

MVA Handbook

Summer Session 2021

Enrollment deadline: May 24

Orientation (all new students and parents): June 1

Summer Session: June 1 – July 23

Final Exams: June 25th (1st sem.) and July 23th (2nd sem.)




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School Policies

► Honor Code- Academic Integrity

Academic integrity is a key component of honor and trustworthiness and is fundamental to the academic work students do at MVA. All schoolwork submitted must be created by and represent the individual efforts of the enrolled student. To help maintain an atmosphere of mutual trust and confidence, MVA has established the following honor code (unless otherwise instructed by the teacher):

The student on assignments, quizzes and exams:

- will take the assessment alone.
- will not use google, yahoo answers, or other cheat sites to find answers to questions; citing these as sources does not excuse this type of plagiarism.
- will not cut, copy, or plagiarize internet content or the work of your online classmates.
- will treat the assessment as “closed book” which means that he or she may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless the teacher or the specific assessment states otherwise.
- will treat the assessment as “single browser” which means that during the assessment you may not log in a second time to your course.
- will complete quizzes and exams to represent his or her work only; the student will not plagiarize in any way.
- will not confer with other persons by any means during the assessment.
- will not copy or redistribute any part of the assessment in any way.

The student on written assignments:

- will not use google, yahoo answers, or other cheat sites to find answers to questions; citing these as sources does not excuse this type of plagiarism.
- will submit work completely free of plagiarism.
- will cite work that is taken directly from other sources. ***A great website for help with citations:*** <http://owl.english.purdue.edu/owl/resource/747/01/>

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as the student’s own original work. Specific examples of plagiarism that will not be tolerated are copying, paraphrasing or summarizing another person’s work without citing that source, using material, including photographs, from the internet or any other source and representing as the student’s own, even if he or she has changed some of the words.

Consequences for Cheating

All teachers, beginning especially at the middle school grades, will educate students as to what constitutes academic honesty. It is the responsibility of all faculty members to monitor students' work to avoid any academic dishonesty and to administer penalties. MVA teachers use a variety of tools to monitor the integrity of student work, including a plagiarism detection program, an integrity database, teacher expertise, and more. The parents shall be contacted as soon as practical to report any alleged academic dishonesty on the part of students.

First Offense – Student and Parent will be made aware of the academic dishonesty by phone and email by the teacher. Violation of this policy at the high school level will result in assignments being given a score of zero with the opportunity to redo for a grade.

Second Offense – Student and Parent will meet with the teacher and Principal to discuss academic dishonesty. Violation of this policy at the high school level will result in assignments being given a score of zero with no opportunities to redo for a grade.

Third Offense – Student, Parent and Administration will be made aware of the academic dishonesty by phone and email by the teacher. Student will be removed from the course with a failing grade.

Additional offenses in other courses may result in student expulsion from Manhattan Virtual Academy

► Attendance

MVA documents and keeps attendance based on students' time online, participation in vClasses, and progress towards course completion. Active participation is required for successful completion of summer courses.

Attendance/Participation Guidelines

In order to be in full attendance with MVA, a student must:

- Participate in every course each week for an average of one hour per day per course.
- Complete and submit course assignments as indicated on each **Pace Chart** in accordance with **due dates** to make **adequate progress** toward course completion.
- **Communicate** with MVA Staff as needed via vClasses; telephone conversations, email correspondence, and /or IM.
- **Check email** at least once daily and respond to any teacher or staff inquiries within 24 hours.
- Adhere to the **MVA school calendar** for attendance days; however, students may choose to work on non-instructional days or swap vacation days during the summer, **as long as they are on pace and passing all courses**. Students who swap vacation days must consult with their teachers to ensure that no deadlines are missed.
- **Summer School dates are June 1, 2021 through July 23, 2021.**
- **Final exams are scheduled for June 25, 2021 for 1st semester.**
- **All 1st semester course work must be completed by June 25, 2021.**
- **Proctored final exams are scheduled for July 23, 2021 for 2nd semester.**
- **All 2nd semester course work must be completed by July 23, 2021.**

A student who is not regularly attending/participating in the online course **and/or** not submitting assignments will be addressed in the following order:

1. The teacher will notify the parent to communicate the concern and expectation that the student participates in the course on a daily basis and make academic progress in alignment with the course pace chart.
2. If lack of progress continues, the teacher will notify the parent, and MVA administration. The student will be expected to show academic progress and be in attendance.
3. Failure to adhere to these guidelines can result in a failing grade on the student's permanent transcript. Fees will not be refunded.

► Dropping a Class

- Students can drop a class until the end of the second week of the summer session – June 18, 2021. For classes dropped by this deadline, **no grade will be recorded**, and the class will not be part of the student's permanent record. **Enrollment fees will not be refunded after June 4.**
- **After June 18, 2021**, a student dropping a course will receive an "F" to be included on his/her permanent record.

► Zeroing Policy

Incomplete assignments will be zeroed every Monday, beginning June 7th. The reason for zeroing is to prevent the student's grade from being temporarily inflated if the deadline for an assignment has passed. Students are still able to complete the zeroed assignments. ***We highly recommend that students follow the course Pace Chart so they do not fall behind.***



Warning: All course work must be completed by June 25th (1st sem.) and July 23th (2nd sem.).

► Final Exams for High School Students

Final exams will be June 25th (1st sem.) and July 23th (2nd sem.), unless otherwise notified.

► Grading Scale

Numeric Values

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

► **Online Code of Conduct**

Introduction

Access to MVA data and information, and access to IT accounts, systems, and applications, is based on your need for access and your consent to use that access appropriately. These services are integral to the operation of the school, and security and privacy laws and other school policies protect much of the information. Therefore, before you can be granted access, you must read and agree to follow these acceptable usage standards and must accept responsibility to preserve the security and confidentiality of information that you access, in any form, including oral, print, or electronic formats. Read the information below carefully. It establishes user responsibilities.

Passwords

Students will receive a username and password to be used in accessing their courses, and monitoring tools. Students and parents should keep the login information private. Passwords should never be shared with other MVA students or with any individuals outside of MVA. This information is used to identify a student or parent online and to help in the tracking of student progress. Students or parent who suspect that their login information has been accidentally compromised should ask the Academic Success Coach to reset their password.

Email

Student will create an email account to be used for MVA school related electronic communication only. Students and parents are required to check their email account on a daily basis for important communications from the school or from their teachers. Please specify student name and course name in the body or subject line of the email.

Internet Safety

MVA provides a secure, password-protected, online learning environment for students. All course materials are located within this system. At times, teachers will provide students links to appropriate internet sites for students to do additional research or exploration. At no time will an MVA teacher or staff member direct students to an internet site with inappropriate internet content.

Parents need to be vigilant in monitoring their child's internet use

MVA recommends that parents acquire internet filtering software for their student's computer to provide internet protection for times when parents may not be working directly with their student. Some practices that can help keep students safe when working online include: keeping student work areas in a public area of the home where their internet use can be more easily monitored, talking with your child about the importance of keeping their personal information private, to only visit internet sites provided through MVA courses, and to make use of internet filtering and other programs that track student access to the internet so that parents can periodically review their child's web surfing habits. Student or parent who have concerns about internet sites that are required for school should feel free to contact the course teacher.

Submission or Posting of Inappropriate Content

Students are not allowed to submit, post, write about, or otherwise promote any inappropriate content in any of their courses or any other online MVA social networking platforms. This includes drug-related content, sexually explicit content, or anything that violates laws of the generally accepted standards of school appropriateness.

Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the course teacher.
- Students must comply with usage instructions communicated orally or in writing by the teacher.

Students who violate the virtual classroom rules of conduct will be warned by the teacher to correct their behavior. If the student does not comply with the teacher's instructions, he/she will be removed from the virtual classroom for the rest of the session.

Use of Language and Images

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, virtual classroom, student websites, social networking, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

Personal Respect

Administrators, teachers and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

Defiance

Students should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and /or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

Harassment, Intimidation and Bullying

No one should be subjected to harassment at school for any reason. Therefore, it is MVA policy that all students will deal with all persons in ways which convey respect and dignity. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, slurs or ridicules are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

MVA has a zero-tolerance policy towards intimidation, harassment, bullying and/or fighting. Intimidation, harassment, bullying, fighting and racial and/or sexual harassment are violent acts against others. These behaviors cannot be tolerated, and the natural consequences is to be barred from interactions with others. MVA staff will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, MVA will act appropriately within the discipline codes of MVA and will take reasonable action to end bullying.



MVA Enrollment Agreement Summer 2021

A student enrolled in Manhattan Virtual Academy is part of a Learning Team that includes the Student, Parent/Guardian, Teachers, Counselor and other MVA staff. Every member of the Learning Team is important to the student's academic success in the online learning environment.

I agree that my student and I will participate in the required ***Student and Parent Orientation at the beginning of the Summer school term.***

I agree to ensure my student is meeting the state mandatory attendance requirements outlined in the MVA Student Handbook. Requirements include active course participation, staying on pace, and logging in for about 3-4 hour per school day.

I agree to check my parent email account on a daily basis to receive communications from MVA teachers and administrative staff, and to respond within 24 hours to emails and phone messages.

I agree to be an active observer for my student by logging in to MVA and checking weekly progress to keep track of student activity, grades, and pace.

I agree to contact the school if my student will be absent on a school day.

I agree to help my student create a workspace that allows for quiet concentration and to help my student create a regular learning schedule to keep him or her on pace.

I agree to provide my student with continuous internet access and to find an alternative internet connection should home internet service be interrupted.

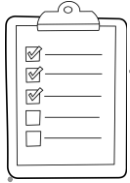
I agree to report technical problems immediately, in order to receive timely assistance.

I agree to contact course instructors on any questions related to course content, assignments, exams or grades

I agree to work with MVA staff if my student is falling behind in grades or pace in any or all courses.

I agree to contact the school with my phone number or address changes in a timely manner so I will continue to receive regular communications from MVA.

NOTE: This is a COPY of the Enrollment Agreement you signed and agreed to upon enrollment with Manhattan Virtual Academy. Please retain this copy for your records.



Student's To-Do-List

Username: _____ **Password:** _____

1. Check your email DAILY. This is VERY important. You will have an MVA Gmail account to communicate with your teachers and office staff.
2. Know where to find your teachers' contact information and how to email them right from your course.
3. Attend your vClasses! Know when they are and plan to attend them. If you cannot attend one, watch the recording.
4. Communicate! Email your teachers with questions or concerns as soon as you have them. The sooner you get the question answered, the sooner you can move on.
5. Get organized and stay organized. Make a weekly calendar with all assignments for the week on Monday morning. Then, check for conflicts/overload and plan on how to resolve them.
6. Set a daily schedule. Be disciplined and follow it. Summer School is condensed into 8 weeks, so will be a big time commitment.
7. Log in daily Monday-Friday to insure you have the most up-to-date class information and announcements.
8. Start on pace and stay on pace! It's always better to be ahead than to be struggling at the last minute. Break down big projects into small, manageable parts and give yourself a deadline for each one. Don't drag your feet-make yourself do things on time, and you'll be better off in the long run.
9. Take a break. Breaks are a good thing, but it is important to limit your "digital distractions" and keep yourself on track by setting a time limit and sticking to it.
10. Create a folder for your class on your computer for class assignments. This will keep you organized and make it easy to locate assignments. Don't forget to back up your papers.
11. Have a weekly parent conference to review your progress, assignments that need completed, and grades to date.



Parent's To Do List

1. Please check your email DAILY, as this is how we will be in contact from MVA.
2. Help your student make school a priority. Summer School is condensed into 8 weeks, so will be a big time commitment.
3. Help your student construct his/her schedule and maintain a consistent weekly plan. The more engaged parents are with the learning process, the more successful a student will be in MVA.
4. Make sure your student knows when his/her vClasses are and they are attending them. If he/she can't attend them live, they can watch the recording.
5. Know how to access grades. By logging in to your student's Connexus account, you can see his/her overall grades in each course, all assignments and test scores, and how much time he/she is spending in the course.
6. Know where to find the teacher contact information. Teachers post their contact information in the 'Course Information folder' in each course. Feel free to contact teachers or office staff if you have questions or concern and encourage your student to do the same.
7. Schedule a weekly meeting with your student to review progress and check grades. These meetings are important and will help your student stay on pace.
8. Encourage your student to email his/her teachers with questions or concerns as soon as his/her has them. Continued communication with his/her teachers is key.

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:55					
9:00-9:55					
10:00-10:55					
11:00-11:55					
12:00-12:55					
1:00-1:55					
2:00-2:55					
3:00-3:55					
4:00-4:55					
5:00-5:55					
6:00-6:55					