengage	http://www.cengage.com/legal/#privacy	Online learning solutions
Career Cruising	https://public.careercruising.com/en/privacy-policy/	Career development software
Respondus	https://www.respondus.com/about/privacy.shtml	Lock down browser to secure online testing environment
Learnosity	https://www.learnosity.com/privacypolicy/	Online assessment
Blackboard Collaborate	https://sas.illuminate.com/privacy.html	Online collaboration learning tool
Blackboard Connect	http://www.blackboard.com/legal/connect-privacy-policy.aspx	Mass notification tool
Intellify		Analytics
D2L/Brightspace	https://www.d2l.com/legal/privacy/	LMS for online learning and teaching
Turnitin	http://turnitin.com/en_us/about-us/privacy	Tools to engage students in writing
Study Island	http://help.studyisland.com/faqs-and-troubleshooting/technical-troubleshooting/security/privacy-policy	Practice and classroom assignments
Scantron	http://www.scantron.com/legal/privacy	Assessment and analytics
Presence Learning	https://www.presencelearning.com/about/privacy-policy/	Live, online special education, speech therapy
iReady	https://privacy.common sense.org/review/i-ready	Diagnostics, growth measurements and individualized instruction
McGraw-Hill Engrade	http://www.mheducation.com/privacy.html	LMS and assessment engine

You can request that your personal information not be shared with third parties by making a

request in writing to privacy@K12.com.

Please note, during certain periods of high demand, accessing the TVLA Fuel Education (PEAK) platform may be unavailable. These periods of high demand typically occur at the end of the semester. To prevent frustration, students are strongly encouraged to adhere to this recommended course pace.

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I agree to all conditions set forth in the TVLA Student Handbook.

Click Here to access the Digital Signature Form

Student Signature

Date

Parent/Guardian Signature

Date

Ed Mackiewicz, TVLA Coordinator

Date