

**Wyoming Virtual Academy  
Parent and Student Handbook  
2026-2027**

Wyoming Virtual Academy  
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Wyoming Virtual Academy (WYVA) is a statewide virtual education program within Niobrara County School District No.1 (NCSD1) under the regulatory oversight of NCSD1 and the Wyoming Department of Education. NCSD1 has contracted with the national online education provider, K12, to provide administrative support, curriculum, hardware, and other learning support services. WYVA is a program within the public school district and all WYVA students are public school students with residency in the State of Wyoming. Students enrolled in WYVA from around the state are officially students of NCSD1 and funded by the State of Wyoming through NCSD1 and its statewide virtual program.

**NCSD1 and WYVA Mission**

Inspire learning, Empower innovation, and Honor community every day.

**NCSD1 and WYVA Vision**

All students enter the world with the skills and confidence to meet their challenges and, in turn, grow and serve others.

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### Letter from the WYVA Executive Director

Dear Wyoming Virtual Academy Students and Parents,

Welcome to a new year at Wyoming Virtual Academy or WYVA! We're excited to see those of you who are returning this year and those of you who might be new to WYVA. WYVA has been in existence since 2009 and has served thousands of online students in Wyoming over the years. Our statewide virtual program is hosted by Niobrara County School District No.1 in the town of Lusk on the eastern side of the state, and we keep our WYVA office there while working with the NCSD1 district administration and governing board to run our program across Wyoming.

WYVA is structured differently than many virtual programs. We have over 50 staff members fully dedicated to WYVA with a special emphasis on creating a real school culture with Live daily class sessions, low student to teacher ratios, school clubs, student councils, a National Honor Society program, strong student supports, and a rich online education experience where you feel like you are a part of something and not just sitting at home on a computer working alone. WYVA teachers meet with students each day and offer one-to-one and small group supports in addition to the live classes taught. You will also find that the K12 online curriculum for course is user-friendly and enjoyable for kids as they work through course content.

We're excited to have you be a part of our truly innovative and amazing Wyoming Virtual Academy this year. Please reach out to your teachers or principals with any questions or concerns. Enjoy learning with us!

Dr. Joe Heywood

WYVA Executive Director

## The One-Page Handbook – Key Points to Find Success in WYVA

For easy reference, this single page (The One-Page Handbook), pulls out key points from the general handbook to remember for success as a student or Learning Coach.

### Key Points for Students

- Attend and complete all the Onboarding and Orientation courses and sessions
- Log into Canvas every day and work on assignments every day
- Don't fall behind – complete all your assignment on time
- Read your email every day and communicate with your teachers
- Attend all your Live sessions and the extra Help sessions
- Ask your teachers for help as often as you need – they want to help you
- Only use your computer for schoolwork; only download school-related items
- Be honest in all your schoolwork – do not cheat
- Ask your Homeroom teachers and Learning Coaches to help you if struggling
- Treat your fellow students and teachers with respect and kindness
- Be safe on the internet – if something doesn't seem safe or appropriate, ask for help
- School computers issued to students may be searched at any time
- For technical computer issues, contact K12 Customer Care at (866) 512-2273

### Key Points for Learning Coaches

- Attend and complete all the Onboarding and Orientation courses and sessions
- Log into Canvas/PowerSchool every day to check on your students
- Read your email from WYVA staff every day and respond within 24 hours
- Use the Learning Coach Community resources for help and engagement
- Do not share your Learning Coach/Parent log-in and password with students
- Help your students reach out to teachers – sometimes its not easy to ask for help
- Make sure your students are honestly attending all their classes each day
- Help your student to have a safe and quiet learning space at home each day
- Keep your address, phone number, and email up to date in our system and office
- Student laptops issued by K12 and NCSD1 are school property
- School computers issued to students may be searched at any time
- Parents are responsible for maintaining appropriate background during Live classes
- For technical computer issues, contact K12 Customer Care at (866) 512-2273

*When experiencing computer issues the first thing a Technician will tell you is to Clear Your Browser Cookies and Cache, Install All Updates, and Restart Your Computer (not just sleep mode or shutdown). Please do this before calling the K12 Technical Department.*

## WYVA's Enrollment Requirements

All students enrolling in Wyoming Virtual Academy (WYVA) must be residents of Wyoming.

Students who are residents of Niobrara County School District No.1 (NCSD1) may enroll in WYVA with permission of the NCSD1 Superintendent and Niobrara district principal in cooperation with the parents. If the student will be home-based, the requirements of a Learning Coach provided by the family as outlined in the Parent-Student Handbook will be followed. If a student will be school-based, then NCSD1 will provide a Learning Coach on site at the district school while participating in the WYVA program.

Students who are statewide (enrolling in WYVA from districts outside of NCSD1) will complete the following:

- Provide proof of Wyoming residency
- Provide current Report Cards
- Provide any IEP, 504, or EL services plans and documents for review and placement
- Complete the Pre-Enrollment Consultation for consideration of enrollment within WYVA

Additionally, students enrolling in the WYVA high school program must complete the following prior to enrollment:

- Demonstrate the student is on track for graduation per NCSD1 requirements
- Provide full high school transcripts up to the date of projected start with WYVA

Students may be considered ineligible for enrollment in WYVA for the following reasons:

- The enrollment team determines a virtual program is not the best educational setting for the student to be successful (which may include the inability to properly service an IEP, 504, or EL plans in a virtual program setting)
- Pending expulsion hearings or active expulsions in other school districts
- Non-Wyoming residency
- Failing grades in prior schools
- Incomplete enrollment file missing required documents and surveys
- Lack of access to reliable internet and a safe and comfortable learning environment

[WYVA's Pre-Enrollment Consultation \(for students prior to formal enrollment\)](#)

The Wyoming Department of Education requires each virtual program in the state to provide a thorough pre-enrollment consultation process to determine if a student should be placed in a virtual program.

WYVA's Pre-Enrollment Consultation includes the following:

Prior to enrollment in WYVA, an enrollment team contacts each family to procure the following documents:

- Proof of residency
- Current report card
- Possible IEP, 504, or EL plans or documents

The parent completes a Pre-Enrollment survey with the following statements for enrollment consideration:

- Will the family provide a Learning Coach (a responsible adult) who will be present during the learning timeframe each day to support student needs in the home?
- Will the family provide a safe and comfortable learning environment and does the student have access to reliable internet?
- Does the family of the student assure WYVA that this student is capable of independent online learning and has self-motivation and organizational skills to be successful in an online program?
- Does the family feel confident that this student has the reading, writing, and math skills necessary to complete lessons and assignments independently in an online program?
- (If in high school), does the family assure WYVA that this student is on track for graduation?
- Does the family and the student assure WYVA that the Learning Coach and student will attend all required orientations, meetings, classes, testing, and activities designated as required by WYVA staff?
- Will the family and student commit to participating in state testing requirements (such as ACT and WY-TOPP) even if this testing requires travel to sites for in-person testing?
- If a student has an IEP or 504 plan or receives EL services in the current district, is the parent confident that the student will be successful in an independent learning setting in our online setting?
- Does the family and student assure WYVA that the student has the skills necessary to operate a personal computer and navigate online learning platforms to complete

lessons and assignments and engage in the virtual educational program as required?

The Report Card, Proof of Residency, any IEP/504/EL plans, and the Pre-Enrollment survey will be placed in the student's cumulative file housed in the WYVA offices along with other district-provided documents upon enrollment.

An enrollment team will review the Pre-Enrollment consultation documents and make enrollment determinations based on the student's readiness for enrollment in a virtual program. The Special Education Director will be included in the review of each IEP and 504; and the EL Coordinator will review each student receiving EL services as part of the Pre-Enrollment consultation process; these specialists will provide determinations on whether or not each student with such plans and services will be supported by the structures of the WYVA program and staff and if the student will be successful in the virtual setting. A high school counselor will determine if a student seeking enrollment in the high school is on track for graduation.

The enrollment team will approve students for enrollment based on the following general criteria which designate a student is ready for the challenges of a virtual education program:

- The student's grades demonstrate academic ability to be successful.
- (If applicable), the student is on track for graduation.
- The family and student assure WYVA that the student is ready and capable.
- (If applicable), the student's IEP, 504, or EL plans are conducive to the supports available in the WYVA virtual program.
- The family and student agree to the requirements of the WYVA program.
- The WYVA enrollment team is confident the student can be successful in the virtual program.

Prior to the start of classes, students will receive a full suite of orientations, online learning platform introductions and tutorials, and an introduction to the rigors and requirements of the WYVA virtual education program. After the pre-enrollment consultation, if students are admitted to enrollment, students will be placed by school staff in grade levels and classes based upon the outcomes of the consultation and document review. Students requiring IEP, 504, or EL services or plans will receive assigned staff and caseworkers who will implement the plans and services within the virtual program to support the student.

### [Canvas and PowerSchool](#)

WYVA runs on two online platforms that all students and Learning Coaches should be engaged in each school day. Canvas is our online learning platform that is basically our online school. This means, students will enter Canvas each day to see their landing page with reminders, schedules, classes, and so forth. Students will enter Canvas to attend classes, communicate with teachers, complete course assignments and assessments, and basically just “do school.” PowerSchool is our Student Information System (or SIS), and this platform is tied directly to Canvas. PowerSchool holds our grades and attendance records along with other data. Parents and students will engage with both platforms, Canvas and PowerSchool, to participate in school within WYVA. More information about each of these platforms with some helpful “how to” information on key tasks is included in this handbook.

### [Engageli -WYVA’s Online Classrooms](#)

Students will enter Canvas to see their reminders, courses, schedule, lessons, assignments, and assessments, but they will click links in Canvas for Live class sessions with their teachers that will take them into the Engageli platform. Think of it as Canvas is the school building, and the individual classrooms where you receive instruction are Engageli. When you click on the Canvas link to go into a Live class session, you step through the door into the Engageli classroom. The Engageli classroom allows students to interact with their teachers as the Live lessons are taught, with video tools to see one another, a whiteboard which the teacher uses to share video, slides, handwritten information, and so forth, a chat or messaging tool for students to interact with the teacher, and breakout rooms for small group or individual work.

For students to watch recordings of class sessions, they join the Playbook Room in Engageli using links provided by teachers in the online system.

### [K12 Zone and K12 Chat](#)

K12 Zone is an online interactive social and school learning platform operated by K12 and all WYVA students are allowed to use the Zone for fun and learning activities. The K12 Zone provides a virtual school world with adventures, games, learning activities, social dynamics, and other school-based rooms and zones. Students create an avatar and move through the Zone to interact with students, learning zones, activities, and different aspects of the Zone. The Zone has a staff supervisor at all times.

The K12 Zone is an interactive virtual campus that turns online school into an open-world experience. Students can hang out with classmates, participate in activities and clubs, and access learning resources in a safe, welcoming environment. Through virtual chat, video conferencing, direct messaging, and other tools, students can safely and creatively explore, learn, and socialize with each other.

In addition to the K12 Zone, students can utilize K12 Chat. K12 Chat is a new K12 internal communication tool that provides a controlled and safe environment for K12-powered students to communicate, engage, and learn from each other. Through virtual chat, students can safely explore new ideas, collaborate on projects, and build meaningful relationships with their peers.

Students at WYVA have access to the WYVA K12 Zones, National K12 Zones, and K12 Chat. For more information, students may ask their teachers or one of the principals.

#### [Suggested Daily Hours in WYVA](#)

Some students come to WYVA believing that this is an “easier” place to do school. Some students believe they can skip classes, skip logging into the online learning platform for several days in a row and then make everything up on the weekend. That is not how WYVA is structured. We emphasize students being in class each day. We emphasize students logging into the online learning platform each day. There is flexibility built into each day and each week, and we are different than a normal brick and mortar school, but we strongly recommend that if you want to be successful in WYVA and pass all your classes, ***you need to be willing to give at least 5-6 hours per day to your schooling within WYVA, and maybe more.***

#### [Attendance](#)

WYVA is a state-funded program that requires Niobrara County School District No.1 to report attendance each week to the Wyoming Department of Education. In a brick and mortar school, students are counted as being in attendance by teachers reporting students sitting in class each class period with this data then reported to the state for funding. WYVA counts student attendance differently. You will see email reminders to students and parents each week during a semester if a student becomes “truant” in a particular class. This means a student has not met the attendance requirements for a specific class for 10 days, and WYVA is in danger of losing funding for that student. To remain enrolled in WYVA, students must be in attendance and avoid being truant in all classes.

Here is how attendance is counted for each class in WYVA. Students will be marked in attendance for that week of class if they do at least ONE of the following:

- A student completes a quiz or assignment in each class during the week
- A student completes a lesson or assignment in each course during the week
- A student is active at least 50 minutes in each course or class session for the week

Students must be counted as attending by completing at least one of the above requirements for each course they are assigned every week. If any of the above requirements are not met for 10 school days (about two weeks), then an email is sent to the parents stating a student is “truant,” and usually the principal and/or teachers will call the parent and possibly set up a meeting. ***If students are truant in courses, this will result in the student being removed from WYVA and returned to their home school district of residence.*** Parents and students, if you start struggling in WYVA, please reach out to teachers and the principal for help and support.

Attendance Exceptions – Some teachers may excuse students from Live sessions if the student is showing strong performance in the online lessons, assignments, and assessments. This will vary from class to class and grade level, but some exceptions for required Live session attendance may be allowable, especially as students move into the upper grades of our K-12 school program.

*Please be aware that the online learning system for WYVA allows us to see down to the minute how much time students spend in every course and every lesson every day. We can see if they are only logging in for one minute just to “pretend to be in the course or lesson” that day. We can also see the frequency of logging into the courses and the duration of time spent in any single lesson or assignment down to the minute. When teachers contact parents with concerns about time spent working in a course, we have very clear data on what students are doing for not just every course, but also every single lesson.*

### [How to Succeed in WYVA](#)

It is important to note that the basic attendance requirements in the previous section are the minimum requirements to be in attendance for WYVA funding purposes with the state. A student cannot be successful by only doing one of the above requirements covered in our attendance section. They must be doing much more than that to be successful.

A successful student in WYVA will be doing the following each day and week:

- Log into Canvas every day and read all your communications and reminders.
- Attend all your Live class sessions assigned to you – if you miss a day for some reason, please watch the recording of the class.
- Complete all your assignments for each class on time – late work often brings penalties and the more a student “gets behind,” the harder it is to catch up.
- Complete all your lessons for each class each week on time.
- Go to the Help Sessions or Office Hours that your teacher offers to get help.
- Reach out to your teacher for personal help when you need it – they have time to help you and want you to ask for help.
- Read all your emails each day – this is how we communicate in WYVA.

### Orientation and Onboarding

Every new student to WYVA is assigned Orientation and Onboarding courses online and Live sessions to attend to get an understanding of Canvas and PowerSchool work, to learn how to succeed in WYVA, and to meet teachers and staff. All students are required to complete these courses and attend these sessions.

### Learning Coaches

Every student has a Learning Coach at WYVA. The Learning Coach is chosen by the student’s family and is usually one or both of the parents. The Learning Coach plays an important role for WYVA students because the Learning Coach helps the students to do the things discussed above to be successful in WYVA.

It is important that the Learning Coach is doing the following:

- Log into the Canvas and PowerSchool platforms each day to check student progress
- Do not share your Learning Coach log-in or password information with students – students must use their own log-in or password information
- Read the email communications every day – teachers, principals, and other staff communicate important information almost every day via email
- Ensure your student is attending all Live class connect sessions and completing their daily lessons and assignments
- Look for Help Sessions or Office Hours on your student’s schedule and get them to attend when they are struggling in a course
- Email your student’s teachers or call them to discuss concerns
- Closely monitor your student’s use of the assigned computer – only school work
- Closely monitor your student’s course progress – don’t let them fall behind

***It is WYVA policy that Learning Coaches respond to all emails or voicemails from WYVA staff within 24 hours. We have found that this is critical for student success.***

As students get older, especially in our high school, the Learning Coach responsibilities sometimes fade into the background a bit, and the student becomes more independent. However, even with students in our upper grades, a Learning Coach should be reading emails each day and logging into the platforms to check grades and progress each day. This only takes a few minutes each day.

For students in Grades K-8, a Learning Coach doing all the above bullet points each day is critical for student success and usually makes the difference in a student being successful or not successful in WYVA.

WYVA has a Learning Coach Hub provided by our support company K12 where Learning Coaches can go for help, to communicate with other Learning Coaches, to ask questions, and to watch videos and trainings on how to use our platforms and be successful. We strongly recommend engaging in this online hub for coaches.

Learning Coaches can access the hub here:

<https://wyva.k12.com/new-students/learning-coach-corner/>

### **Student Support - WYVA MTSS Program and RTI**

The WYVA MTSS (Multi-Tiered System of Supports) Program provides structural support around each student to ensure they have the instruction, tools, help, and care needed to be successful in our virtual education program. The MTSS Program includes academic, behavioral, and social-emotional needs. Within the MTSS umbrella of supports, the RTI (Response to Intervention) component focuses on the academic needs of students. Any parent, Learning Coach, student, or staff member who is concerned about a student's academic, behavioral, or social-emotional health can ask for additional supports that will be provided by the general framework of the MTSS Program. The full WYVA MTSS Program can be summarized as follows:

#### **Tier I – Core Instruction for All Students**

Tier I instruction is focused on grade level content and standards for the general population of students. This instruction typically includes the following:

- The general school instructional model for all students based on our online learning system with courses, lessons, assignments, assessments, schedules and general learning materials within the Canvas system
- General live class sessions and online lessons for all students

### Tier II – Supplemental Interventions and Supports for Identified Students

Students may be identified for Tier II support through iReady Assessments, WY-TOPP Interims or Summative scores, course attendance data, and “time spent in lessons” data, course assignments, course assessments, course grades, teacher and parent observations, and diagnostic assessments or screenings. Typical placement in Tier II interventions is led by a placement team considering the data or by a content area or homeroom teacher. The intent of the academic Tier II interventions is to provide added support for student learning of the grade level content. In addition, Tier II interventions may be based on behavioral or social-emotional needs. The student may be assigned to any or all of the following:

- RTI - One-to-one or Small Group sessions with content area teachers or other staff
- RTI - Supplemental learning programs such as IXL to address specific skills
- RTI – Progress monitoring within the academic interventions using data collection
- RTI - Placement in specialized course sections that offer adjusted pacing, smaller class sizes, more review, and emphasis on foundational concepts or skills
- Social-emotional or behavioral supports in the form of counseling, individual plans, or accommodations

### Tier III – Intensive Interventions for Individual Students

Students may be identified for Tier III support through further data collection (assessments, observations) and assigned to interventions designed to close achievement gaps, develop skills and conceptual understandings, and provide the supports needed for learning in the WYVA program. This instruction focuses on intensive remediation in universal skills, such as reading, writing, number sense, English language, attendance, social-emotional skill development, counseling, and/or behavior.

The student may be assigned to any or all of the following:

- RTI - One-to-one or Small Group sessions with content area teachers or other staff
- RTI - Supplemental learning programs such as IXL to address specific skills
- RTI – Progress monitoring within the academic interventions using data collection
- RTI - Placement in specialized course sections that offer adjusted pacing, smaller class sizes, more review, and emphasis on foundational concepts or skills

- Social-emotional or behavioral supports in the form of counseling, individual plans, or accommodations
- Development of specific individualized intervention plans (such as IEPs, 504s, EL Plans, Reading Intervention Plans, behavioral plans)
- Assignment to specialized staff in the form of caseworkers, counselors, or interventionists for specific one-to-one support

### Identifying Needs – Screeners

The WYVA staff are trained to identify students in need of additional supports in the form of Tier II and Tier III interventions through universal screeners and other assessments or observations. The universal screeners are listed here:

- iReady Assessments
- WY-TOPP Scores (universal to Grades 3-10)

Additional data is collected from the following sources during the school year:

- WY-TOPP Interims
- Course assignments and assessments (diagnostic screeners in reading and math)
- Writing samples
- Teacher or staff observations
- Intervention program data (such as IXL)

### WYVA MTSS and RTI Teams

Under the direction of the school principals, WYVA staff form intervention teams to formulate intervention plans, train other staff, identify student needs, and build support systems around students in need. The teams may include principals, teachers, counselors, psychologists, special education staff, EL staff, 504 staff, and reading specialists. These teams coordinate any necessary meetings with parents and development of Tier II and Tier III interventions and plans. These teams will analyze data over time, particularly in the RTI process, making determinations on academic improvement using progress monitoring in response to the interventions and adjustments as needed. These teams will refer students in need to possible evaluations for the specialized interventions in special education, EL, or the 504 process.

### School Computer Use and Help

Every student who enrolls at WYVA is shipped a laptop from our support company, K12. These computers are the property of K12 and NCSD1 and are only to be used for school purposes. Only school-related materials, software, or curriculum are to be downloaded to the WYVA computers provided to students. ***If a student downloads non-school items to a WYVA computer or uses the WYVA computer for anything other than schoolwork, it is cause for dismissal from WYVA.*** Learning Coaches are to closely monitor student use of computers each day.

***Students and parents with technical computer concerns should contact K12 Customer Care at (866) 512-2273.***

Students and parents may also reach out to teachers for technical assistance, but most often, the computer technical issues require a K12 specialist who will assist on the phone and through remote log-in. From time to time, a new computer may be issued. In these cases, the new computer will be shipped from K12 along with shipping labels to return the old computer that needs repair. In addition, when a student unenrolls from WYVA, shipping labels are also mailed to parents for returning the computer to K12.

All computers provided to WYVA students are the property of K12 and NCSD1. All students using WYVA computers at home or other computers located at state testing sites or field trip sites must abide by the Acceptable Use Policy of WYVA and NCSD1 regarding computers and the internet during school activities. WYVA and NCSD1 retain the right to access and review all electronic and computer files, databases, and any other electronic transmissions contained in or used in conjunction with WYVA's computers, WYVA's electronic mail or email, and computers used for WYVA activities such as state testing or field trips. Students should have no expectation that any information contained on a WYVA computer is private or confidential.

A review of such information may be done by NCSD1, WYVA, or K12 with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information despite a password. All passwords or security codes must be registered with the teacher, instructor, or Learning Coach. A student's refusal to permit such access may be grounds for disciplinary action.

## Student Behavior and Consequences – Code of Conduct

First, WYVA is an optional virtual program. A student's primary district of residence is always a student's first choice for education. WYVA is a privilege, and we will do everything we can at WYVA to make sure you are successful as students and parents. There are certain behavior expectations that must be met to remain enrolled at WYVA to ensure the safety and well-being of all students and to ensure each student succeeds in WYVA and is truly getting an education per state laws and regulations.

The following behaviors are not allowed at WYVA and apply to both our online setting and Face-to-Face events such as state testing sites and field trip sites.

While on WYVA computers or at WYVA events, students may not:

- Engage in any form of bullying verbally or in writing, including cyberbullying and emotional bullying.
- Use vulgar or offensive language verbally or in writing.
- Show disrespect to WYVA staff or students.
- Engage in threatening behavior or words toward WYVA staff or students.
- Engage in academic dishonesty such as cheating or plagiarism or violating copyright laws.
- Access or share pornography or sexually explicit images or words.
- Show defiance toward any WYVA staff.
- Participate in gang activity.
- Possess or distribute illegal drugs or alcoholic beverages.
- Possess or use firearms, knives, explosives or other dangerous objects.
- Intentionally damage school equipment (such as computers).
- Intentionally damage facilities (at state testing sites or on field trips).
- Use school computers for anything other than schoolwork and assignments.
- Use tobacco or vaping products.
- Violate attendance requirements or engage in truancy.

***In addition, the families of students may be held responsible for any inappropriate behaviors demonstrated on screen behind a student attending class such as people in the home using vulgarity, engaging in threatening or abusive behavior, or inappropriate dress such as nudity that is heard or seen by other students or staff in our online platform. When a student is in a WYVA classroom setting with a camera on, it is the responsibility of the student's family to present appropriate behavior that may be***

***heard or seen on camera behind a student. Failure to do so may result in a student being removed from WYVA.***

Students who engage in any of the above behaviors may result in any of the following consequences or a combination thereof:

- A meeting with the WYVA teacher, principal, and parents.
- A possible behavior plan put in place.
- Potential suspension from school.
- Possible removal from WYVA and a return to the home district of residence.

### Academic Integrity

To remain enrolled in WYVA, students must complete courses and assignments with honesty. Cheating in an online setting can sometimes be a temptation for students. The following rules apply to all students at WYVA. Violation of these rules will result in discipline such as loss of points on an assignment, loss of grades, suspension, loss of course credit, or dismissal from WYVA for repeated offenses.

Students will:

- Only use AI (such as ChatGPT) for completion of assignments when allowable by a teacher within a course or specific assignment.
- Not plagiarize – cut and paste or copy someone else’s written words and pass them off as your own (always give credit for someone else’s words by citing your source).
- Not copy the work of another current student or use the work from a former student and pass it off as your own work to complete assignments or assessments.
- Only submit your own work.
- Not log into the WYVA online learning systems as anyone other than yourself.
- Not search the internet for samples of assignments or assessments, place your name on what you find, and submit it as your own work.

A **first offense** for violating any of the above rules may result in loss of points, loss of a grade for that assignment, or loss of a grade for that semester course and associated credit, and possible suspension. A meeting with the student and notification of the parent will take place. This will be determined by the teacher and principal.

A **second offense** for violating any of the above rules may result in loss of points, loss of a grade for that assignment, or loss of a grade for that semester course and associated

credit, and possible suspension. A meeting with the student and the parent present in the meeting will take place. This will be determined by the teacher and principal.

A **third offense** for violating any of the above rules may result in loss of points, loss of a grade for that assignment, or loss of a grade for that semester course and associated credit, and possible suspension. A meeting with the student and the parent will take place. **Or it may result in dismissal from WYVA.** This will be determined by the teacher and principal.

A **fourth violation** of our academic integrity policy will likely result in a dismissal from WYVA if this has not already occurred because of the third offense.

#### Anti-Bullying Statement and Program

WYVA does not allow bullying among staff, students, student families, or Learning Coaches in any form or direction (student to student, student to staff, parent to staff, and so forth). Bullying is grounds for dismissal from WYVA. Any person associated with WYVA may report bullying to any WYVA teacher, counselor, or administrator. WYVA administrators are required to address bullying issues in a timely manner and ensure the safety and well-being of all persons associated with WYVA.

WYVA's anti-bullying program focuses on school assemblies provided by WYVA staff or contracted providers who will review school rules, norms for student behavior, and consequences for bullying. In addition, procedures for students to report bullying will be clearly communicated to all WYVA students each school year.

#### Administrative Withdrawals of Students from WYVA

Students may be involuntarily withdrawn from WYVA and returned to the home district of residence for any of the following reasons:

- Repeated attendance policy violations
- Repeated non-engagement in the online learning platform classes, lessons, and assignments
- Repeated truancy issues
- Non-attendance of mandatory parent meetings
- Repeated non-communication by parents and/or students with WYVA staff
- Non-participation in state and school testing
- Parent or student violations of the Code of Conduct
- Failing multiple courses

In the case of an involuntary withdrawal, the WYVA staff will document violations of the school policies and requirements, attempt to meet with the family of the student, and communicate via email and phone that the student is being withdrawn. Per state law, the parents or legal guardians have 10 days to enroll in the home district of residence, enroll in a private or other alternative school program, or report to the State of Wyoming an intent to homeschool.

An involuntary withdrawal from WYVA is NOT a formal expulsion from school. It is simply moving a student from WYVA back to the home district of residence.

### [Expulsion of Students from WYVA](#)

All WYVA students are officially enrolled in Niobrara County School District No.1 and subject to all NCSD1 policies. This includes the NCSD1 policy on Suspension or Expulsion. A copy of this policy is available online at the NCSD1 website. In the case of a formal Expulsion, which may result in the removal of enrollment not only from WYVA, but also in the potential enrollment in any Wyoming school district, WYVA will follow the procedures of NCSD1 regarding a formal Expulsion hearing through the NCSD1 superintendent and board of directors. WYVA considerations for Expulsion are historically rare, but if the possibility arises, WYVA would follow NCSD1 policies and procedures to guide an Expulsion process. This policy and process is located on the NCSD1 website.

### [Locking Student Accounts](#)

Built into the WYVA online learning platform is a function which allows WYVA administrators to "lock" a student's online learning account that denies access to the system. This lock is always preceded by communication to the Learning Coach via phone or email that the lock is occurring with a request for contact from the parent to resolve the issue leading to the lock. The lock is typically done for any of the following three reasons:

- School suspension as a disciplinary measure involving a behavior issue. In this case, the account is usually locked after a parent meeting for a determined number of days as a form of suspension. In some cases, an account may be locked immediately following a behavior violation with the parent meeting to follow.
- Truancy issues that are unresolved and repeated – the lock forces a parent meeting.
- A non-communicative parent or student who has repeatedly ignored requests from WYVA staff and is not responding to repeated staff communication – this is intended to force a parent meeting.

When a student account is locked, this typically results in a parent or legal guardian contacting the administrator where, in a phone call or in a formal meeting online, staff would seek a resolution of the lock and a re-opening of the account with a plan in place to resolve concerns. Locking accounts at WYVA is not meant to be long-term; this is simply a form of suspension for certain behaviors or a forced action on the part of WYVA to get parents to communicate or engage in a meeting when repeated requests have been ignored and a critical issue needs to be resolved. Locks at WYVA are rare actions.

### State Testing Requirements

As a public-school program, WYVA is required to follow all Wyoming laws and regulations for publicly funded schools. All WYVA students are required to participate in Wyoming state testing, including WY-TOPP (annually in Grades 3-10) and ACT (one time in Grade 11). WY-TOPP and ACT testing require all WYVA families to travel to WYVA-designated testing sites to be proctored in person by WYVA staff. These testing requirements may result in multiple days of travel each year. WYVA will attempt to provide sites in the same home city or within a two-hour driving distance from the student's home, but this is not always possible. WYVA staff may require students to travel to a testing site multiple days in a row to participate in state WY-TOPP tests each Spring. These requirements must be met. ***To remain enrolled in WYVA, all students must participate in state testing requirements each year based on the schedule and requirements presented by WYVA.***

### WYVA Testing Requirements

WYVA may require students to complete annual assessments unrelated to the state requirements. Currently, this includes Star 360 Testing for Grades K-11 three times per year (Beginning, Middle, and End). This data helps teachers with academic placements, academic growth determinations, progress monitoring, and revealing other general school trends. WYVA completes this testing online with students testing from home. This testing is required to be enrolled in WYVA.

### The School Year

WYVA's school calendar is included as an Appendix at the close of this handbook. WYVA follows a traditional school district calendar according to Wyoming state statute with 175 school days for students, typically starting in August and ending in May, 5 days per week, Monday through Friday, with a variety of typical holidays mixed in. WYVA students are

expected to attend classes, log into the online learning platform, complete assignments, read emails, and communicate with teachers each day of school just as they would do if they were in a brick and mortar school, with some flexibility based on WYVA being a virtual program and student illnesses or vacations.

### Special Education Program – IEPs

Students enrolling in WYVA with an Individualized Education Plan (IEP) as part of a formal special education program will be assigned to a special education caseworker who will guide the student and family through the appropriate processes following federal and state laws to service the IEP. WYVA employs and contracts with a Special Education Director, caseworkers, therapists, psychologists, and other staff to properly service the special education program and the IEPs held by students enrolled in WYVA. The Special Education Handbook for NCSD1 and WYVA is available online at the NCSD1 website. Please ask for any assistance if questions arise concerning the special education program.

If parents or Learning Coaches have concerns regarding their student possibly being in need of an evaluation to determine if special education services are necessary, please reach out to your teachers and principal who can help with those processes of determination and evaluation for potential services.

### 504 Plan Program

Students enrolling in WYVA with a 504 Plan in place will be assigned to the WYVA 504 Coordinator who will assist and guide the student and family through the processes of serving and monitoring the 504 Plan. All federal and state laws regarding 504 Plans are followed by WYVA staff. If parents or students have concerns or questions about a 504 Plan, please reach out to your teachers or principal or the 504 Coordinator for assistance.

### English Language Learner ELL

Students who are learning English as a second language or come from a home where the parents or guardians primarily speak a language other than English, may be eligible to receive supports in WYVA to assist in learning the English language. WYVA seeks to identify these students and provide extra supports upon enrollment. However, if a student or parent feels that a student might qualify who has not been identified through the Home Language Survey, please ask a teacher or administrator about the ELL services program at WYVA. The ELL Teacher and Director at WYVA is Danielle Optiz – [dopitz@wyva.org](mailto:dopitz@wyva.org)

## Grading

Students and Learning Coaches may view grades throughout the school year in PowerSchool. Generally, assignment and course grades are updated each week as assignments for the week are graded by teachers. In some circumstances, there may be longer delays in grades posting for long-form type assignments (essays or research papers or projects). Formal Report Cards are sent to families electronically via the PowerSchool system at the conclusion of each semester, twice per year. Grades may be checked by students and parents every day in PowerSchool.

WYVA's K-5 grades use a Standards-Based grading system to generate Report Cards that allow teachers, students, and parents to see more clearly what standards or academic areas a student may need more help with rather than just seeing a letter grade for a course such as A, B, C, D, or F. The K-5 teachers will conference with parents to walk them through how the Standards-Based grading report works and should be interpreted.

## Late Point Deduction Policy

WYVA students generally struggle in one area: Late Work. In the online setting, students often procrastinate completing lessons and then turn assignments in late. Because of the point penalties, this begins to add up, and it can lead to Failing grades. The following summarizes the late penalties that teachers may follow at WYVA. Teachers may adjust these penalties and reduce the amount of points lost, but these are the maximum point reductions below:

## Maximum Penalties for Teacher-Graded Assignments

The Canvas platform will be set to deduct one percentage point per day (1%) up to 30 days for a total loss of 30% of the percentage points for each assignment. This adds up quickly. In addition, teachers may set assignments to close 30 days after the close date of each unit. If Unit 2 closes on March 1, all assignments within that unit would close on April 1 and would not be open for late completion unless a teacher gave special permission.

These late work penalty systems and closure dates are intended to push students to complete work on time, avoid late work, and avoid allowing assignments to pile up after a unit closes. Some students are allowing courses to pile up with late assignments and try to complete everything in a frantic flurry of activity at the end of a semester. This is a burden on the student, the parent, and the teacher.

As you can see, this begins to add up quickly, and repeated Late Work means repeated lost points, and very quickly, a student can fall so far behind that making up points becomes extremely difficult. Students who turn their work in on time have no problems. Please use all the free time you have each day outside of classes to keep up on your lessons and assignments. You will be a much happier student and enjoy your schooling when you reach each weekend with all your work submitted on time.

[WYVA High School Credits and Graduation](#)

WYVA high school students (Grades 9-12) are working toward graduation from Niobrara County High School in the Wyoming Virtual Academy program online. A state-accredited, district high school diploma will be awarded to each WYVA graduate at a formal graduation ceremony. This diploma is fully recognized by the State of Wyoming, colleges, universities, trade schools, and the NCAA as a full high school diploma issued by a Wyoming school district. As such, WYVA’s graduation requirements are NCSD1 graduation requirements. Students transferring from other school districts are generally awarded all credits earned in another school district after a transcript review by the WYVA counseling team.

**Niobrara County High School and WYVA Graduation Requirements**

Content Area	Credits Required	Required Courses
Computers/Technology	1	
English	4	English 9, 10, 11, 12
Math	3	Algebra 1 and Geometry
Science	3	Biology and Earth Science
Social Studies	3	US History, Government, Economics
Physical Education	1.5*	Physical Education
Health	.5	Health
Electives	10	
Total	26	

*\*Students may earn ¼ credit of PE for completing a season of school athletics, up to ¾ credit per year for 4 years. 9<sup>th</sup> Grade PE is still required.*

[WYVA Graduation Plan](#)

WYVA high school students and Learning Coaches should closely track the graduation plan of the student and monitor the progress of each semester’s credits earned and the path to graduation. The WYVA High School Counselor and other staff meet with every WYVA high school student each year (usually multiple times) to review the graduation plan with each

student and the path to graduation. Students and Learning Coaches, please check your graduation plan at the end of each semester to ensure you are on track.

There are 2 options for Graduation Plans: (1) The Basic WYVA Graduation Plan; and (2) The Hathaway Graduation Plan. The Basic WYVA Graduation Plan is outlined above in the provided table showing the courses and credits to earn a diploma. The Hathaway Plan is set forth by the State of Wyoming to help students work toward college scholarships. The requirements of this plan are presented to all students each year by the High School Counselor and staff.

### [WYVA Credit Recovery Classes](#)

If a student fails a course and gets off track on the graduation plan, the counselor reviews the options with each student to create a plan to recover the credit lost if this is possible. There are several ways to recover a credit at WYVA, and the counselor will work with you to determine the best course of action. First, there are some course credits that can be earned by attending a session of summer school during the month of June each year (these courses are usually just a select handful of classes in English, Math, Social Studies, and Science). Second, the student will retake a course the following year to earn a passing grade and credits in the form of a block class working entirely on their own.

### [WYVA Dual Enrollment and Concurrent Enrollment for College Credit](#)

WYVA offers courses under the Dual Enrollment and Concurrent Enrollment categories each year that allow students to earn college credit if requirements are met. Many students earn college credits through these WYVA courses each year. Ask the high school counselor for more information if you are interested.

### [Dual Enrollment Credit](#)

Students may enroll directly in courses at their local Wyoming community college with tuition and fees paid by WYVA upon successful completion of the course with a passing grade.

The following requirements must be met for WYVA/NCSD1 payment of tuition:

- Students are only allowed to take up to 12 credits in total during high school.
- Students must request permission by emailing the WYVA High School Principal prior to the first week of the semester.

- After permission is granted, students must complete the Dual Enrollment Consent form obtained from the community college and email the WYVA High School Principal for signature.
- The WYVA High School Principal will email the approved college courses and credit amounts to the WYVA High School Counselor for record keeping, and the counselor will enter them into the student's graduation plan.
- At the completion of the college course, if a passing grade was earned, the student will email the WYVA High School Principal and Counselor the transcript showing the final, passing grade.
- The WYVA High School Principal will obtain the course invoice and pay the remaining course or mandatory fees.
- WYVA does NOT reimburse students for textbooks or any other course materials.
- Once a final transcript is received, the course will be added to the WYVA transcript for high school credit toward graduation.

### Concurrent Enrollment

WYVA students may enroll in certain WYVA high school classes each semester taught by qualified WYVA teachers that allow a student to earn Concurrent Enrollment college credits by earning a passing grade and requesting the college credit. Work with the WYVA High School Counselor to identify these courses and enroll.

### WYVA Early Graduation

Some WYVA students earn the required number of credits and complete the required courses for graduation one semester early. In these cases, NCSD1 policy states the following conditions must be met:

The Early Graduation candidate must have:

- Completed seven semesters of high school attendance.
- Satisfied all the requirements of a four-year graduation.
- Earned at least a "B" average at the end of the sixth semester.
- Qualified by virtue of extenuating circumstances or special goals.

If the applicant meets the above requirements, the student will submit a written request for early graduation to the high school principal no later than October 1 of the 7<sup>th</sup> semester (or senior year). The request must contain a statement of endorsement and the signatures of the parents/guardians and must clearly express the reasons for the request. The matter will

be thoroughly reviewed in conference meeting with the student, counselor, parent/guardian, and the principal. After a complete evaluation, the principal will send the letter to the NCSD1 superintendent for consideration and governing board action. Parents/guardians will have the opportunity to address the board on their requests if they desire to do so.

If early graduation is approved (for example in December at the end of the 7<sup>th</sup> semester), students may still participate in the formal in-person Graduation Ceremony in May with their families.

#### WYVA Valedictorian and Salutatorian Policy

During the fourth quarter, the high school counselor and principal will evaluate the weighted GPA for graduating students to determine who the class Valedictorian and Salutatorian will be at the May graduation. All AP (Advanced Placement), IB (International Baccalaureate), and Dual/Concurrent Enrollment college credit courses at the 1000 level and above that students are taking or have previously completed will be weighted on a scale of 0 to 5.0 in accordance with Senate Enrolled Act 0056 and the requirements set forth by the Wyoming Department of Education. All other courses will be on the 4.0 GPA scale. Transcripts will reflect both a student's Unweighted GPA and Weighted GPA. WYVA uses a Weighted GPA in accordance with state statute to meet Hathaway Scholarship requirements. In certain cases, the administration may determine multiple Valedictorians and Salutatorians based on close data outcomes after transcript evaluations. Students must maintain course enrollment and a 4.0 GPA through the end of the 4<sup>th</sup> quarter to be honored as Valedictorian or Salutatorian at the Graduation Ceremony.

While Honors classes are not applied to the Valedictorian/Salutatorian weighting, students are encouraged to take such classes to better prepare for college and enhance their transcripts for college admissions reviews.

#### Graduating With Honors

Students who graduate with an overall weighted GPA of 3.5 or higher are designated as graduating with honors and will be formally recognized at the Graduation Ceremony.

#### Participating in WHSAA Sports and Activities in Local Districts

Per Wyoming state rules and WHSAA rules, all students in statewide virtual programs (such as WYVA) may participate in sports and activities sanctioned by WHSAA in their local home residence school districts within Wyoming. So, for example, if a 10<sup>th</sup> grade student enrolled

full-time in WYVA working toward graduation with WYVA decides to play football for his or her local home residence school district in Converse County, that district must allow the student to play if they meet the requirements to participate (health physicals, paying fees, etc.). Sometimes a school district forgets this state rule, and the parent must remind the administration of their local home district of residence that the rule exists. WYVA has many students who participate in local district sports and activities each year under this rule. If you need assistance in reminding your local district administration of this rule, please contact the WHSAA for assistance in communicating with the district. The process for arranging participation and the steps a parent must take are outlined on the WHSAA webpage. Parents may contact the WYVA high school principal for more information and assistance.

### [WYVA Student Records and Transcripts](#)

When a student enrolls in WYVA, a Records Request is sent to the previous school district and a paper copy of the student cumulative file is housed at the WYVA office. Student records are maintained at the WYVA office in Lusk, Wyoming.

If a parent, legal guardian, or student who is over 18 desire a copy of transcripts, diplomas, or student records in the cumulative file, please contact the WYVA office and a copy will be faxed or mailed. Records may be requested by contacting the WYVA office at (307) 334-1001 (phone) or (307) 334-0900. A transcript request form will be sent in the case of transcript requests that requires a Name, ID, where the transcript should be sent (address, email, or fax) and a signature.

### [Student and Parent Grievance or Complaint Process](#)

When a student or parent feels the need to file a formal grievance or complaint, the following process will guide all parties to a hoped-for resolution:

- Level 1 - A student or parent should seek resolution in a meeting with a teacher, if appropriate.
- Level 2 - A student or parent may reach out to a WYVA Principal directly to seek resolution.
- Level 3 - A student or parent may reach out to the WYVA Executive Director to seek resolution.
- Level 4 – A student or parent may reach out to the NCSD1 Superintendent and NCSD1 Board of Directors to seek resolution.

Ideally, a student or parent will work their way up through the four levels to find resolution. WYVA staff will assist in this escalation if requested by the student or parent. In any given case, the staff member at any level (Teacher, Principal, Executive Director, Superintendent) may include other staff in meetings and communication to form a team to find resolution.

### Grade Appeal Policy

Students or parent seeking to appeal a final semester grade for a course may file a written appeal via email to the school principal. The principal will work with the assigned teacher to determine justification for the grade and then meet with the student and/or parent with a determination. Typically, all grades are final after a review and justification by the principal and teacher. If the principal's determination is not accepted by the student or parent, WYVA will follow the Grievance or Complaint procedure outlined above in this Handbook.

### FERPA – Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to have records amended, the right to have partial control over the disclosure of personally identifiable information from the records, and the right file a complaint with the U.S. Department of Education with alleged failures to comply with requirements of FERPA. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

### Annual Notice

Education agencies and institutions must annually notify parents and eligible students of their rights under FERPA. They must also notify parents and eligible students of the education agencies or institutions and the Directory Information Policy.

### Rights and Protections for Student Records Under FERPA

WYVA ensures the rights and protections are followed with regard to student records under FERPA in how WYVA handles records, shares records, stores records, and amends records. The following section summarizes those rights. If students or parents have further questions or concerns, please contact WYVA administrators. In addition, a grievance process is outlined herein.

A student or parent has the right to:

- Inspect and review the student's education records.
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's education records.
- File with the department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act.

Schools are restricted to sharing student records with:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
- Directory information.

### [FERPA Guidelines and Procedures](#)

In the case of a student or parent request for access to or amendment of student records on file with WYVA, the following general procedures will be followed.

- WYVA staff receive a request from a student or parent to amend records.
- The request is either met or the request may be escalated to the Registrar who includes the Principal, Operations Manager, and Executive Director in a review for records access or amendment and approval of such access or amendment if it seems out of the ordinary course of records sharing or amendment.
- If necessary, the Executive Director may seek legal counsel on the request.
- The request is granted or denied based on a team determination and/or legal counsel.

- A hearing may be requested by the parent or student to challenge the determination – such hearings may include the NCSD1 Superintendent, legal counsel, and the WYVA administration.

If a student or parent deems that a violation of FERPA has occurred, the following procedures will be followed:

- The student or parent reports to WYVA administration that a potential violation has occurred.
- The WYVA administration will include the NCSD1 Superintendent and legal counsel to address the matter and follow legal counsel in seeking resolution with the family.

All students and parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by WYVA and NCSD1 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### [Acceptable Use Policy – Computers and the Internet](#)

The following outline the rules of the Acceptable Use Policy for NCSD1 and WYVA regarding use of the school computers and the internet on a school computer:

##### Accountability

- Posting anonymous messages online is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own usernames and passwords and must not share these with anyone other than WYVA staff, Learning Coaches, or parents.
- Students may not interfere with other users' ability to access WYVA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activities that are associated with their usernames and passwords.
- Students should change their password(s) frequently, at least once per semester is recommended.
- Students must not publicly post their personal contact information (address, phone number, social media/YouTube), or anyone else's personal information.

- Students must not publicly post any messages that were sent to them privately.
- Students must not download, transmit, or post material that is intended for personal gain or profit, non-WYVA commercial activities, non-WYVA product advertising, or political lobbying on a WYVA owned instructional computing resource.
- Students may not use WYVA instructional computing resources to sell or purchase any illegal items or substances.
- It is not allowed to upload or post any software on WYVA instructional computing resources that are not specifically required or approved for student assignments.

#### Inappropriate Behavior

- Insults or attacks of any kind against another person on school computers.
- Use of obscene, degrading, or profane language on school computers.
- Harassment or use of threats on school computers.
- Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing “spam” mail, links, memes, gifs, pictures, screenshots, videos, chain email, viruses, or other intentionally destructive content.
- Engaging in any activity or behavior that interferes with the safety, welfare, morals, or education of oneself or other students, parents, Learning Coaches, or WYVA staff.

#### [NCSD1 – Computer Network Internet Safety](#)

In compliance with the Children’s Internet Safety Act, each year, all district (including WYVA) students will receive Internet Safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

The following conduct and utilization of the internet by students and staff are NOT permitted:

- Sending or displaying offensive messages or pictures.
- Using abusive, objectionable, or obscene language.
- Searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information from any non-instructional or non-educational purposes.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws or otherwise using the network for any illegal purpose.

- Using or attempting to discover another user’s password or using another person’s name, address, passwords, or files for any reason.
- Trespassing in another’s folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Otherwise accessing forums or “chat rooms” devoid of educational purpose.
- Tampering with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff.
- Writing, producing, generating, copying, propagating, or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software.
- Students using school district computers and/or accessing school district web pages or using the internet service or computers provided by the School District to engage in “hacking” or accessing unauthorized sites or participating in any other unlawful activities online.
- Disclosing, using, or disseminating personal identification information regarding students.

### Student Due Process Rights

WYVA has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these right and responsibilities are the following:

- Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his or her rights.
- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
- The right to privacy, which includes privacy in respect to the student’s school records.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including

standards of conduct, will be made available to students and their parents/guardians through handbooks distributed regularly.

#### Monitoring and Search and Seizure

WYVA reserves the right to review any material transmitted using WYVA instructional computing resources or posted to a WYVA instructional computing resource to determine the appropriateness of such material. WYVA may review this material at any time, with or without notice. Email transmitted via WYVA instructional computing resources is not private and may be monitored.

Students who have used WYVA property for illegal purposes may have their computer searched and seized by law enforcement authorities with properly executed warrants. If a student is to be interrogated, immediate contact with parents will be attempted before a warrant is served.

#### Indemnification Provision

WYVA assumes no responsibility for information obtained via the internet, which may be illegal, defamatory inaccurate, or offensive. WYVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. WYVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of WYVA, its affiliates, or its employees. WYVA assumes no responsibility for damage to the user's computer system.

Nothing in this policy negates any obligation the student and Learning Coach must use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the Learning Coach or guardian signed or agreed to as part of the student's enrollment in WYVA. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

#### Title IX and Non-Discrimination Notice

WYVA does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to all programs. If parents or students desire a name or gender change, please contact the WYVA Principals or Executive

Director who will assist the family in following state and federal laws. This process will require a meeting with a legal guardian for underage students, or with the student and legal guardian for those students over the age of 16.

Wyoming Virtual Academy is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment, and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. Wyoming Virtual Academy reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

### Information and Assistance

Definition of Sex Discrimination and Sexual Harassment (for Students):

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any educational program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: (1) is sexual in nature; (2) unwelcome; and (3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal, or physical.

Any individual who believe he or she may have experienced any form of sex discrimination or sexual harassment, or who believes that he or she has observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures. The following person has been designated by Niobrara County School District No.1 to handle inquiries and complaints regarding Title IX and non-discrimination issues at WYVA:

Kelly Bilbrey  
WYVA Special Education Director  
Title IX and Non-Discrimination Coordinator  
322 West 5<sup>th</sup>  
Lusk, WY 82225  
(307) 334-1001  
[kbilbrey@wyva.org](mailto:kbilbrey@wyva.org)

### Notification of Pupil Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conducting of surveys, collection and use of information for marketing purposes, and certain physical exams.

These protections include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income, other than as required by law to determine program eligibility.

PPRA gives students and parents the right to be informed about and give consent to the collection of certain personal information from their children, including the participation in surveys or evaluations that may collect personal information from the 8 categories listed above. Parents also have the right to inspect instructional materials used in conjunction with these survey or collection activities as part of the consent process or after consent is given.

If parents have concerns that a violation of PPRA has occurred or may occur, please contact your school administrator. Parents who believe their PPRA rights may have been violated may also contact the federal office below:

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

## Directory Opt-Out

### **Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that WYVA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, WYVA may disclose appropriately designated "directory information" without written consent, unless you have advised WYVA to the contrary in accordance with WYVA's procedures. The primary purpose of directory information is to allow WYVA to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production.
2. The annual yearbook.
3. Honor roll or other recognition lists.
4. Graduation programs;
5. Sports activity sheets, such as for wrestling, show weight and height of team members.

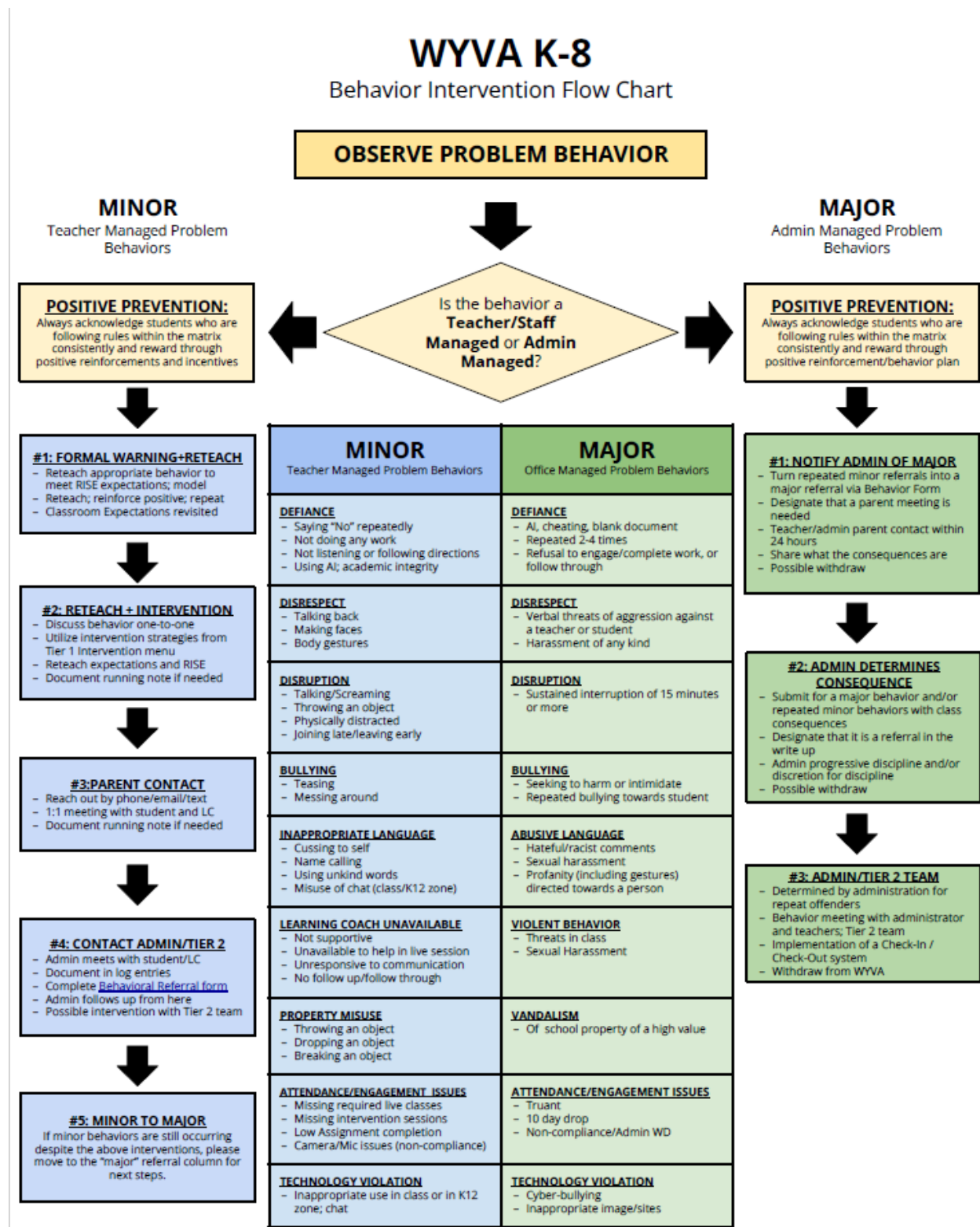
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want WYVA to disclose any or all the types of information designated below as directory information from your child's education records without your prior written consent, you must notify WYVA in writing within 2 weeks of a start date. WYVA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Behavior Intervention Flow Chart



School Calendar

**Wyoming Virtual Academy**

**2026-2027 School Calendar**

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- School Closed
- Staff Work / Students Out
- 149 Student Days
- 165 Teacher Days

- High School Graduation
- First and Last Day of School

Aug 11-14	Staff PD Days
Aug 17	First Day of School for Students
Sep 7	Labor Day No School
Oct 15	End Quarter 1
Nov 25-27	Thanksgiving Break No School
Dec 17	End of Quarter 2 - Semester 1
Dec 21 - Jan 4	Christmas Break No School

Jan 18	MLK Day No School
Feb 15	Presidents Day No School
March 11	End Quarter 3
March 29-April 2	Spring Break No School
May 14	Graduation in Lusk
May 20	Last Day of School - End Qtr 4 - Sem 2
May 21	Staff PD - Final Day for Teachers