



2023-2024

Parent-Student Handbook

## TABLE OF CONTENTS

<b>Introduction</b> .....	4
Mission Statement .....	4
Vision Statement .....	4
Non-discrimination policy .....	4
Administration .....	4
Staff Contact .....	5
2023-2024 Calendar .....	6
<b>Admission Policy</b> .....	6
Age Requirements .....	7
Expulsion Statement .....	7
Residency Requirement .....	7
Choice Transfer Process .....	7
Immunization .....	8
McKinney-Vento – Homeless Student Policy .....	8
Maintaining Enrollment .....	9
Annually Required Documents .....	9
<b>Academic Policy</b> .....	10
Attendance .....	11
Monthly Progress reviews .....	11
Absences .....	12
Truancy .....	12
State mandated testing .....	13
Local Assessments .....	13
Grading Scale .....	14
Graduation Requirements .....	14
Withholding of a Diploma .....	16
Honor Roll .....	17
Code of Conduct .....	17
Conferences .....	19
Suspension/Expulsion .....	19
Promotion/Retention .....	19
Credit Recovery .....	20
<b>Additional Policies</b> .....	20
Section 504 .....	20
Audio Visual Information .....	20
Parents Right to Know Teacher Qualification .....	20
Access By Military Recruiters/Institutions of Higher Education .....	21
Physical Education .....	21

<b>Communication</b> .....	21
Parent/Teacher Contact .....	21
Teacher/Parent Contact .....	21
Administration .....	21
Complaint procedure .....	22
<b>Confidentiality</b> .....	23
School Records (FERPA) .....	23
Child Find .....	26
Request for Records .....	27
Custody Issues .....	27
Abuse/Neglect .....	27
<b>Discipline Code: Anti-Harassment, Intimidation &amp; Bullying Policy</b> .....	27
<b>Student Engagement Policy</b> .....	33
<b>Technology: Acceptable Use Policy</b> .....	36
<b>School Loaned Property</b> .....	40
<b>Use of Student Information</b> .....	41

**Directory Information Opt-Out**  
**Handbook Acknowledgement**

## INTRODUCTION

Founded in March 2021, Virtual Prep Academy of Washington (VPA-WA) is a program of the Starbuck School District that offered a K-5 education for the 2020-2021 school year. For the 2023-2024 school year, we are now a K-12 program.

Virtual Prep Academy of Washington is a tuition-free online public school open to all students residing in the state of Washington.

## MISSION STATEMENT

Our mission is to inspire curiosity by empowering students with an engaging, interactive online curriculum combined with live instruction by experienced state certified teachers in the safety and comfort of the students' home.

## VISION STATEMENT

VPA-WA students will have the ability to persevere through challenges and adversity while using those experiences to grow and work toward their potential.

## NON-DISCRIMINATION POLICY

Virtual Prep Academy of Washington 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 based on intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school. The following employee has been designated to handle questions and complaints of alleged discrimination: ***Title IX Coordinator***: Brian Bradish, (509) 505-6182, [bbradish@vprepwa.org](mailto:bbradish@vprepwa.org), 717 Tucanon St., Starbuck, WA. 99359. ***Section 504 Coordinator***: Lindsey Griffith, (253) 528-4561, [lgriffith@vprepwa.org](mailto:lgriffith@vprepwa.org).

## ADMINISTRATION

Office Hours  
During the Academic Year (Monday-Friday)  
8:00 A.M. – 4:00 P.M.

## RESOURCE and TECHNOLOGY SUPPORT

Your student has access to their online education through the Accel Management Platform for Education or **AMP**.

[AMP Technology and Resource Website](#)

On the website, you will also find access [to live support](#) should you need help right away. The hours of operation are Monday – Friday, 8AM to 5 PM local time.

Below are some great resources to kick off your school year.

[Getting Started!](#)

[Introduction to Your Online School](#)

[How to Login On Your First Day of School](#)

***Administrative Contact Information –***

Head of School –	Mr. Brian Bradish <a href="mailto:bbradish@vprepwa.org">bbradish@vprepwa.org</a>	509-505-6182
Principal (6-12) –	Ms. Amy Miller <a href="mailto:amiller@vprepwa.org">amiller@vprepwa.org</a>	
Principal (K-5) –	Ms. April Siddique <a href="mailto:asiddique@vprepwa.org">asiddique@vprepwa.org</a>	
Operations Manager –	Mr. Jay Caballero <a href="mailto:jcaballero@accelschools.com">jcaballero@accelschools.com</a>	
Student Services Coordinator –	Mr. Shawn Miller <a href="mailto:smiller@vprepwa.org">smiller@vprepwa.org</a>	
Special Education Coordinator –	Ms. Trini Heese <a href="mailto:thesee@vprepwa.org">thesee@vprepwa.org</a>	

***Operations Contact Information –***

Registrar –	Ms. Emily Keane <a href="mailto:ekeane@vprepwa.org">ekeane@vprepwa.org</a>
Choice Transfer/Attendance –	Ms. Jamie Boykin <a href="mailto:jboykin@vprepwa.org">jboykin@vprepwa.org</a>
Test Coordinator –	Ms. Jillian Wilson <a href="mailto:jwilson@vprepwa.org">jwilson@vprepwa.org</a>

***Student Services Contact Information –***

Success Coach –	Ms. Brynne Accardi <a href="mailto:baccardi@vprepwa.org">baccardi@vprepwa.org</a>
Success Coach –	Ms. Kristin Elligsen <a href="mailto:kelligsen@vprepwa.org">kelligsen@vprepwa.org</a>
Success Coach –	Ms. Heather Everett <a href="mailto:heverett@vprepwa.org">heverett@vprepwa.org</a>
Success Coach –	Ms. Lori Sorrell <a href="mailto:lsorrell@vprepwa.org">lsorrell@vprepwa.org</a>
Success Coach –	Mr. Joshua Noll <a href="mailto:jnoll@vprepwa.org">jnoll@vprepwa.org</a>

***Special Education Contact Information –***

Teacher –	Ms. Lynn Gonzales <a href="mailto:lgonzales@vprepwa.org">lgonzales@vprepwa.org</a>
Teacher –	Ms. Michelle Hamilton <a href="mailto:mhamilton@vprepwa.org">mhamilton@vprepwa.org</a>
Teacher –	Ms. Colleen Yang <a href="mailto:cyang@vprepwa.org">cyang@vprepwa.org</a>
Teacher –	Ms. Julie Kennedy <a href="mailto:jkennedy@vprepwa.org">jkennedy@vprepwa.org</a>
Teacher –	Ms. Sherise Scott <a href="mailto:sscott@vprepwa.org">sscott@vprepwa.org</a>
Teacher –	Ms. Janelle Getz <a href="mailto:jgetz@vprepwa.org">jgetz@vprepwa.org</a>
Speech (SLP) –	Mr. Stephen Khimashousky <a href="mailto:sklimashousky@vprepwa.org">sklimashousky@vprepwa.org</a>

***Faculty Contact Information –***

Teacher (K) –	Ms. Marci Ward <a href="mailto:mward@vprepwa.org">mward@vprepwa.org</a>
Teacher (K) –	Christina Jordan <a href="mailto:cjordan@vprepwa.org">cjordan@vprepwa.org</a>
Teacher (1 <sup>st</sup> ) –	Ms. Mary LaDue <a href="mailto:mladue@vprepwa.org">mladue@vprepwa.org</a>

Teacher (2 <sup>nd</sup> ) –	Ms. Amy Dixon <a href="mailto:adixon@vprepwa.org">adixon@vprepwa.org</a>
Teacher (3 <sup>rd</sup> ) –	Ms. Elizabeth Koisch <a href="mailto:ekoisch@vprepwa.org">ekoisch@vprepwa.org</a>
Teacher (4 <sup>th</sup> ) –	Ms. Ashlyne Walton <a href="mailto:awalton@vprepwa.org">awalton@vprepwa.org</a>
Teacher (5 <sup>th</sup> ) –	Ms. Michayla Liedle <a href="mailto:mliedle@vprepwa.org">mliedle@vprepwa.org</a>
Teacher (MS Science) –	Ms. Teri Seguin <a href="mailto:tseguin@vprepwa.org">tseguin@vprepwa.org</a>
Teacher (MS/HS Science) –	Ms. Joy Nelson <a href="mailto:jnelson@vprepwa.org">jnelson@vprepwa.org</a>
Teacher (MS/HS Math) –	Ms. Katiy Salinas <a href="mailto:ksalinas@vprepwa.org">ksalinas@vprepwa.org</a>
Teacher (MS Math) –	Ms. Jenna Wirtzberger <a href="mailto:jwirtzberger@vprepwa.org">jwirtzberger@vprepwa.org</a>
Teacher (MS/HS Math) –	Ms. Lexie Davis <a href="mailto:ldavis@vprepwa.org">ldavis@vprepwa.org</a>
Teacher (MS ELA) –	Ms. Ali Arave <a href="mailto:aarave@vprepwa.org">aarave@vprepwa.org</a>
Teacher (MS SS) –	Ms. Kaitlyn Oder <a href="mailto:koder@vprepwa.org">koder@vprepwa.org</a>
Teacher (HS ELA) –	Ms. Sasha Knisley <a href="mailto:sknisley@vprepwa.org">sknisley@vprepwa.org</a>
Teacher (HS ELA) –	Ms. Missy Bailey <a href="mailto:mbailey@vprepwa.org">mbailey@vprepwa.org</a>
Teacher (HS Science) –	Ms. Jessica Tautfest <a href="mailto:jtautfest@vprepwa.org">jtautfest@vprepwa.org</a>
Teacher (HS SS) –	Mr. Jarod Schaber <a href="mailto:jschaber@vprepwa.org">jschaber@vprepwa.org</a>
Teacher (HS SS/ELA) –	Mr. Britton Richardson <a href="mailto:brichardson@vprepwa.org">brichardson@vprepwa.org</a>
Teacher (HS Math) –	Ms. Kylene Hatton <a href="mailto:khatton@vprepwa.org">khatton@vprepwa.org</a>
Guidance Counselor (HS) –	Ms. Lindsey Griffith <a href="mailto:lgriffith@vprepwa.org">lgriffith@vprepwa.org</a>

**Specialists –**

Teacher (Spanish) –	Ms. Martha Cummins <a href="mailto:mcummins@vprepwa.org">mcummins@vprepwa.org</a>
Teacher (Art) –	Ms. Laura Novak <a href="mailto:lnovak@vprepwa.org">lnovak@vprepwa.org</a>
Teacher (Health PE -MS) –	Mr. Stefan Norris <a href="mailto:snorris@vprepwa.org">snorris@vprepwa.org</a>

**[23.24 School Calendar.pdf](#)**

**ADMISSION POLICY**

VPA-WA is an online, public charter school recognized by the state of Washington for grades Kindergarten through Twelfth (12<sup>th</sup>) grade. Admission is open to students on a statewide basis. Submission of an Application within the online enrollment portal represents the first step in a multi-step process. By completing, signing, and submitting the online Application and uploading all required documents the Parent or Guardian expresses a desire to have his/her child attend The School. The submission of the online Application and associated documents begins the admissions process. It does not mean the student will be enrolled. As part of the process, the Parent or Guardian will submit copies of the student's:

- Proof of Identity
- Current Immunization Record
- Proof of Residence
- Copy of most recent High School Transcript or K-8 report card (this is not required prior to enrollment approval but will be requested in order to inform timely design of student's instructional program).

After submitting the application, all required documents must be uploaded via the online enrollment portal within 30 days or your application will be closed, and the application process must be restarted. For assistance with uploading documents please call 509-822-6080 or email [enrollment@vprepwa.org](mailto:enrollment@vprepwa.org). Once they are received and accepted, you will receive notification of your student's official enrollment. Your student will be considered fully enrolled when:

- All required enrollment documents are received and accepted by the school.

### ***Age Requirements –***

All Washington children between the ages of 8 and 18 must attend school. Kindergarten students must be five on or before midnight August 31; first graders must be six.

### ***Expulsion Statement –***

When a student is registered, the parent or guardian must provide a sworn statement about whether the child has been expelled. The statement must indicate whether the child has been expelled from attending a private school, another public school in Washington, or a school in another state for an offense involving weapons, alcohol, or drugs, or for willful infliction of injury to another person. Parents will be asked to provide documentation to VPA-WA about the expulsion.

### ***Residency Requirement –***

Admission to VPA-WA is open to all Washington residents. At least annually, and sometimes more frequently, VPA-WA will request updated Proof of Residency to ensure that our records include the most up to date documentation. WAC 392-137-115 establishes student residency as where the student sleeps at night and where they are expected to reside for twenty consecutive days or more. Once a student is expected to be sleeping outside of the state of Washington for twenty or more consecutive days, they are no longer considered Washington state resident. ***This applies to any student whose family may be planning to leave the state for an extended trip.***

### ***Choice Transfer Process -***

Beyond basic residency requirements, enrollment into VPA-WA requires a Choice Transfer request to be completed annually. Please use the following procedure to ensure this requirement has been completed. All students would be transferring to the **Starbuck School District #035**.

**Step 1:** Check on your local school district's website for the Choice Transfer form. In addition to the title of Choice Transfer, the form may be referred to as an interdistrict transfer, interdistrict variance, interdistrict waiver, or school choice form. You can also call the school district to find out how to get the form.

**Step 2:** Complete the application. As part of the application, the local district will ask you to mark on the form which of the following best describes your reason(s) for requesting your district's release. The local district must release the student from his/her district for any of these reasons:

- The student's financial, educational, safety, or health conditions would likely be improved, or
- Attendance in the nonresident district is more accessible to the parent's/guardian's place of work or to the location of childcare, or

- There is a special hardship or detrimental condition, or
- The purpose of the transfer is for enrollment in an online course or school program offered by an OSPI-approved provider.

Please direct all questions regarding the Choice Transfer Process to the VPA-WA Choice Transfer Clerk at: [jboykin@vprepwa.org](mailto:jboykin@vprepwa.org)

***Immunization –***

In 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and childcare entry. Although attendance at VPA-WA is completely on-line, the immunization standards set forth by the State of Washington still applies. In order to fully enroll and participate in classes offered, students must have medically verified immunization records on file with VPA-WA. Examples of medically verified immunization records include:

- A completed Certificate of Immunization Status (CIS) signed by a health care provider. Find the CIS form by visiting <https://www.doh.wa.gov/SCCI> and clicking on “Certificate of Immunization Status.”
- A CIS filled out by you or another parent/guardian with medical records attached.
- A CIS printed by a health care provider or school from the Washington State Immunization Information System.
- A CIS printed from MyIR which is a free Department of Health online tool that allows families to view and print their official immunization records themselves. Go to <https://wa.myir.net/register> to begin the sign-up process.

This law does not change religious and medical exemption laws. Children who have one of these types of exemptions on file are not affected by the new law. If you are requesting an exemption from one or more of the immunization requirements, you must provide the school with a completed Certificate of Exemption.

***McKinney Vento Policy –***

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

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

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and



- educational programs for students with limited English proficiency.
- Programs in vocational and technical education.
- Programs for gifts and talented students; and
- School nutrition programs.

For more information about the McKinney-Vento Homeless Children and Youth Program please review the following information from OSPI:

<https://www.k12.wa.us/student-success/access-opportunity-education/homeless-education>

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

***Maintaining Enrollment –***

To maintain a student’s enrollment, the Parent/Guardian must:

1. Ensure that a working phone and internet connection are maintained at the location where the student is being educated at all times.
2. Stay current with attendance and academic requirements.
3. Inform The School, via updated proof of residence, of any and all parent or student address and phone number changes as soon as possible; and
4. Adhere to all requirements of the Parent/Student Handbook.

VPA-WA will make every effort to provide advanced notification, support and intervention to all families ensuring compliance is maintained with enrollment requirements. Should you have any questions regarding enrollment status, please contact the Administrative Team for assistance.

*If you fail to provide any of the above, the Parent and Student may be locked out of the student learning platform or removed from the school due to lack of engagement.*

***Annually Required Documents –***

After initial enrollment, each year The School 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
- Household Income Verification Survey (used by the state to inform some streams of school funding levels)
- Race/Ethnicity Survey
- Emergency Medical Authorization

- Choice Transfer
- Title One Compact

### **ACADEMIC POLICY**

The VPA-WA experience takes place 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. The state of Washington requires students to receive a minimum of:

- 1,080 instructional hours to students in grades 9-12
- 1,000 instructional hours to students in grades 1-8

Learning opportunities per school year and, as such, the Written Student Learning Plan (WSLP) is structured accordingly. To ensure our students are meeting the appropriate number of hours annually, the following breakdown is the suggested amount of time each day a student participates in live class sessions and uses the Learning Management System (LMS):

- K-8<sup>th</sup> = 5 hours 30 minutes
- 9<sup>th</sup>/10<sup>th</sup> = 6 hours

Each WSLP will contain the following information:

- Beginning and end dates.
- Estimate of the student's weekly hours by a certificated teacher.
- For online and remote courses, a description on how weekly contact will be met.
- Description of the ALE course work and course type.
- Responsible certificated teacher for each course.
- Required instructional materials for each course.
- Description of how and when the monthly evaluation will be provided.
- Syllabus outlining whether the ALE course meets state academic learning requirements and other goals and objectives, including a course name and course code. This may be met through individual course syllabi or other similarly detailed descriptions of learning requirements. It should be easily accessible to all stakeholders (i.e., in student files, a centralized notebook, or online) and clearly identify the requirements a student must meet to successfully complete the course or coursework.
- Signature of a certificated teacher.

Students are required to maintain weekly contact between the certificated teacher for the purpose of instruction, review of assignments, testing, evaluation of progress, or other learning activities or requirements identified in the WSLP.

Two-way weekly contact with a certificated teacher related to the instructional goals outlined in the WSLP may be:

- Direct personal contact, which is one-to-one contact with a teacher. Direct personal contact can be in person or by email, telephone, instant messaging, or interactive video.

- In-person instructional contact, which is face-to-face contact with a teacher in a classroom. In-person instructional contact may be accomplished in a group setting between the certificated teacher and multiple students.
- Synchronous digital instruction contacts, which is real-time communication with a teacher using online, voice, or video communication technology. Synchronous digital instructional contact may be accomplished in a group setting between the teacher and multiple students.

Students should log into the LMS for the required number of hours daily as directed by the WSLP. It is expected that students will be engaged and actively participating in schoolwork each day. Students should be online, 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, they may be subject to an intervention plan created during the monthly review process.

Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings daily in order to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades.

***Monthly Progress Reviews –***

Monthly evaluations will be conducted by a certified teacher to determine satisfactory or unsatisfactory progress completed during the month being reviewed. An exception is allowed for students enrolled in online classes only, where school-based support staff may conduct the evaluation and per district policy make a determination of progress based on progress grades in online courses and nonacademic factors or local school expectations.

Monthly progress reviews will be written and communicated in the following manner:

- to the student, and for grades K-8, also the student’s parent(s).
- Be based on the learning goals and performance objectives in the WSLP.
- Be consistent with the district student evaluation and grading procedures and based on teacher’s judgment.
- Include direct personal contact unless the prior month’s evaluation was satisfactory, or the evaluation is conducted in the final month of the year at which time it may be in the form of delivery of final grades.
- Satisfactory progress (Passing 60% of all classes), Unsatisfactory progress (less than 60% passing rates for all classes).
- Include an intervention plan within 5 days if progress is determined to be unsatisfactory. This should be a plan for success, developed in collaboration with the student and family.

An intervention plan may include:

- Increased contact with a teacher or change in the method of contact,
- Modification of the learning goals or performance objectives, and/or
- Modification of the WSLP course or content.

**If, after three consecutive calendar months a student has not made satisfactory progress, despite documented intervention efforts the student either needs (1) a substantial change to their WSLP to more appropriately address their individual needs, or (2) to be transferred to a more appropriate educational program in the school district.**

Attending live sessions and daily system usage is critical to success in the online environment. The online learning environment does provide families with flexibility when scheduling appointments and various things that might come up during a day. VPA-WA asks families to be mindful of the required time their students spend engaged in learning during the school day and plan appointments accordingly. Because regular attendance is required, parents must notify the school Operations Manager or Student Services Coordinator when their child/ren are absent. Please email any absence to: [attendance@vprepwa.org](mailto:attendance@vprepwa.org)

### ***Truancy –***

Routine and accurate reporting of educational learning is critical. Under Washington 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. Valid justifications are appropriate reasons why a student might miss weekly contact. VPA-WA recognizes the following as potential justification for missed weekly contact (this list is not meant to be all inclusive):

- 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 prearranged with Administrator and consistent with the student’s truly held religious beliefs. Limited to length of holiday;
- Vacation trip – must be preapproved by VPA-WA administration, or it is considered unexcused. Approval for vacations is contingent on educational merit and supporting documentation.
- Court appearances, appointments – must provide proof of same. Limited to length of appointment and travel time;
- Placement in foster care or change in foster care placement
- Homelessness
- Documented technology issue- must have an official HELP DESK TICKET NUMBER and that information must be reported to the student’s teachers and the Operation Manager in writing at [jjcaballero@accelschools.org](mailto:jjcaballero@accelschools.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.
- Prior to an absence, the Administrator may approve any other reason at his/her sole discretion. Lack of internet service – No excuse will be accepted due to lack of service. There are many alternative locations to obtain internet service. It may be possible for VPA-WA to provide “hot” spots in certain instances. Please contact the Operations Manager for more details.

When a student’s absence is excused, extensions to assignments may be granted only if approved by the Teacher(s). Most work and assignments are available online 24-7 and can be done outside the typical school

day hours. Having an excused absence does not automatically grant a student an extension. Absences not conforming to the reasons listed above will be considered unexcused. The student will not receive credit during the unexcused absence period.

Students and families who are struggling maintaining weekly contact or adequate progress with a class or course will work directly with the Student Services Coordinator and Success Coach(s) for support.

***State Mandated Testing –***

All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level.

***Parents and students will be notified in advance of the schedule and location of required testing. Although, VPA-WA undertakes to make testing facilities easily accessible to parents/students, it is the parent/student's obligation to provide transportation to testing facilities and a failure to attend required testing will not be excused for transportation reasons except in extreme circumstances.***

State tests may be taken with or without accessibility features. If a student's IEP documents the need for an accommodation that is not addressed within the guidelines, the student's IEP team may have their school district personnel submit a *Non-Standard Accommodation Request form*.

- In grades 3-8, students take tests in ELA and math for state/federal accountability. Students take the WA-AIM only if it is documented in their IEP.
- In high school grade 10, students take tests in ELA and math for state/federal accountability. Students take the WA-AIM only if it is documented in their IEP.
- In grades 5, 8, & 11, students take the Washington Comprehensive Assessment of Science, in addition to the above listed assessments, for state/federal accountability.
- WaKIDS – for the 23/24 school year, VPA-WA will require kindergarten students to take part in the Washington Kindergarten Inventory of Developing Skills (WaKIDS). The Whole-child Assessment is an authentic whole-child observational assessment, meaning that teachers observe children during everyday activities (transitions, instruction, learning centers, etc.)

One of the graduation pathways students can use to demonstrate post-secondary career or college readiness is passing the state assessments. A student's expected year of graduation is four years after the student enters the 9th grade. (For example, if entering 9th grade in the 2018-19 school year, the student is in the Class of 2022.)

***Local Assessments –***

Diagnostic testing will take place upon enrollment for each new student, and 3 times per year for all students. These tests are required. Failure to complete the required assessments may result in disciplinary action.

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.

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 assessments.

**Grading Scales –**

VPA-WA will use the following grading scale during the 2023-2024 school year:

Grades K – 10<sup>th</sup>:

100 - 93 = A (4.00)	76 - 73 = C (2.00)
92 - 90 = A- (3.67)	72 - 70 = C- (1.67)
89 - 87 = B+ (3.33)	69 - 67 = D+ (1.33)
86 - 83 = B (3.00)	66 - 63 = D (1.00)
82 - 80 = B- (2.67)	62 - 60 = D- (0.67)
79 - 77 = C+ (2.33)	59 - below = Failure

I – Incomplete

P – Acceptable achievement

**Graduation Requirements –**

Completion of Washington state’s minimum graduation requirements, as established by the state legislature, signifies that a student is prepared for a meaningful next step in life. In 2019, the legislature approved multiple Graduation Pathways that provide students with more options to prepare and demonstrate their readiness for their first step after high school.

Students must fulfill the graduation requirements that are in place when they first enter 9th grade. For students who need more than four years to graduate, they remain obligated to meet the graduation requirements of their original graduation year.

Develop a High School and Beyond Plan

To graduate from high school, all students must develop a HSBP that illustrates how they will meet high school graduation requirements and what they will do following high school. A student's HSBP, which starts no later than 8th grade, is revised throughout high school.

Complete a Graduation Pathway

Students will demonstrate their readiness to enter a postsecondary career, including the military, or attend college, by completing one of the Graduation Pathways. The Graduation Pathway(s) used by a student must be aligned with their HSBP.

The following represent ways to meet the Graduation Pathway requirement:

- I. Statewide Assessment Scores for ELA and/or Math
- II. College Admission Exam Scores for ELA and/or Math (SAT/ACT)
- III. High School Transition Course for ELA and/or Math
- IV. Combination of Graduation Pathways for ELA and/or Math
- V. Armed Services Vocational Aptitude Battery (ASVAB) Exam

Earn 24 High School Credits

All students must meet specific course requirements, including any Personalized Pathway Requirement courses, and other credit requirements established by VPA-WA. The following represents the required courses necessary to graduate from VPA-WA and meet all state requirements.

Subject	Number of Credits	Additional Information
<a href="#">English</a>	4	
<a href="#">Math</a>	3	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2 A 3 <sup>rd</sup> credit of math*
<a href="#">Science</a>	3	At least two lab A 3 <sup>rd</sup> credit of science*
<a href="#">Social Studies</a>	3	1.0 U.S. History and Government .5 Contemporary World History, Geography, and Problems .5 credits of <a href="#">Civics</a> 1.0 credits of Social Studies Elective (may include .5 credits of a second semester of Contemporary World History or the equivalent)

Subject	Number of Credits	Additional Information
<a href="#">Arts</a>	2	Performing or visual arts 1 credit may be a Personalized Pathway Requirements**
<a href="#">World Language</a>	2	Both credits may be a Personalized Pathway Requirements**
<a href="#">Health and Fitness</a>	2	.5 credits of Health 1.5 credits of Fitness Students must earn credit for physical education unless excused per <a href="#">RCW 28A.230.050</a>
<a href="#">Career and Technical Education</a>	1	May be an Occupational Education course that meets the definition of an exploratory course as described in the <a href="#">CTE program standards</a>
Electives	4	

\*The 3<sup>rd</sup> credit of science and the 3<sup>rd</sup> credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal ([WAC 180-51-068](#)).

\*\*Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

#### **Withholding of a Diploma –**

The district may withhold a student's diploma until the student has made restitution for any school property the student has lost or willfully damaged. Upon payment for damages, the district will release the diploma.



When the damages or fines do not exceed \$100, the student or his or her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Student Discipline. When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, Student Discipline, will apply.

If the district has imposed other forms of corrective action for violations of school rules, the district may deny the student's participation in graduation ceremonies. Such exclusion from graduation ceremonies is regarded as a school suspension. In such instances, the district will grant the diploma.

Students requiring summer school to retrieve unearned credit to meet graduation requirements will not be eligible to attend graduation ceremonies. Once the required credits have been awarded, the student will receive their diploma.

**\*\*\* All High School students enrolling with VPA-WA. are required to provide unofficial/official transcripts from their previous school(s). High School students enrolling in VPA-WA. who have failed to provide transcripts will be placed as incoming freshman (9<sup>th</sup> grade) until transcripts can be reviewed and proper placement completed.**

***Honor Roll –***

Students who have demonstrated outstanding achievement in the classroom and have earned honor standing are recognized at the end of each semester.

Honor roll qualifications are:

First Honors: 3.8 - 4.0 GPA

Second Honors: 3.5 - 3.79 GPA

*\*For purposes of calculating honor role, grades will not be rounded.*

***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 that occurs via the internet if it is directed at School 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 VPA-WA, or leaves VPA-WA for any reason, he/she must return all VPA-WA property including, but not limited to, the computer, hardware, software, textbooks, workbooks, and other materials and supplies loaned by VPA-WA or its Management Company.

In addition to the consequences enforced by the school, law enforcement will be contacted in instances that criminal acts are committed:

- 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 VPA-WA 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 VPA-WA 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 VPA-WA or other’s personal property (including the computer) and/or hardware on loan to the Student by VPA-WA;
- 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 VPA-WA 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; 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 – unwelcomed 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.

***Conferences –***

Mandatory monthly conferences will be conducted in accordance with state requirements for students who are considered making “unsatisfactory” progress based on their monthly progress report. Conferences may also be scheduled at the end of any other time if deemed necessary by the parent or teacher. The purpose of these monthly conferences is to provide a current evaluation of the student’s work, to discuss with the parent ways to assist their children, to give parents an opportunity to ask questions and to be informed of school activities and their child’s progress as related to their WSLP.

***Suspension/Expulsion –***

It is difficult for teaching or learning to take place in a classroom where disruptive behaviors are prevalent. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook, the Starbuck School District Board of Directors, subsequent policies concerning student conduct, and other rules set forth by VPA-WA Administration and Staff. Students not adhering to expected behaviors will be subject to discipline, suspension and/or expulsion. When a student is in out-of-school suspension, he/she will not be permitted allowed to participate in school-sponsored activities.

***Promotion/Retention –***

It is the belief of VPA-WA that students should progress each year from grade to grade. We provide our students with the best possible educational opportunities. However, students may be required to repeat a grade whenever the teacher, building administrator, and parent(s)/guardian(s) consider that retention serves the best interest of the child.

**Elementary – Middle School**

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

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

**High School**

Refer to the Graduation Section of this handbook.

### ***Credit Recovery –***

Our Credit Recovery courses are designed to serve students seeking to recapture credit for courses previously taken. Our credit recovery courses are the same scope and sequence as original credit courses; however, some teacher-graded assignments have been removed from the course to accelerate the student's path.

Before enrollment into a credit recovery class is considered, a student must have first taken a traditional version of the same course and failed the class. This option will only be available for classes required for graduation.

## **ADDITIONAL POLICIES**

### ***Orientation –***

All students and families are required to complete both "live" and online orientation courses at VPA-WA. These courses are designed to assist students and families in school operations and help ensure a successful transition to online learning. Failure to complete these required orientation sessions may delay entry into regular class sessions.

### ***Section 504 –***

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

### ***Audio-Visual Information –***

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

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

### ***Parent's Right to Know Teacher Qualifications –***

Parents have the right to request the following regarding their child's teacher(s):

- Licensure and certification information;
- Emergency or provisional status;
- Educational background; and
- Qualifications of instructional aides.

***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.

***Physical Education –***

Every pupil attending grades one through eight of the public schools shall receive instruction in physical education as prescribed by rule of the superintendent of public instruction: PROVIDED, that individual pupils or students may be excused on account of physical disability, religious belief, or participation in directed athletics.

All high schools of the state shall emphasize the work of physical education, and carry into effect all physical education requirements established by rule of the superintendent of public instruction: PROVIDED, That individual students may be excused from participating in physical education otherwise required under this section on account of physical disability, employment, or religious belief, or because of participation in directed athletics or military science and tactics or for other good cause.

**COMMUNICATION**

Consistent communication is essential for the school and parents to work hand-in-hand. The following are some of the avenues of communication available:

***Parent/Teacher –***

Parents are encouraged to contact teachers if they have questions about their child. The email system allows parents to leave a confidential message for the teacher. Teachers will respond within 24 hours during the regular school hours.

***Teacher/Parent –***

Teachers will monitor the required weekly contact as directed by OSPI and contact families if students have failed to meet during the school week. Additionally, the Student Services Team will work with families as necessary to meet the requirements as defined by OSPI (see Attendance section of handbook).

***Administration –***

The Head of School (HOS), Principals, Operations Manager, Student Services Coordinator, Special Education Coordinator and Guidance Counselor are available to meet with parents. Parents need to make an appointment with the administrator. The HOS and Principals also maintain contact through weekly newsletter/email, and various meetings. The administrators may also be contacted by email; please check the school website for the email addresses. Prior to contacting the principal or other administrative staff, ***parents must address any issue with the teacher/(s) directly.***

**Complaint Procedure –**

Parents or guardians who wish to voice a concern to VPA-WA regarding a child’s situation shall telephone the Administrator to make an appointment and provide the Administrator with a brief summary of the problem. Persons in attendance at a meeting with the Administrator or others must conduct themselves civilly. Angry, insulting, or threatening behavior may result in an action to protect school personnel, such as reporting the incident to the proper authorities, or thereafter prohibiting the Parent or Guardian from entering school property at anytime.

Any parent or guardian may file a formal complaint regarding a violation of school policies, regulations, rules, or procedures of Federal, state, or local law to the Starbuck School Board by filing the same with the Administrator and Starbuck Superintendent, Mr. Mark Pickel at the address listed below. To file a formal complaint with the Administrator, the Parent shall deliver the written complaint containing:

- The Student and Parent’s name (anonymous complaints will not be processed);
- The signature of the complainant;
- The complainant’s name and phone number;
- The specific violation of School Policy, regulation, rules, and procedures, and/or Federal, state, or local law.

The complaint may be delivered in person or by U.S. Mail properly addressed to:

Virtual Prep Academy of Washington  
A Program of Starbuck School District  
717 Tucannon St.  
Starbuck, WA. 99359

Upon filing of any complaint, VPA-WA will do the following:

1. Date stamp the complaint upon receipt;
2. Notify the Starbuck Superintendent and the attorney for the Starbuck School Board;
3. Send a letter of acknowledgement to the complainant within 7-10 business days. The letter will address the general procedures that will be followed;
  - i. Conduct an investigation. This process may include the following:
  - ii. Collaborating with other offices, employees, and personnel within the school;
  - iii. Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties; and/or
  - iv. Sending written correspondence.
4. The school will issue a letter to the complainant of:
  - i. **Compliance** – findings were unsubstantiated, and school has complied; or
  - ii. **Non-compliance** – noting the areas of non-compliance, recommending possible

changes/technical assistance, and establishing a corrective action plan where appropriate.

The investigation will be based on facts and findings specific to the allegation(s) stated in the complaint. The reason for the decision will be outlined in the letter of findings.

All documentation of the complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

## **CONFIDENTIALITY**

### ***School Records – (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The Family Educational Rights and Policy Act (FERPA) is a federal law passed in 1974. Among other provisions, FERPA requires schools to get permission from a parent or eligible student (a student who is at least 18 years old or is enrolled in a college or university) before the school releases data that personally identifies that student. FERPA allows for the sharing of student information without permission in certain instances, such as when:

- School officials, including contractors, have a legitimate educational interest in the data.
- Determining financial aid.
- Developing, validating, or administering predictive tests.
- Administering student aid programs.
- Local, state, and certain federal representatives conduct an audit of or evaluate a school's education program.

Under state law, records retained by state and local agencies are generally subject to disclosure under the Public Records Act. This requirement, however, doesn't apply to personal information in any files maintained for students in public schools ([RCW 42.56.230](#)(link is external)).

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school receives a request for access.

Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school administrator, clearly identify the part of the record they want changed and specify why it should be changed.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A "school official" is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position, including but not limited to, school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the school, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

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

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

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.



## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION DESCRIPTION OF INTENT -**

The school follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the school's programs and strategies. From time to time, the school will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the Student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

## **RIGHTS AFFORDED BY THE PPRA**

The PPRA affords emancipated minors and students of age eighteen (18) and older (eligible students) and parents/guardians of minor's certain rights regarding the school's conduct of surveys, collection, and use of information for marketing purposes, and conduct of certain physical exams.

These rights include the following:

- The right to provide consent before a student is required to submit to a survey that concerns one or more protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  - o Political affiliations or beliefs of the student or student's parent;
  - o Mental or psychological problems of the student or student's family;
  - o Sexual behavior or attitudes;
  - o Illegal, antisocial, self-incriminating, or demeaning behavior;
  - o Critical appraisals of others with whom respondents have close family relationships;
  - o Legally recognized privileged relationships, such as with lawyers, doctors, or clergy;
  - o Religious practices, affiliations, or beliefs of the student or parent/guardian; and
  - o Income, other than as required by law to determine program eligibility.
- The right to receive notice and an opportunity to opt a student out of the following:
  - o Any other protected information survey, regardless of funding;
  - o Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
  - o Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- The right to inspect, upon request and before administration or use, any of the following:
  - o Protected information surveys of students;
  - o Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

- o Instructional material used as part of the educational curriculum.

These rights transfer from the Parent/Guardian to the Student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

### **NOTIFICATION PROCEDURES**

The school will work to develop and adopt policies regarding these rights in consultation with the Parent/Guardian. The school will also work to make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The school will directly notify the Parent/Guardian of these policies annually in this PPRA notice or after any substantive changes. The school will also directly notify by U.S. Mail, email, or other reasonably available method parents/guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The school will make this notification to the Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided with an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey funded in whole or in part by U.S. Department of Education; and
- Any nonemergency, invasive physical examination, or screening as described above in the rights afforded by the PPRA.

Where a student is scheduled to participate in these activities, the Student will be notified as described above.

**REPORTING A VIOLATION:** The Parent/Guardian or student who believes their rights have been violated may file a complaint to the following:

FAMILY POLICY COMPLIANCE OFFICE  
U.S. DEPARTMENT OF EDUCATION  
400 MARYLAND AVENUE, SW  
WASHINGTON, D.C. 20202-5901

### ***Child Find –***

VPA-WA is participating in an effort to assist the State of Washington in identifying, locating, and evaluating

all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, to accomplish this, we must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Special Education Coordinator, Ms. Trini Heese, (509) 558-7934, [theese@vprepwa.org](mailto:theese@vprepwa.org) or Mr. Brian Bradish (MTSS coordinator) (509) 505-6182, [bbradish@vprepwa.org](mailto:bbradish@vprepwa.org).

***Request for Records –***

The VPA-WA registrar will request your student's records once your student is considered enrolled.

***Custody Issues –***

Information regarding a child(s) will only be released to the custodial parent. If there is a change of custody for the student, you are required to provide the correct student information, including the current custody order, to the School Registrar or Operations Manager.

***Abuse/Neglect –***

Teachers, administrators, and other professionals who may encounter students are required to report cases of suspected child abuse or neglect. Such reports will be made immediately to the County Children Services Board or a municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The Superintendent shall be made aware of suspected abuse or neglect.

**DISCIPLINE CODE: ANTI-HARASSEMENT, INTIMIDATION & BULLYING POLICY**

***I. Introduction***

It is the policy of the school that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via electronic act (defined as an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students, and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The school's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which

Harassment, Intimidation or Bullying will not be tolerated by students, faculty, or school personnel.

- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

## **II. *Definition of Harassment, Intimidation or Bullying***

- A. “Harassment, Intimidation or Bullying” means either of the following
  - 1. Any intentional written, verbal, graphic, physical, or electronic act that a student or group of students exhibits toward another student more than once and the behavior both:
    - (a) Causes mental or physical harm to the other student; and
    - (b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
  - 2. Violence within a dating relationship.
- B. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim’s reaction was reasonable or foreseeable under the circumstances, and the perpetrator’s motivation, either admitted or appropriately inferred.
- C. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or organized by the school or on behalf of the school.

## **III. *Types of Conduct***

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
  - 1. Physical violence and/or attacks;

2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others using information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - (b) Sending abusive or threatening instant messages or email;
  - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
  - (d) Using Web sites to circulate gossip and rumors to other students; and
  - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

#### **IV. *Publication of Policy***

- A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.
  1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the school. In addition, information regarding the policy shall be incorporated into employee training materials.
  2. At least once each year, a written statement describing the policy and the consequences for violations of the policy must be sent to each student’s custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

#### **V. *Complaints***

- A. Written Complaints

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with this policy.

B. Verbal Complaints

1. Students, and or their parents or guardians may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with this policy.

C. Protection of Person Filing Complaint

1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.

D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**VI. School Personnel Responsibilities:**

**A. Teachers and Other School Staff**

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

**B. Administrator Responsibilities:**

**1. Investigation –**

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements should be attached to the report.
  
- (b) Notwithstanding the foregoing, when a student making a verbal complaint

has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**2. Remedial Actions –**

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

**VII. Reporting Obligations**

**A. Report to the Parent or Guardian of the Perpetrator**

- 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

**B. Reports to the victim and his/her parent of guardian**

- 1. If after investigation, acts of Harassment, Intimidation and Bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of



such Harassment, Intimidation and Bullying.

C. List of verified acts of Harassment, Intimidation or Bullying

1. The school principal/administrator shall semiannually provide the president of the School Board a written summary of all reported incidents and post the summary on the district Web site if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, at school-sponsored events or via electronic act.
2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law.

**VIII. Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The school must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

**STUDENT ENGAGEMENT POLICY**

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.

To that end, Virtual Prep Academy of Washington (VPA-WA) has adopted this Student Engagement Policy and directs its staff to implement the following policy.

VPA-WA will assess 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

*\*Assessment and testing are subject to change, students and parents will be notified of any upcoming assessments prior to the date of assessment. State testing and diagnostic assessments are mandatory components of our program.*

*\*\*Please note that the state of Washington requires students to have active and meaningful interaction with at least one certificated teacher each week. This is most easily achieved through attendance of live instruction classes.*

***Diagnostic Assessments –***

Periodically, throughout the school year, the school implements i-Ready, Short-Cycle Assessments (SCAs), or other 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 –***

Any student who fails, without legitimate excuse, to participate in state mandated testing shall be referred to the administration for review. Parents and students are notified in advance of the schedule and location of required testing. Although the School undertakes to make testing facilities easily accessible to parents/students, it is the parent/student's obligation to provide transportation to testing facilities and a failure to attend required testing will not be excused for transportation reasons except in extreme circumstances.

***Live Instruction Attendance –***

VPA-WA curriculum is designed to provide flexibility to its students, and we recognize that many of the school's students appreciate the opportunity to earn credit and complete assignments on their own time. However, students that attend and participate in live class sessions on a regular basis are typically more successful than students that do not. VPA-WA students are provided a clear schedule for live opportunities in the core subjects of Math, English, Science and Social Studies. Although Live Instructional Classes are recorded and made available to students for review on their own time, students are expected to attend Live Classes as they are provided in real time. The school requires that students attend no less than **2 hours of live instructional opportunities** in core subjects per week as outlined in the student's schedule.

Students are also required to attend **one live homeroom session per week** to meet attendance requirements. Students who do not meet minimum live instructional attendance expectations at the end of each month will be referred to our engagement intervention protocol. The student services team reserves the right to adjust live instruction participation requirements based on a student's overall performance and well-being on a case-by-case basis.

***Course Assessments –***

It is critical for student success to submit assignments/assessments regularly so that the school and teachers can monitor progress of students to ensure growth and mastery of state standards. As such, students are required to submit a minimum of one assignment or assessment per week per course. Students who do not follow minimum expectations of submissions at the end of each month will be referred to our engagement intervention protocol.

VPA-WA has outlined engagement expectations above. VPA-WA has defined the participation in diagnostic and state assessments as required during those testing windows. Failure to attend at least 2 hours of live instructional sessions per week, failure to submit course assessments as outlined above, or failure to attend homeroom classes, will result in students being referred for participation in VPA-WA Engagement Intervention Program.

***Engagement Intervention Program –***

The Student Services team provides timely coordination of support services identified to address the specific engagement needs of the student and family to promote positive academic outcomes. The student services team members will continuously monitor student progress to evaluate and adapt the support plan as needed. Participation is required to ensure student success.

Support Levels Student Services staff, teachers, and administration will monitor attendance, time spent in courses, assignment submission, live session attendance, and compliance with school and state assessment requirements to determine a student’s engagement level.

**Level 1:** General school-wide prevention and programming along with teacher support.

- Onboarding, homeroom support, online classes, and student group activities
- Compliance with school policy regarding attendance, engagement, assignment completion and communication is expected.

Duration: On-going

**Level 2:** Engagement or course progress concerns require student and family to receive additional interventions, supports and progress monitoring through individual check ins and/or small group sessions.

- Teachers and Student Services team members identify intervention methods in conjunction with the student and learning coach. The Student Services team will facilitate the process, monitor progress, and provide regular, formal follow-up.
- In review of the plan, the following actions may occur:
  - o Excellent progress – student is re-assigned to Level 1 supports.
  - o Moderate progress – student continues receiving Level 2 supports and review.
  - o No progress – student is moved into Level 3.

Duration: estimated 2 weeks.

**Level 3:** Student Services has been working with the student and family; however, the student’s educational needs are not being met. An intensive Advising Intervention Plan will be implemented based on two or more

of the following factors: academic performance, engagement, teacher referral, behavioral concerns, and/or credit deficiency.

- During this period, focus will remain on enhancing academic growth through identifying any barriers interfering with a student's education, setting specific goals, and creating an action plan to provide additional accountability. Students on this plan can expect to be in close and frequent contact with their advisors to form a partnership that serves to balance the weight of sustaining educational growth by working communally.
- In review of the plan, the following actions may occur:
  - Excellent progress – student is re-assigned to level 2 supports.
  - Moderate progress – student continues receiving level 3 supports and review.
  - No progress – student is moved to level 4.

Duration: estimated 4-6 weeks.

**Level 4:** All available resources and interventions have been exhausted for a student. Students are referred to administration for disciplinary action.

### **TECHNOLOGY: ACCEPTABLE USAGE POLICY**

The use of technology is a privilege and an important part of VPA-WA overall curriculum. VPA-WA 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. VPA-WA will, from time to time, make determinations on whether specific uses of technology are consistent with VPA-WA policies for students and employees of the school. VPA-WA 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 VPA-WA 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 (VPA-WA) 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 matter 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 VPA-WA 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 VPA-WA 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, VPA-WA 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 VPA-WA private network. Other inappropriate network usage VPA-WA 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.

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

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

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

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials VPA-WA believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable; Using technology resources for commercial, political, or other unauthorized purposes since VPA-WA 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 VPA-WA;
- Allowing anyone else to use an account other than the account holder;
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam");
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings;
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email);
- Unauthorized use, or forging, of mail header information;
- Using an VPA-WA or a client account to collect replies to messages sent from another VPA-WA 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 all costs; and
- Violation of this internet safety policy is also a violation of the VPA-WA 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 –***

VPA-WA offers a chat room, webcam, discussion boards and email to provide VPA-WA Parents and students a forum in which to share ideas and exchange views regarding VPA-WA with other Parents, students, teachers, and Administrators. To protect all chat room and e-mail participants, all chat room sessions and network e-mails are monitored and recorded. VPA-WA does not discourage criticism or healthy disagreements; however, VPA-WA 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, VPA-WA 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 Technology Use Penalty System –***

Violation of VPA-WA chat 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 will result in the loss of the webcam.

#### ***Student Misuse –***

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

#### ***Social Media –***

Recognizing the benefits collaboration brings to education, V. Prep – WA. may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in an on-line forum.

### ***Textbooks, Materials, and Supplies –***

The textbooks, computers, software, hardware, and other materials loaned to the parent and/or student are property of the school. 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 the school. Parents must return the materials and property if their child or children are withdrawn from the program or expelled.

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

### **SCHOOL LOANED PROPERTY**

- Computer and Charging Cord
- Special Education Assistive Technology

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

### ***Retrieval of School Issued Computers –***

Consistent with established educational policies enacted by School Boards throughout the United States, the School seeks to protect its property and usage interests through the following policies. ***Please note that as part of the handbook 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.***

- 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 by the school for lack of engagement or non-attendance
  - A replacement is required due to a technical issue;
  - A student graduates from the school; or
  - A student is expelled.
- Within thirty (30) days after four (4) corresponding authenticated attempts of recovery by an authorized



School 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;
- A credit complaint will be filed against the Parent to the three major credit reporting agencies; and
- Other legal action may be taken to secure the return of the school's property,
  - and materials, including civil and criminal actions.
  - Additionally, failure to return the School's Property may result in a fine being placed against the student's account, and the school shall withhold all official student records until either the fine is paid, or the School's Property is returned.

***Voluntary Withdrawal –***

The textbooks, computers, software, hardware, and other materials loaned to the parent and/or student are property of the school. 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 the school. Parents must return the materials and property if their child or children are withdrawn from the program or expelled.

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

**USE OF STUDENT INFORMATION**

It is the policy of VPA-WA not to release any personal information such as names, home address and phone numbers to outside agencies or requesting parties without the direct written consent of the Parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a Parent/Guardian - or adult student (18 years of age or older) - notifies the school in writing that the Parent/Guardian or adult student permits the distribution of any personal information, the school will not release the information. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. **The school has designated student names and grade levels as directory information and will use such information in school publications, social media publications, recognition lists, programs and/or student directories.** If you do not want the school to disclose any or all the information designated above as directory information you must notify the school in writing by completing the attached Opt-Out Form.

### **School Right to Amend Handbook**

The school and/or the administration retain the right to amend the handbook for just cause at any time. Parents will be given prompt notification if changes are made.

**DIRECTORY INFORMATION OPT-OUT**

If you do **NOT** want the school to disclose directory information from your child's education records without your consent, you must notify us in writing by within ten days of your receipt of this notice.

If the school has not designated directory information, no directory information will be released (see above).

Please do not make available my student's directory information without my prior written permission.

**Student's Name:** \_\_\_\_\_

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

**Date** \_\_\_\_\_

## PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have read the Parent/Student handbook thoroughly and understand the following policies/procedures will be in affect while enrolled in VPA – WA.

- Parent/Student Handbook
- Student Engagement Policy
- Acceptable Use Technology
- Graduation requirements

Questions regarding any of the above-listed policies or procedures outlined in this handbook should be addressed to the school administration.

Student name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_