

# **COWBOY STATE VIRTUAL ACADEMY (CSVA) STUDENT HANDBOOK**

## **ENROLLMENT**

Students who are enrolled in a Wyoming school district, or are a Wyoming homeschool student may elect to enroll in Cowboy State Virtual Academy courses. The parent/guardian must preregister the student online through the Powerschool registration system ([www.sheridan.k12.wy.us](http://www.sheridan.k12.wy.us)). At the time of enrollment, the Cowboy State Virtual Academy Director acknowledges that she/he has received a signed Student Participation Agreement (Appendix D), a copy of a certified birth certificate, and immunization records. These documents will be kept on file during the enrollment period. Also at the time of enrollment the parent/guardian acknowledges and agrees to all Cowboy State Virtual Academy policies and procedures outlined in this handbook.

A student may enroll in a maximum of seven courses per semester if the school approves the course registration and the student meets the course prerequisites. Students who complete semester coursework will be allowed to enroll in additional classes.

The Cowboy State Virtual Academy is responsible for maintaining a current counselor for each student enrolled in Cowboy State Virtual Academy high school credit classes.

## **WITHDRAWING FROM COURSES**

Students who wish to withdraw from Cowboy State Virtual Academy classes, must notify Sheridan County School District Number One Director of Cowboy State Virtual Academy and their local school district of their intention. The student would then be transferred back to their local school district to enroll in their local education agency, or submit their homeschool status. Students who stop participating in Cowboy State Virtual Academy courses without officially withdrawing will be dropped from Cowboy State Virtual Academy rolls, and the student's home district will be notified. After 10 consecutive school days, any student not actively participating, as monitored through seat time, will be withdrawn, unless Cowboy State Virtual Academy staff have previous notification.

## **FEES**

There is no tuition charge for Cowboy State Virtual Academy classes.

## **TEXTBOOKS, EQUIPMENT, and SUPPLIES**

The parent/guardian is responsible for all textbooks, equipment, supplies, and computer access needed to participate in Cowboy State Virtual Academy courses.

Local school districts must provide all resources, textbooks, equipment, supplies, along with any other services or resources for students with Section 504 or other non IEP documented accommodations. Cowboy State Virtual Academy does not assume responsibility for services or resources for students with undocumented disabilities.

At this time, Cowboy State Virtual Academy is not staffed to provide Special Education services. Cowboy State Virtual Academy does not assume the local school responsibility to provide Section 504, IEP, or other documented services for students enrolled in Cowboy State Virtual Academy courses which is related to the ability to enjoy the benefits of Cowboy State Virtual Academy's programs or services.

In the Cowboy State Virtual Academy registration process, parents are asked to identify qualified students with documented disabilities by acknowledging that their child does not have a Section 504, IEP, or other documented disability which is related to the ability to enjoy the benefits of Cowboy State Virtual Academy's programs or services.

## **STUDENT COMMUNICATION POLICY**

Communication between students and Cowboy State Virtual Academy instructors is key to student success in a Cowboy State Virtual Academy course. Students enrolled in a Cowboy State Virtual Academy course will be required to regularly communicate with Cowboy State Virtual Academy instructors. Cowboy State Virtual Academy instructors will contact students by phone, email, and web conferencing software.

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## GRADES

The Cowboy State Virtual Academy Director will retrieve the student grades as needed and determine the letter grade according to the local school grade scale. Cowboy State Virtual Academy grades according to percentage correct. Sheridan County School District Number One will convert the percentage grade awarded to a letter grade based on the following scale:

A = 92-100%

B = 84-91%

C = 77-83%

D = 70-76%

F= 69% and below

Letter grades allow for calculation of a Grade Point Average for college admissions and scholarships. Cowboy State Virtual Academy grades are based on a 100-point scale and are cumulative throughout the semester.

## LATE WORK POLICY

Timely submission of assignments is the hallmark of a successful Cowboy State Virtual Academy student. All high school credit level classes will have a due date. If a student does not complete the assignments by the due date, she/he may be at risk of not earning a diploma.

## ACADEMIC INTEGRITY and ETHICS AGREEMENT

Cowboy State Virtual Academy students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Students are expected to verify that the work on each assignment is his or her own.
- Collaborating with another classmate on any assignment must be preapproved by the Cowboy State Virtual Academy Director.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the internet.
- No student should store course work on a public or shared network drive.

Each time it is determined that a student has plagiarized or has been academically dishonest, the student will be expected to correct his or her mistake and complete the work (or an equitable alternative assignment, per teacher discretion). Also, the teacher will fill out a referral and forward it to the Cowboy State Virtual Academy Director. The director will review each individual case, consider all factors involved in each situation, and determine the appropriate consequence. Repeat offenders can expect more severe consequences.

## ADA COMPLIANCE

Sheridan County School District Number One does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Pete Kilbride, Sheridan County School District One Title IX Coordinator (Telephone (307) 655-9541) or to the Office of Civil Rights, United States Department of Education, 1961 Stout Street, Denver, Colorado, 80294

## EARLY WARNING SYSTEM

The early warning system, built into the Cowboy State Virtual Academy, provides notification to the student, teachers, parents, and Cowboy State Virtual Academy Director in situations where a student's current cumulative average is below 69%. Contact with students who meet these criteria will be initiated by Cowboy State Virtual Academy teachers.

## EXAMS

Students enrolled in Cowboy State Virtual Academy courses must complete all state required tests (ACT, WyTOPP) in a proctored setting at a time, within the testing window, prearranged between the proctor and the student/parent/guardian.

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## WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION (WHSAA)

Cowboy State Virtual Academy students may be eligible to compete in all Sheridan County School District Number One Wyoming High School Activities Association endorsed sports activities provided they meet all eligibility requirements. Students transferring to Cowboy State Virtual Academy from another high school may be subject to one year of ineligible status for Varsity level sports (6.0.0 PARTICIPANT ELIGIBILITY RULES AND REGULATIONS <http://www.whsaa.org/handbook/handbook.asp>). Participation is limited to Tongue River High School regardless of physical location of the student.

## TECHNOLOGY ACCESS and REQUIREMENTS

The Acellus Help Desk ((877)-411-1138) is available to work with students/parents/guardians to ensure that students have assistance in using the necessary computer hardware and software.

All Cowboy State Virtual Academy students must have access to the required hardware and software listed below:

### Cowboy State Virtual Academy Technical Specifications

System requirements for running on a client device are as follows:

	Windows	Mac	iPad/iPhone	Android
OS	Win 10, 8.1, 8, 7, Vista, XP	OS X 10.6 or higher	iOS 4 or higher	4.1.2 (Jelly Bean) or higher
Browsers	Edge, IE11, 10 Chrome Firefox	Safari Chrome Firefox	Acellus App	Chrome Android Built-In Browser

**All Operating Systems:** Cowboy State Virtual Academy requires Internet connection

Internet access is required to take any Cowboy State Virtual Academy course. While internet access is not required at home for students, it is strongly recommended.

## STUDENT CODE OF CONDUCT

All students will be required to agree to abide by the Student Code of Conduct. The code outlines expectations for appropriate student behavior and the consequences associated with failure to adhere to the code.

## RIGHT TO PRIVACY

Cowboy State Virtual Academy will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The names of Cowboy State Virtual Academy students, their images, and their coursework will not be published on the public Sheridan County School District Number One website without student and parent/guardian consent. Students participating in extra-curricular activities may have their image shared in local media.

Each Cowboy State Virtual Academy student is provided a unique password that will allow him/her to access the online course. It is the responsibility of the student to keep his/her password secure.

Communication through e-mail, discussion board, chat, blog, and other communication tools provided by the Cowboy State Virtual Academy is subject to monitoring by Sheridan County School District Number One staff without prior notice.

Inappropriate use of any Sheridan County School District Number One communication tool, such as using these tools for profanity, use on social media platforms, or cyberbullying, is grounds for discipline including but not necessarily limited to the following: parental contact, application of Sheridan County School District Number One board policy (<https://app.eduportal.com/public/folders/list/62524/1167194>), administrative removal from Cowboy State Virtual Academy courses, or contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

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## ACCESSING COURSES

### Appendix A: Academic Integrity and Honor Statement

At Cowboy State Virtual Academy the students, faculty, and staff join together in a unique learning community. Creating a community of trust is an essential part of this process. Maintaining high standards for academic integrity and honesty significantly contributes to the creation of our community of trust.

*The faculty and staff of Cowboy State Virtual Academy expect students to maintain a high standard of academic integrity.*

A commitment to submit original work for evaluation and to neither give nor receive aid on course quizzes, tests, or projects when prohibited by the instructor is evidence of the academic integrity expected of our students. In the event that guidelines are unclear, our students assume the responsibility for communicating with the instructor as to not compromise the integrity of the work they submit.

*The faculty and staff of Cowboy State Virtual Academy expect students to maintain high standards of academic honesty.*

Cowboy State Virtual Academy student academic honesty is demonstrated through submitting original work that provides appropriate credit to all sources used. Academic dishonesty involves attempts by students to show possession of knowledge and skills they do not possess through cheating or plagiarizing. Examples of academic dishonesty include cutting or copying and pasting other author's work without properly attributing the work to the owner; collaborating with other students on an assignment without prior approval from the teacher; altering or misusing documents; impersonating, misrepresenting, or knowingly providing false information as to one's identity; cheating on examinations (receiving help not specifically approved by the instructor), and plagiarism.

**BY CLICKING ON THE "I HAVE READ AND UNDERSTAND THE COWBOY STATE VIRTUAL ACADEMY HANDBOOK AND AGREE TO ALL TERMS THEREIN." AGREEMENT, STUDENTS ACCEPT THE TERMS OF THIS ACADEMIC INTEGRITY AND HONOR STATEMENT.**

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## ACCEPTABLE USE of TECHNOLOGY

All students enrolled in Cowboy State Virtual Academy courses are expected to conduct their communications in a professional and respectful manner. Inappropriate language, behavior, or use of the learning management systems will result in disciplinary action and possible removal from the Cowboy State Virtual Academy by Sheridan County School District Number One administration.

Each student enrolled in Cowboy State Virtual Academy courses will acknowledge his/her willingness to abide by Sheridan County School District Number One's Acceptable Use Policy (<https://app.eduportal.com/documents/view/622834>) and the procedures outlined therein will apply to online courses.

### Appendix B: Acceptable Use Policy

Cowboy State Virtual Academy recognizes that appropriate use of technology resources is the responsibility of all individuals involved in the educational process. To this end Cowboy State Virtual Academy:

- Recognizes that parents and guardians are ultimately responsible for setting and conveying the standards students should follow when using media and information sources
- Provides Cowboy State Virtual Academy students access to a learning management system with the expectation that they will exercise appropriate usage

Links to personal social media pages or sharing of any social media information is not permitted within Cowboy State Virtual Academy learning management system.

Cowboy State Virtual Academy resources are valuable educational tools for students. Their use and access are a privilege. They must be used in a responsible, safe, ethical, and legal manner. Use of technology resources in an inappropriate manner may result in removal from Cowboy State Virtual Academy courses, disciplinary action(s) in accordance with relevant Cowboy State Virtual Academy and Sheridan County School District Number One policies, and/or legal action.

Communications via Cowboy State Virtual Academy software and resources should not be considered private. (This includes, but is not limited to, the e-mail, discussion board, blog, and chat tools in the course management system and other Cowboy State Virtual Academy resources). Students who have the privilege to use Cowboy State Virtual Academy online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
- Do not engage in the use of profanity, obscenities, or sexually explicit material.
- Do not use expressions of bigotry, racism, and/or hate.
- Do not intimidate, bully, harass or embarrass.
- Maintain individual anonymity and privacy.
- Do not reveal personal addresses, phone numbers, social networking identities, or other personal information.
- Do not display portraits of individuals without parental/ guardian permission on the Sheridan County School District Number One Media Release form.
- Use resources appropriately.
- Do not engage in acts of vandalism (malicious attempts to harm or destroy files, material, software, or equipment of others).
- Do not use course software or network resources to display or convey personal, political, or commercial messages.
- Do not use other's accounts.
- Do not trespass in other's work, files, or folders.
- Retain privacy of individual passwords.
- Do not exploit the technology for dishonest purposes (cheating, plagiarism, etc.). Any collaboration on class work with others must have prior instructor approval.
- Do not store coursework on public or shared network drive.
- Do not use the technology for illegal purposes.
- Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret.)

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### **Cyberbullying will not be tolerated by Cowboy State Virtual Academy.**

Cowboy State Virtual Academy and Sheridan County School District Number One administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

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## Appendix C: Student Code of Conduct

### **Philosophy**

Cowboy State Virtual Academy provides an atmosphere of respect conducive to teaching and learning in which the intellectual, physical, emotional, and social needs of students are met. Students, parents, administrators, instructors and all other staff members are responsible for creating a learning environment in which education can prosper. It is the primary responsibility of students to maintain a climate of mutual respect and trust so the dignity of the individual can be protected and the pursuit of opportunities for each student may be realized. It is the responsibility of administrators, instructors, and all other school staff to be consistent and fair in the application of all Sheridan County School District Number One policies and regulations.

### **Student Rights**

A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, break school rules, present a health or safety hazard, or disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community. To the extent permitted by applicable law, students have the right to:

- A public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities.
- An orderly school environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety.
- Express themselves in speech, writing, or symbols, consistent with their constitutional rights and Cowboy State Virtual Academy policy.

### **Student Responsibilities**

It is the primary responsibility of students to maintain a climate of mutual respect and trust so that the dignity of the individual is protected and the pursuit of opportunities for each student may be realized. Students are responsible for:

- Knowing and complying with any rules or regulations of Cowboy State Virtual Academy, as well as local, state, and federal laws
- Participating in course activities regularly and completing class assignments and/or requirements
- Contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized.

### **Parental Responsibilities**

Each parent/guardian has the duty to assist Cowboy State Virtual Academy personnel in enforcing the Student Code of Conduct and the attendance policies so that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

Each parent/guardian must agree to coordinate with the Director of Cowboy State Virtual Academy when addressing student performance in a Cowboy State Virtual Academy course.

### **Prohibited Behaviors**

No student shall violate any law and/or rules and regulations of Cowboy State Virtual Academy or Sheridan County School District Number One Board Policies. The following are general categories of prohibited conduct. Specific conduct violations and accompanying consequences are listed below. The Academic Integrity and Honor Statement (Appendix A) and the Acceptable Use Policy (Appendix B) also define expectations for student behavior and should be considered a part of this Student Code of Conduct.

**Alcohol and Drugs** - Cowboy State Virtual Academy students are subject to Sheridan County School District Number One Board Policy regarding Alcohol and Drugs. (<https://app.eduportal.com/documents/view/462309>)

**Defiance of the Authority of School Personnel** – Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Cowboy State Virtual Academy and/or Sheridan County School District Number One policies and regulations.

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**Dishonesty** – Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers or computer networks. Students must adhere to the principles in the Academic Integrity and Honor Statement.

**Disruptions** – Students shall not behave in a manner that encourages or promotes illegal behavior.

**Sexual Harassment** – Students shall not sexually harass another student or any school employee, volunteer, student instructor or any other person present in school facilities, online, or at school functions.

**Threatening Behavior** – Students shall not threaten students or staff members with physical harm.

**Vandalism** – Students shall not maliciously or willfully injure, deface, or destroy Cowboy State Virtual Academy hardware, software, or other resources or the personal hardware, software, files or resources of individuals.

**Verbal Abuse and Vulgarity** – Students shall not verbally or graphically curse or abuse anyone; use vulgar, profane, or indecent language; or display any obscenity or indecency. Students may not bully, intimidate, or make derogatory comments about others.

**Violence** – Students shall not contribute to aggressive behavior that is disruptive or dangerous.

### CYBERBULLYING WILL NOT BE TOLERATED BY COWBOY STATE VIRTUAL ACADEMY.

#### Consequences

Violations of the above mentioned prohibited behaviors may result in one or more of the following consequences:

- Parental contact and discipline according to the Tongue River High School Student Handbook ([https://docs.google.com/document/d/1mNiXMKtBQZMjp3TY\\_nhgz0Bc2tC2-94HG67U9jfludg/edit](https://docs.google.com/document/d/1mNiXMKtBQZMjp3TY_nhgz0Bc2tC2-94HG67U9jfludg/edit)) in instances of plagiarism or cheating
- Application of Sheridan County School District Number One and Cowboy State Virtual Academy code of conduct consequences
- Administrative removal from Cowboy State Virtual Academy courses with a failing grade
- Contact of law enforcement agencies in instances where violation of local, state, or federal law is suspected.

**BY CLICKING ON THE “I HAVE READ AND UNDERSTAND THE COWBOY STATE VIRTUAL ACADEMY HANDBOOK AND AGREE TO ALL TERMS THEREIN.” AGREEMENT, STUDENTS ACCEPT THE TERMS OF THIS CODE OF CONDUCT.**



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## Appendix D: Cowboy State Virtual Academy Student Participation Agreement

The Student and Parent Acknowledgement (below) must be signed by both student and parent/guardian. The Cowboy State Virtual Academy Director is required to obtain signatures prior to initial enrollment, and keep this documentation on file for the remainder of the student's enrollment period.

Through continuous communication and effective time management students can be successful in a Cowboy State Virtual Academy course. To ensure that Cowboy State Virtual Academy staff, students and the parent/guardian are aware of the policies and procedures that accompany this commitment, please complete the Student and Parent/Guardian Acknowledgement below.

### Student Acknowledgement

I understand that for each online course, there are a minimum number of assignments that must be completed. Failure to submit the minimum number of assignments may result in my removal from the Cowboy State Virtual Academy, and may result in a failing grade being reported on my academic transcript.

I also acknowledge that I will follow all policies and procedures outline in the Cowboy State Virtual Academy Student and Parent Handbook and Sheridan County School District Number One District Policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Acknowledgement

I acknowledge that my child does not have a Section 504, IEP, or other documented disability which is related to the ability to enjoy the benefits of Cowboy State Virtual Academy's programs or services.

I acknowledge that I must coordinate with the Cowboy State Virtual Academy staff when the performance of my son/daughter in a Cowboy State Virtual Academy course needs to be addressed.

In addition to the above acknowledgements, I

\_\_\_\_\_ DO NOT want to be contacted by email regarding my son/daughter's performance.

\_\_\_\_\_ DO want to be contacted by email regarding my son/daughter's performance and want to complete a parent registration. I give Sheridan County School District Number One employees permission to contact me at the following email address.

Email address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_