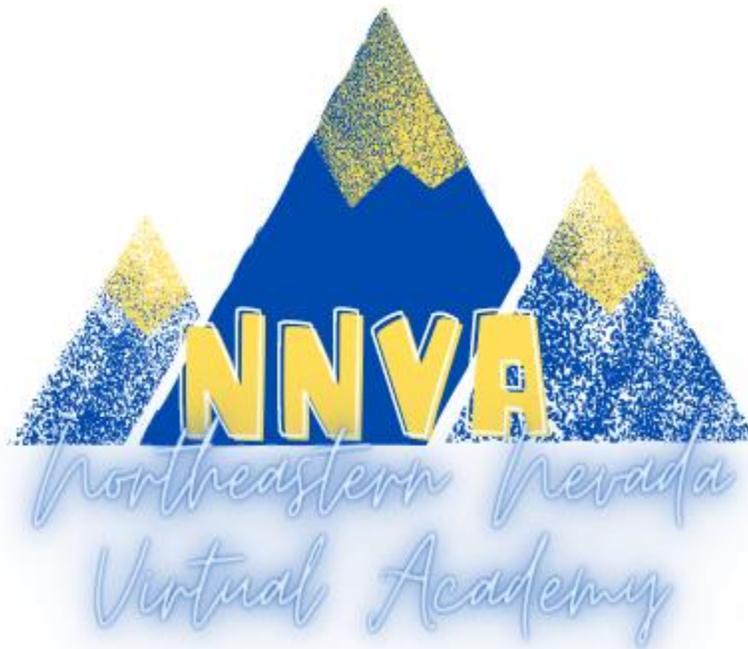


2021 -2022

NNVA

STUDENT CODE OF CONDUCT,
ATTENDANCE, AND ACADEMIC
INTEGRITY POLICIES



GRADES 6-12

Student Code of Conduct

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. Northeastern Nevada Virtual Academy (NNVA) classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that NNVA students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with NNVA and Edgenuity faculty, staff, and other NNVA students, as well as their individual actions. The following rules apply to Edgenuity, other learning management systems (LMS), and live session environments.

Interactions with NNVA and Edgenuity Faculty and Staff

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff.
5. Students must use an email address that is appropriate for an educational environment. It is highly recommended that students use the ECSD Gmail account. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with faculty and staff. The NNVA administration reserve the right to determine if an email address is inappropriate for the educational environment.

Interactions with Other NNVA or ECSD student

1. All communications with other Elko County School District students must be of a course-related nature. Any sending of unsolicited email to other ECSD students is prohibited.
2. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of enrollment in our courses.
4. Do not collaborate with other students (work with) on your Edgenuity assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other ECSD students.

Disciplinary Action

Violations to the NNVA Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will notify NNVA administration.
2. Administration will notify the student and parent/guardian that the student has violated the code.
3. Based on the report, administration will determine what, if any, disciplinary action must be taken. A violation of the NNVA Student Code of Conduct will result in a disciplinary action and may result in the withdrawal of the student in the NNVA course(s) or removal of the student from NNVA.

Computer Use & Appropriate Use of the Internet

1. NNVA students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. Students agree to exhibit ethical behavior at all times when using school computers. This includes, but is not limited to, staying in programs and features as instructed by the teacher, refraining from using inappropriate language for directory and file names, keeping the content of E-mail messages appropriate for school, refraining from behaviors which may damage equipment and following ECSD policies and protocols when using the Internet. Students will not be allowed to access social media or any sites similar in nature.
3. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
4. Any student that violates this policy will be subject to disciplinary action that may result in removal from NNVA course(s), as well as other disciplinary or legal action.

Disciplinary Action

1st violation -- Computer Use restricted via GoGuardian; time period at administrative discretion; parent contacted

2nd violation -- Permanent loss of computer privileges; ECSD issued Chromebook needs to be returned; parent contacted; possible course removal if applicable

3rd violation – Parent/administration meeting; discussion of student returning to zoned school

Student Conduct & Discipline

Students are expected to exhibit self-control and follow the directions given by any Elko County School District administrator, teacher, or support staff member. Cooperation and follow through on the directions and appropriate student conduct are expected at all times.

Student conduct is subject to school disciplinary action when occurring:

- at any time on the school's property or using school provided device.
- at any time on Elko County School District controlled properties.
- off school grounds at a school activity, function, event, or on the way to and from a school activity, function or event.
- at any time on or off the school grounds when the conduct has a direct impact on the health, welfare, and safety of students or school employees.

Disciplinary action not outlined specifically in this document is at the discretion of school administration who may refer to the appropriate authorities in legal matters or district personnel if the circumstance requires it.

Truancy

A TRUANT IS DEFINED BY THE State of Nevada Revised Statutes as any student who is absent from school, for any period of time, without a valid excuse acceptable to the administration, unless the pupil is physically or mentally unable to attend school. Students may be required to provide a doctor's excuse for absences. **Per ECSD Policy: students are allowed 3 days to provide a note/email for absences from a parent/guardian. If they fail to do so, those absences will become truanancies.**

School Resource Officers are often relied on to communicate truanancies with parents. They may ask parents to contact the school or be used to deliver citations.

Elko County School District does not discriminate against any person on the basis of race, color, national origin, sex, disability and age, and that they provide equal access to the Boy Scouts of America and other designated youth groups.

Contents of this document are credited to ECSD, Edgenuity, and the policies of other established virtual schools, such as VirtualSC.

Edgenuity Course Attendance

The following attendance policy is predicated on the premise that positive attendance habits will promote successful student career and life experiences. Poor attendance leads to poor academics and student outcomes.

Students should spend the first two weeks of a course making sure that they are comfortable with the technology of online learning and that they are capable of successfully mastering the content. Please note that when taking an online class, students are responsible for maintaining consistent and reliable computer access. Students should develop contingency plans to deal with potential situations that would prevent them from accessing their courses (e.g., identifying alternate locations with internet access, using backup computers, etc.).

Only through continuous communication and consistent work can students be successful in an online course. Within each course, the instructor outlines the weekly minimum work requirements in the pacing guide. It is essential that students maintain regular contact with their instructors and submit assignments on time. If circumstances arise that prevent students from maintaining the appropriate pace in their courses, it is critical that they communicate with their instructors and NNVA staff.

Failure to meet these minimum expectations will result in an absence:

- Students are expected to log into the Edgenuity LMS at least five days each week.
- Students need to communicate with the teacher in each course at least once a week. This can be by asking questions, responding to teacher check-ins or course progress reports, phone conversations, or making appointments for virtual meetings.
- Students need to complete assignments in each course each week in a manner that will allow for completion of courses within the allotted time period.

**The attendance for certain assessments is required and cannot be made up outside of school hours i.e. midterm and final exams, state mandated assessments. Parents will be notified in advance in order to make appropriate arrangements.*

Any student who is absent more than five consecutive days must have a valid reason. **An excuse written by the parent/guardian must be presented or emailed to administration or school administrative assistant within 72 hours of absence notification. Failure to do so will result in a truancy being issued for the absence.**

As per statute, Parents will be notified of student absences when the students have missed five (5) days and then ten (10) days. Parents may request a conference with the school administrator to discuss absences as well as loss of credit at any time: however excessive absences and/or truanancies will result in a conference with school administration and could result in transfer of student back to their zoned school.

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release
2. School Nurse verification
3. Prearranged educational experiences outside of school
4. Verifiable family emergencies
5. Extended injury or illness which is doctor verified
6. Absences directly related to a student's identified disability
7. Verified court requirements.

Minimum attendance requirements for course credit are specified in NRS 392.122, and state that a student may not earn credit upon the accrual of more than 10 (ten) unexcused absences in a semester.

Academic Integrity Policy

Northeastern Nevada Virtual Academy (NNVA) takes academic integrity very seriously and expects a full commitment to it from each NNVA student. To this end, all Edgenuity teachers may manually review all student submissions even if they are not teacher-graded, and they also utilize a myriad of technologies to check student work for authenticity. All suspected infractions, whether detected by technology or identified through individual academic assessment by the teacher, will undergo careful review to determine whether or not the infractions are blatantly intentional.

Academic integrity means:

- Students will not submit work completed by or copied (in full or in part) from another person. This includes classmates, friends, parents/guardians, siblings, etc.
- Students will not submit work copied (in full or in part) and pasted from the Internet. This includes exact sentences, paragraphs, videos, logos, images, templates, etc.
- Students will not resubmit work (in whole or part) they have previously submitted (even in another course).
- Students will not submit work that reflects the ideas of another person, regardless of whether or not students use the other person's exact words.
- Students will work independently on all assignments unless they receive permission from their Edgenuity teacher to work with another student.
- Students will not allow others to copy their work.
- Students will not misuse content from the Internet.
- Students will not use translators to complete assignments in world language classes.
- Students will not use any external materials or testing aids on final exams, unless otherwise noted on the front page of the exam.
- Students will properly punctuate and cite all ideas from others they wish to use to support their own ideas.
- Students will contact their Edgenuity instructors for help in avoiding plagiarism.

Consequences for Cheating

First Offense

- On the first infraction, the student will be given a zero on the assignment and will be given the opportunity to redo the assignment at 50% credit.
- The student will be sent a message/email notifying them of the offense, the action taken, and the consequence if a second infraction occurs.
- The infraction will be documented in the student's permanent Edgenuity file.

Second Offense

- On the second infraction, the student will be given a zero on the assignment and no opportunity will be given to redo the assignment.
- The student, parent/guardian, and mentor will be sent a message/email notifying them of the offense, the action taken, and the consequence.
- The infraction will be documented in Infinite Campus.

Third Offense

- On the second infraction, the student will be given a zero on the assignment and no opportunity will be given to redo the assignment.
- The student, parent/guardian, and mentor will be sent a message/email notifying them of the offense, the action taken, and the consequence.
- The infraction will be documented in Infinite Campus
- Meeting with administration will be scheduled to discuss possible removal from the course