

# Cyber Village

A C A D E M Y

- *Inspiring and challenging students on campus and online*



Middle Years Program  
World School

## Parent/Student Handbook

### Fusion Program

School Year: 2011-2012

Phone: 651-523-7170

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[www.cybervillageacademy.org](http://www.cybervillageacademy.org)

Cyber Village Academy admits students of any race, color, creed, national or ethnic origin, sex or disability to all rights, privileges, programs and activities available to students at the school. Cyber Village Academy does not discriminate on the basis of race, color, creed, national or ethnic origin, sex or disability in administration of its educational policies, admissions policies and other school administered programs.

# **CVA Mission & Charter**

## **OUR MISSION**

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Cyber Village Academy prepares students in grades three through eight to serve the community and to meet the challenges of a rapidly changing world with confidence. The school strives to develop its students into inquiring, knowledgeable, caring and active citizens. To achieve its mission, the school employs “best practice” in technology, curriculum and instruction. Through its daily activities, CVA helps students value academic rigor, honesty, self-reliance, integrity and compassion. CVA also helps students understand their relationship to the community and to the environment.

## **OUR CHARTER**

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Cyber Village Academy was chartered in 1997 to accomplish the following objectives:

- To improve the academic achievement of students in grades 4 through 8 primarily in mathematics, science, language arts and global studies (history, geography and social studies), (3rd grade was added in our PASCAL program in 2007) (High School was added in 2010)
- To create new opportunities for teachers to be empowered
- To promote teacher professional development and the continuous improvement of instruction
- To create a personalized learning environment for students

To meet these objectives, CVA’s plan implements several innovations. These include, but are not limited to:

- Strong teacher governance
- Small learning communities
- Individualized Learning Plans for every student
- Extended access to education through technology
- Adoption of a curricular framework that promotes strong academics, best practice approaches on “how best to learn,” creativity, community service and environmental awareness
- Strong school to home communications

## **CVA STAFF DIRECTORY**

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**CVA Staff**



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Director



**Christy Buxman**  
Humanities,  
Language A, Math



**Claud Allaire**  
High School  
Coordinator



**Gerry Fuller**  
Computer Technician



**Dominique Connell**  
Admin assistant



**Melissa Onyango-Robshaw**  
Office Manager



**Elizabeth Knoll**  
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**Robyn Mesenbring**  
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**Jennifer Naglak**  
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**Karla Gotham**  
Special Education,  
Title I



**Chris Orr**  
Phy Ed, Technology



**Rob Rand**  
Science, Technology



**Amanda Reding**  
Language Arts



**Patty McDonald**  
Technology

# 11-12 School Calendar

## August

- 16 .....Morning & Afternoon Fusion Orientation
- 18 .....Morning & Afternoon Fusion Orientation
- 30 .....School Board Meeting 4:30 pm
- 30.....Open House 6:30 pm– 8:00 pm
- 31 .....Evening Fusion New Student Orientation
- 31 .....3:00 pm PASCAL New Student Orientation

## September

- 1 .....9:00 am PASCAL New Student Orientation
- 6 .....First Day of School
- 14.....Back to School Night 7-8:30 pm
- 20.....Extra Curricular Meeting 3:30 pm
- 21.....School Pictures
- 27 .....Open House 6:30-8pm
- 27.. .....School Board Meeting 4:30 -6:00 pm

## October

- 5 .....IB Field Day
- 14 .....Back to School Dance/Fun Night 7-10pm
- 17-19....Parent/Teacher Conferences  
(students online)
- 17-19....Book Fair open during conferences
- 20-21....**NO SCHOOL: MEA**
- 25 .....Board Meeting 4:30pm

## November

- 3 .....Spaghetti Dinner & Silent Auction 6-8pm
- 9 .....Math Day at MN Zoo Field Trip
- 15 .....Science Fair 3-5pm
- 21-23....Online school days
- 23 .....Last Day of Trimester 1
- 24-25....**NO SCHOOL: Thanksgiving Break**
- 28 .....First Day of Trimester 2
- 29 .....School Board Meeting 4:30-6:00 pm

## December

- 8 .....Chili Potluck/Ice Skating Party 9am-1pm
- 20 .....Board Meeting 4:30pm
- 21-Jan 3... **NO SCHOOL: Winter Break**

## January

- 4..... On Campus School Day!
- 10 ..... Open House 6:30-8:00 pm
- 12-13....Concordia Language Villages Field Trip 1
- 16..... **NO SCHOOL: MLK Jr. Day**
- 18-20... Parent/Teacher Conferences
- 26..... CVA Fun Night 6:00 pm
- 31..... Board Meeting 4:30-6:00 pm

## February

- 2..... Afton Alps Ski Day 9:00 am-3:00 pm
- 15..... Spelling Bee 8:45 am
- 20..... **NO SCHOOL: President's Day**
- 28..... History Day 2:30– 4:00 pm
- 28..... Board Meeting 4:30– 6:00 pm

## March

- 2..... Last Day of Trimester 2
- 5..... First Day of Trimester 3
- 14..... Pi Day
- 19-23... **NO SCHOOL: Spring Break**
- 27 .....Board Meeting 4:30– 6:00 pm
- 30-31.....Concordia Language Village Field Trip 2

## April

- 13..... Musical 7:00 pm
- 16-18 ... MCA-II Reading Test (make up on 4/20)
- 23-24... MCA-II Math Test (make up on 4/14)
- 24..... Board Meeting 4:30– 6:00 pm
- 25..... Decade Day (level B)
- 25..... IB Field Day

## May

- 7-8..... MCA-II Science Test (5<sup>th</sup> & 8<sup>th</sup> grades)
- 10..... Talent Show
- 14-16... 8<sup>th</sup> Grade Eagle Bluff Trip
- 14-16... Arts Week
- 18..... Staff Planning Retreat
- 28..... **NO SCHOOL: Memorial Day**
- 29..... Board Meeting 4:30– 6:00 pm
- 31..... **On Campus Day**
- 31 ..... Family Picnic 4:00– 6:30 pm

## June

- 1..... Last Day of School, On Campus Day
- 1..... 8<sup>th</sup> Grade Graduation 4:00 pm

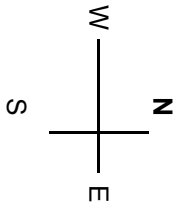
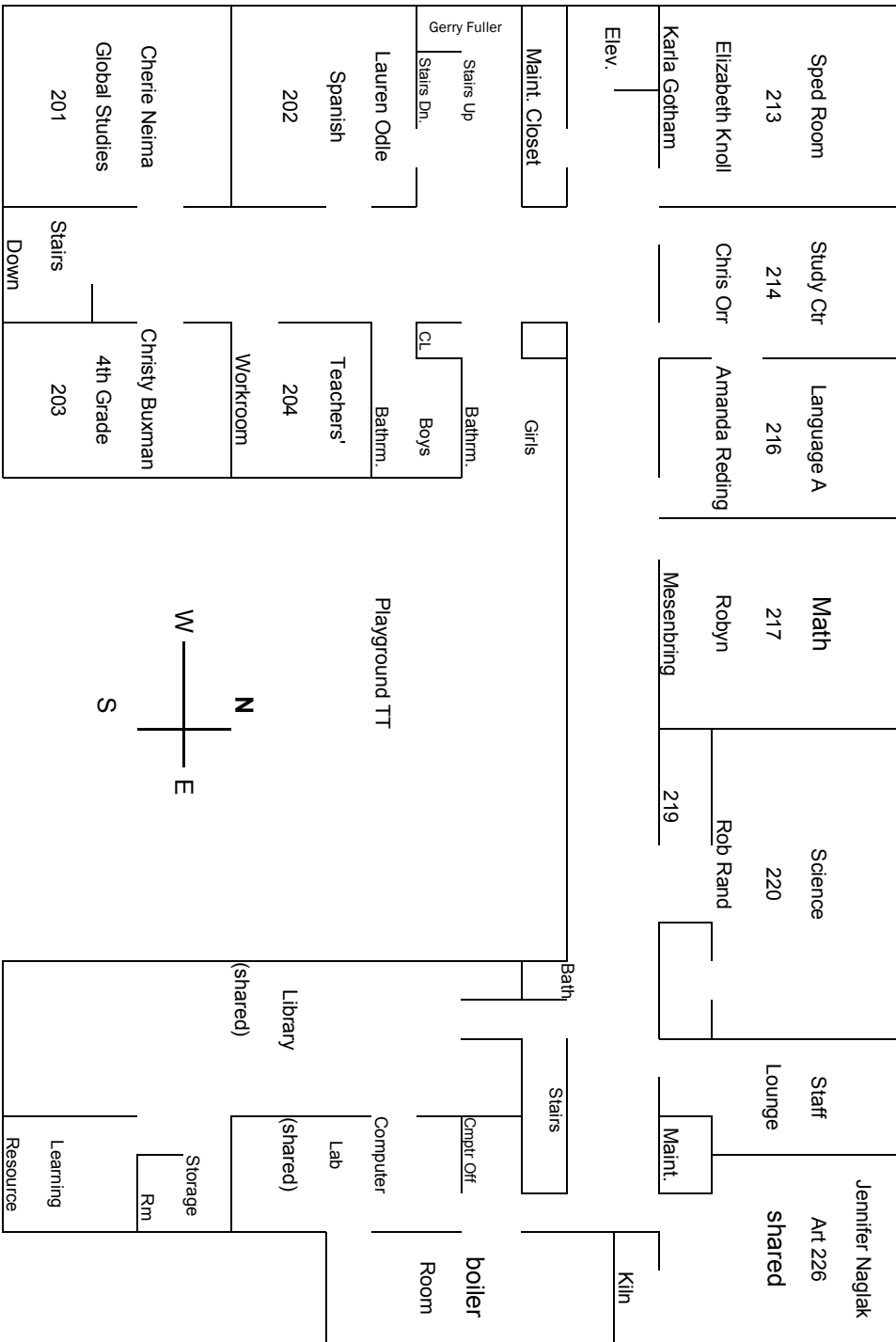
**Please check your weekly e-newsletter or our website for calendar updates!**

## SECOND FLOOR

### PARKING LOT

Hamline Ave S

Ford Parkway



## Middle Years Program (MYP) Guide

The International Baccalaureate Organization (IBO) Middle Years Program is designed for students between the ages of 11-16. This period is a particularly critical stage of personal and intellectual development. MYP helps students develop the knowledge, attitudes and skills they need to participate actively and responsibly in a changing and increasingly interrelated world. Learning how to learn and to evaluate information critically is as important as the content of the disciplines themselves.

"Tell me, and I forget.  
Teach me, and I may remember.  
Involve me, and I learn."  
—Benjamin Franklin

Cyber Village Academy is an MYP World School. Teachers have received IBO-authorized training and are implementing the program in grades 6-8 to give students the means to succeed in a challenging world. The CVA Middle Years Program is a rigorous academic program that involves all on-campus 6th-8th grade students. Students in 4<sup>th</sup> & 5<sup>th</sup> grades are prepared to enter the Middle Years Program by participating in learner profile activities, inquiry learning and approaches to learning skills building in the classroom.

### **MYP FUNDAMENTAL CONCEPTS**

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From its beginning, the Middle Years Program has been guided by three fundamental concepts that underpin its development, both internationally and in individual schools:

- holistic learning
- intercultural awareness
- communication

These concepts form the basis for the MYP's curriculum framework, which is shared by different types of schools in all parts of the world. The fundamental concepts of the MYP are guiding principles in designing the curriculum and school activities.

#### **Holistic Learning**

While insisting upon thorough study of the various disciplines, the MYP accentuates their interrelatedness and so advances a holistic view of learning. This perspective asks the student to consider issues and problems in their widest scope and to realize that good solutions often draw upon insights one has acquired from many sources.

#### **Intercultural Awareness**

As an international organization, the IBO is unapologetically idealistic in believing that education can foster understanding among young people around the world, enabling future generations to live more peacefully and productively than we do today. In addition to an international emphasis in many of our lessons, each year when possible CVA hosts an exchange teacher to help our students develop intercultural awareness.

#### **Communication**

Along with holistic education and intercultural awareness, the MYP considers communication fundamental to learning, as it supports inquiry and understanding, and allows student reflection and expression. Good command of one's own language enables clear expression of ideas, attitudes, and feelings. Learning other languages extends that competence and teaches appreciation of different cultures and ways of thinking.

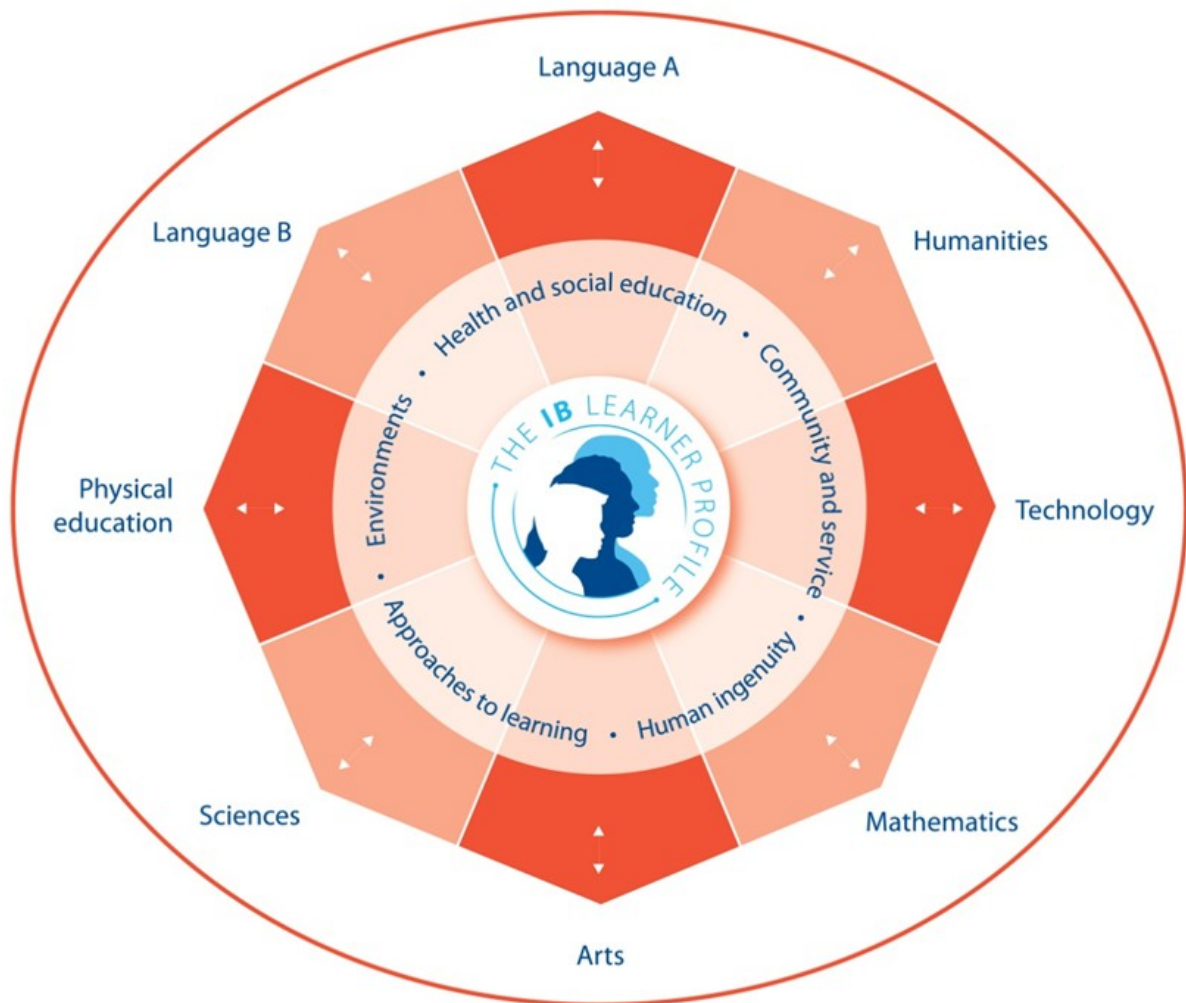
More than simply generating appropriate language, however, good communication is also about listening to what others have to say and being attuned to intentions, variations, and nuance.

## THE MYP CURRICULUM MODEL

### Subject Groups

The MYP curriculum model is represented as an octagon with eight academic areas or subject groups surrounding the areas of interaction. The emphasis is on the fluidity of the system and the interrelatedness of the subjects. The eight subject groups are Language A (English), Humanities (History and Geography), Technology, Mathematics, Arts, Science, Physical Education and Language B (Spanish).

The Middle Years Program curriculum model, used by public and private schools throughout the world, is flexible enough to allow a school to make sure that local standards are addressed. The flexibility of the program encourages a healthy, invigorating and inspiring atmosphere for our students at CVA.



### Areas of Interaction

Five broad areas known as the areas of interaction that encircle the Learner Profile reflect the program's focus on students' intellectual and social growth. These are not academic subjects like the eight subject areas in the outer circle, but rather are common perspectives that serve as a type of lens for focusing instruction and establishing connections among the subjects themselves.

## Middle Years Program (MYP) Guide

The five areas of interaction are:

**Approaches to Learning** (How do I learn best? How do I know? How do I communicate my understanding?)

Approaches to learning is central to the program because it is concerned with developing the intellectual discipline, attitudes, strategies, and skills which will result in critical, coherent, and independent thought, problem-solving, and decision-making. It goes beyond study skills to help students learn how to learn and develop an awareness of thought processes and their strategic use.

**Community and Service** (How do we live in relation to each other? How can I contribute to the community? How can I help others?) Community and Service starts in the classroom and extends beyond it to encourage responsible, caring participation in the local environment and in the wider world. The emphasis is on developing community awareness and concern, a sense of responsibility, and the skills and attitudes needed to make an effective contribution to society. All CVA MYP students are expected to participate in community service hours each year. Some examples are:

- tutoring
- helping senior citizens (yard work, dog walking, computer skills, performances)
- volunteering at the library
- crisis assistance ministry
- helping with school improvement activities
- neighborhood cleanup
- building with Habitat for Humanity
- trail building

**Human Ingenuity** (Why and how do we create? What are the consequences?) Human ingenuity is concerned with the products of people's creative and inventive genius and with the impact of this creativity on society and on the human mind. Students learn to appreciate and experience the human capacity and drive to transform, enjoy, and improve the quality of life over time.

**Environments** (Where do we live? What resources do we have or need? What are my responsibilities?) This area of interaction aims to make students aware of their interdependence with the environment so that they take responsibility for maintaining an environment fit for the future.

**Health and Social Education** (How do I think and act? How am I changing? How can I look after myself and others?) Health and social education concentrates on preparation for a physically and mentally healthy life. Students develop awareness of potential hazards and are able to make informed choices based on respect for body and mind.

These areas are addressed in a consistent and creative fashion over the cycle of the Middle Years Program through the subject groups, interdisciplinary teaching, activities involving the whole school, and personal research.

## **THE INTERNATIONAL BACCALAUREATE LEARNER PROFILE**

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At the center of the curriculum model is the learner---the child---and the IB Learner Profile, a set of learning outcomes for the 21st century. It is a set of ideals that can motivate, focus the work, and inspire both teaching and learning. Look for it when you walk in the front door at CVA.

The International Baccalaureate Middle Years Program has developed a learner profile that we strive to use at CVA through our expectations, lessons, advisory projects and discipline policy. Each step of this training expects the student to reflect on his/her actions and develop personal plans for success in any problem areas.

According to the learner profile, MYP learners are inquirers (curious), knowledgeable (explore significant concepts, ideas and issues), thinkers, communicators, principled (act with integrity and honesty), open minded, caring, risk-takers (ready to explore new and unfamiliar things), balanced and reflective. Students at CVA are regularly asked to reflect on the skills and concepts they have learned and incorporate them into their world view and personal choices.

<b>IB Learners strive to be:</b>	
<b>Inquirers</b>	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
<b>Knowledgeable</b>	They explore concepts, ideas, and issues which have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
<b>Communicators</b>	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
<b>Principled</b>	They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.
<b>Open-minded</b>	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
<b>Caring</b>	They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service, and to act to make a positive difference to the lives of others and to the environment.
<b>Risk-takers</b>	They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.
<b>Balanced</b>	They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.
<b>Reflective</b>	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

The Learner Profile places the learner firmly at the heart of IB programs and focuses attention on the processes and the outcomes of learning.

## Middle Years Program (MYP) Guide

### **MYP ASSESSMENT**

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Assessment in the MYP is an integral part of learning. The Middle Years Program requires teachers to organize continuous assessment over the course of the program according to specified criteria for each subject group. Teachers are responsible for structuring varied and valid assessment tasks that will allow students to demonstrate achievement according to the objectives within each subject group.

In addition to tests and examinations, assessment tasks can include open-ended problem-solving activities and investigations, organized debates, presentations and performances, hands-on experimentation, analysis, and reflections.

Recording and reporting is organized by teachers to provide students with detailed feedback on their level of achievement according to the subject group criteria. These will often take the form of rubrics that are completed by students as self-assessments or peer assessments as well as those completed by teachers.

The Middle Years Program at CVA requires teachers to work as a team in developing, organizing, and reflecting on delivering the curriculum with close attention to the perspectives of our students and their families. This process of development and implementation has empowered both CVA teachers and students to shape a stimulating and rigorous learning experience. We look forward to an exciting Middle Years Program school year in 2011-2012 as we continue to develop and refine our MYP teaching and learning.

[Adapted from IBO publication, "School's Guide to the Middle Years Programme" and IBO publication "The Middle Years Program, A Basis for Practice."]

If you have questions about the Middle Years Program or if you would like to volunteer to work with the program, please contact CVA's MYP Coordinator, Cherie Neima.

**CyberVillage**  
A C A D E M Y



Middle Years Program  
World School

## ADVISORY

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Each student is assigned an advisor generally based on class level. The advisor's responsibility is to be a contact person for parents, keep an eye on the student's progress and recommend additional support when needed. Advisory time will be used for discussions and projects based on the MYP Learner Profile, enrichment or extra support activities and/or as a study hall. Students should have a book with them in case there is time for free voluntary reading. The library is also open during this time.

## ATTENDANCE

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Daily school attendance is important. Participation in classroom and online activities is a crucial part of a good education. **Please notify the office by phone (651-523-7170) or email ([office@cybervillageacademy.org](mailto:office@cybervillageacademy.org)) before 9:30am if your child will be late or will miss school.**

### Thursday/Friday Attendance (at home, online days while school is in session)

Students are required to log in on Thursdays and Fridays from their home learning environment and submit their online assignments, with the exception of school holidays and breaks. Each day a student fails to log in or work on assignments counts as an unexcused absence and may result in a truancy petition until clarification is made by the parent or guardian.

### Tardiness

When students arrive late to school, parents are required to send a note with their child, including the child's name, reason for tardiness and signature of the parent/guardian. Students will be excused for tardies due to illness, medical appointments and weather. All other reasons are considered unexcused. Please be respectful as tardiness hinders your child's development and disrupts the rest of the class. **9 unexcused tardies equate to one unexcused absence.**

### Absences

When your child needs to be excused from school for illness, death in the family, medical or dental appointments or religious observations, please contact the office by phone or email by 9:30am on the day of the absence, or in advance if possible. Parents are required to send a note to school with the child when s/he arrives/returns including the date, child's name, reason for absence and signature of the parent/guardian.

In the event of an excused absence, students are expected to maintain academic requirements. Assignment due dates must be arranged with the individual teachers when an excused absence occurs.

Three (3) unexcused absences require a habitual absence intervention. Seven (7) unexcused absences require a referral to the county for habitual absenteeism.

### Truancy

Seven unexcused absences (these do not have to be in a row) will result in the application of compulsory attendance (truancy) and other applicable laws.

Minnesota Statute – Truancy: 260A.02 DEFINITIONS, Subd. 3. Continuing Truant. "Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

## **BOARD OF DIRECTORS**

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Since CVA is a charter school, a majority of the board of directors is composed of teachers. In addition, parents and at least one community member (non-parent) participate in the board. The board meets monthly, usually on the fourth Tuesday of the month, from 4:30-6:00. Meetings are open to the public and minutes are posted on the CVA website.

**2011-2012 CVA Board Members:** Robert Kaufer, Debra DeBruin, Robyn Mesenbring, Cherie Neima, Lauren Odle, Chris Orr, Robert Rand, Jeff Sprinkel, Laurie Iwan

## **CHANGE OF CONTACT INFORMATION**

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**Please notify the office promptly of any changes in your contact information: address, home/work/cell phone numbers, email addresses, emergency contacts, etc.** If your child has an IEP this is especially important for state funding.

## **COMMUNICATIONS & CONFERENCES**

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### **How Best to Reach Staff**

We check our email compulsively, so feel free to drop staff members a line if you need to get in touch or have a question. We also welcome your phone calls. Teachers are not generally available to speak during class hours, so please leave a message if they are not able to answer your call immediately. A directory of emails and individual phone extensions can be found at the front of the Student Handbook.

### **Student Mailboxes**

Every family has a student mailbox at school for your child(ren). Student mailboxes are used for returned homework, school announcements, Scholastic Book flyers/order forms, etc. Students are encouraged to check their mailboxes every day.

### **Email/E-Newsletter**

Our primary means of ongoing communication with CVA families is through our weekly e-newsletter, News From the Village. We want to make sure you are always up to date with what's happening, so please be sure to read this weekly email from CVA for the latest announcements, calendar updates, events, news and more. **Please keep us posted of changes in your personal email address.**

In addition to the weekly e-newsletter, you may receive email alerts that cannot wait for the weekly communication, such as illness or weather alerts.

### **Parent-Teacher Conferences**

Other key communications are our parent-teacher conferences, held twice each school year during first and second trimesters. On conference days, school is still in session but students are online. Dates are listed in the school calendar and on the CVA website. (Other conferences with teachers and/or the director can be arranged at any time during the year by contacting the teacher or the director.) Conferences are important opportunities to discuss student goals and progress with your child's classroom teachers. **All parents are strongly encouraged to attend parent-teacher conferences.** When conferences approach we will ask you to sign up at the office or via email for your conference time.

### **Thursday/Friday Appointments**

Much of the time an email exchange can handle information needs, but we are pleased to chat in person as often as necessary to best serve your student(s). Teachers are available for appointments on Thursdays and Fridays all year long. Dropping in before or after school is difficult because teachers have responsibilities at those times.

However, if that is the only time you can come please call or email and make an appointment ahead of time so that we can arrange to free ourselves up to meet with you.

## **COMMUNITY SERVICE**

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Over the course of the year each advisory will spend some time focusing on community and service, one of the five areas of interaction in the Middle Years Program. This component requires students to take an active part in the communities in which they live, thereby encouraging responsible citizenship.

Students are expected to volunteer throughout the school year as part of their learning requirements. Each volunteer activity must be performed for a “substantial” amount of time (i.e., refilling the stapler for a teacher is not a substantial activity, but shoveling an elderly neighbor’s driveway and sidewalk is). Guidelines for activities will be given to students.

Students will document their volunteer activities through photos and journal entries. The journal is not only to keep students accountable, but it is a way for them to really reflect on what they are doing. The journal will help students see the growth in themselves and how much they are contributing to the community, as well as understand their importance to others. Parents are asked to read the journal entries and sign off on each one.

In May, students will create a display to be presented at the Community and Service Fair to share their volunteer activities with the CVA community.

## **COMPACTS**

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Every year, we ask students and parents to read and sign an agreement between themselves and the school concerning expectations and mutual understanding about appropriate behavior and responsibilities. The content of each compact is below:

### **Student/School Compact**

In order for Cyber Village Academy students to do their very best and be successful in school, all of us in the CVA school/family community must play a strong part in support of the students’ learning. Students, family members, teachers and other school staff each have special responsibilities to our community of students.

As a Cyber Village Academy student, I will

1. Respect and believe in myself.
2. Respect and cooperate with other students and adults as well as my parents/guardians.
3. Respect the school and others’ property.
4. Do my best in my classes, at home and in the community.
5. Come on campus well-prepared.
6. Read, learn and follow the rules of proper internet, email and computer use as listed in the Cyber Village Academy Student Handbook.
7. Sign in online Thursday and Friday, no later than 9:30am, to read my Class Server class notes and assignments pages, check my email and begin my school day.
8. Turn my work in on a timely basis to my teachers.
9. Neither plagiarize nor violate copyright law.
10. Participate daily in the online and real time classes that my teachers assign me.
11. Participate in Community Service hours as expected for my grade level.
12. Check my email often for communication from CVA teachers and staff.
13. Check CVA’s Student Information System (PowerSchool) for homework and grades regularly.

14. Follow the behavior guidelines as listed in the Cyber Village Academy Student Handbook when I am on-campus or participate in off-campus Cyber Village Academy activities.
15. Respect other students' cultural, religious and ability differences.

### **Family/School Compact**

As a Cyber Village Academy family, we will:

1. See that my child/children attend(s) school regularly, both online and real time classes, on time, rested, healthy and ready to learn.
2. Notify the school if my student(s) will need to miss more than 3 days of school in a row.
3. Provide a written note for each excused absence or tardy incident.
4. Understand that 7 unexcused absences and/or tardy incidents constitute truancy and will be reported to the county.
5. See that my child signs in online Thursdays and Fridays. I will review the Class Server class notes pages with my child, when s/he is in the home learning environment, except on weekends and holidays.
6. Provide direct adult supervision for my child/children during off-campus days, in the home learning environment.
7. Understand that we need to provide an internet connection (two telephone lines, wireless, DSL or cable modem connection) for my child/children.
8. Promote proper computer use at home, with the understanding that we will pay for all damages to any borrowed school computer equipment. Note: Parents will not be held liable for the normal wear and tear of computer equipment. Charges will be billed to parents for all other damage(s) to the computer equipment. Charges will be based on estimates of the actual cost of repair or replacement.
9. Stay aware of what my child is learning and how s/he is progressing.
10. Check parent and student email often for communication from CVA teachers and staff.
11. Check CVA's Student Information System (PowerSchool) for homework information and grades regularly (weekly to monthly).
12. Communicate frequently with the school about concerns, ideas and/or problems that might affect school performance.
13. Inform CVA administration immediately about any contact information changes (i.e., new phone number(s) and address, change in family situation, new emergency contact, etc.).
14. Attend all conferences set up for my family.
15. Support the school in its efforts to maintain proper discipline.
16. Volunteer my time, skills and/or resources when they are needed and as we can, with a family goal of 20-40 hours per year.
17. Review the rules of proper internet, email and computer use with my child.
18. Transport my child to Cyber Village Academy and bear the full cost of that transportation. In return, CVA will spend its transportation funding on books and curriculum.
19. See that my child's work is turned in on a timely basis to his/her teachers.
20. Help my child to be respectful towards others' cultural and religious and ability differences in the CVA community.

### **DAILY SCHEDULE**

Promptness and a sense of order are very important to your child and to the classroom community as a whole. Children who arrive late or are picked up late feel awkward and uncomfortable as they interrupt their class or await your arrival. Please drop your child off and pick him/her up on time.

- Drop-Off Begins: 8:10am
- School Starts: 8:30am
- Lunch & Recess: 11:30-12:30 (Monday), 11:20-12:20 (Tuesday & Wednesday)
- School Ends: 3:30pm
- Pick Up: by 3:45pm

**Monday Schedule**

On Mondays, students will attend seven classes plus advisory. Monday classes are 45 minutes long. After-lunch focus time is 15 minutes long and then classes resume at 12:45. The last 30 minutes of school is advisory.

**Tuesday/Wednesday Block Schedule**

On Tuesdays and Wednesdays the classes are on an A/B block schedule. This means that students will have four of their classes on Tuesdays and the other three classes plus advisory on Wednesdays. Each class period is 85 minutes long, lunch/recess is at 11:20-12:20 and after-lunch focus time is 20 minutes long.

Sometimes we will change the schedule to accommodate specific activities, for example, we may use the Monday schedule all three days. Students will be notified of schedule changes in advisory. You will be notified of these changes in our weekly e-newsletter. This information is also included on our calendar on the website.

**Thursday/Friday Suggested Schedule**

While you have much flexibility, we recommend that you establish a routine that works for your family. Off-campus days are still school days. Students will occasionally have required on-campus or community activities such as seminars, field trips, testing, etc.

While you are at home, we recommend that you schedule at least this much time for each of your classes on Thursdays and Fridays. If you are in 6<sup>th</sup>-8<sup>th</sup> grade, be prepared for more:

- Math – 1 to 1½ hours
- Science – 1 to 1½ hours
- Humanities – 1 to 1½ hours
- Language A (English) – 1 to 1½ hours
- Language B (Spanish) – 15 to 30 minutes
- Arts – 15 minutes
- Technology – 15 minutes
- Physical Activity – 45 minutes
- Free Reading – 30 minutes (every day!)
- Lunch – ½ hour
- Breaks – two at 15 minutes each

**DISCIPLINE POLICY**

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At the core of our community at the Village is a spirit of mutual respect and support, giving attention to the integrity and worth of every individual. Student behavior and language should be respectful toward staff and each other at all times, including electronic communications. CVA expects the highest level of positive behavior in the classroom, on school property, on field trips and in electronic communications while using CVA systems and accounts.

Students who push the limits of respectful behavior may lose privileges and may receive before or after-school detention. All school activities are open to all students, but the school reserves the right to limit field trips and other school-sponsored activities on the basis of repeated disruptive behaviors.

Behavior in the building should reflect a focus on schoolwork. Getting to and from class must be orderly and

efficient. Class begins when students enter a room and students should direct their attention to the teacher and their studies. Students are expected to be on time for school in the morning and on time for classes throughout the day.

The Discipline Policy will be enforced by the director and staff.

### **General Misbehaviors**

General misbehavior is behavior that involves one or more of the following:

- Significantly disrupts the rights of others to an education, including:
  - \* Conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn
  - \* Inappropriate physical contact, such as poking, pushing, shoving or scuffling, inappropriate displays of affection
- Endangers surrounding persons, including school district employees
- Breaks a school rule

### **Disciplinary Procedure for General Misbehaviors**

If the student is receiving Special Education services, the IEP team may create or modify a behavior intervention plan to deal with student general misbehavior.

#### ***First Incident Response to repeated student misbehavior:***

- Teacher may remove a student from class, lunchroom or hallway.
- Teacher submits report to administrative assistant.
- Teacher reviews school rules and student conduct with student.
- Student completes a reflection on why s/he was removed from class.
- Incident report is sent home/emailed for parent signature; form must be returned to the teacher the next on-campus school day.

#### ***Second Incident Response:***

All of the above, plus:

- Teacher or advisor calls parent to discuss student behavior.
- Student and teacher or advisor develop fix-it plan.
- Student serves one (1) hour of after school detention.

#### ***Third Incident Response:***

- One (1) day suspension.
- Student will lose any participation points for that day, no test make-ups.
- Student, parent and teacher or advisor meet to discuss behavior plan.

#### ***Fourth Incident Response:***

- Parent, student, teacher or advisor meet with the Director to discuss behavior.
- One (1) – five (5) day suspension; could lead to expulsion.

#### ***Repeated general misbehaviors will result in one or more of the following:***

- Development and practice of a behavior plan monitored by advisor
- Referral to in-school support services
- Referral to an outside agency
- Transfer to online PASCAL program
- Transfer to another school
- Recommendation for expulsion

**Disciplinary Procedures for Serious Misbehaviors**

Serious misbehaviors include, but are not limited to: alcohol and other drugs, assault, improper activation of fire alarms, personal theft/extortion, reprisal, school property damage, use of tobacco, verbal abuse and disrespect and weapons.

***Repeated serious misbehaviors will result in one or more of the following:***

- Referral to in-school support services
- Referral to an outside agency
- Transfer to online PASCAL program
- Transfer to another school
- Recommendation for expulsion

***Alcohol and Other Drugs***

Possession and/or use of alcohol, controlled substances, mood-altering substances, or misuse of prescription drugs will result in the following consequences: One (1) day suspension, parent/guardian conference and referral to a chemical awareness team as appropriate.

Sale or attempted sale of alcohol, controlled substances, mood altering substances or prescription drugs will result in a suspension for up to five (5) days and police referral. The director may recommend expulsion.

***Assault***

Assault – a threat of bodily harm or death to another person, without material physical contact– will result in a parent/guardian conference and an initial suspension of up to five (5) days.

A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the section of the policy dealing with "weapons."

Students who engage in fighting with another person will be suspended from the classroom or from the building for up to five (5) days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intention of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling."

Direct attack with a weapon shall be dealt with under the section of this policy dealing with "weapons." Students will be initially suspended for five (5) days and will be recommended for expulsion to CVA's Board of Directors.

Students with disabilities will be dealt with pursuant to regulation 5200C.

***Improper Activation of Fire Alarms***

Students will be suspended for two (2) days, and may be referred to the fire marshal and police.

***Personal Theft (including extortion)***

Students will be suspended for three (3) days. Parent/guardian will be notified and a police referral may be made.

***Reprisal***

Cyber Village Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged sexual, racial/ethnic, religious, or disability harassment or violence or any person who testifies, assist or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Discipline includes but is not limited to reparations, detention, suspension, or expulsion.

### ***School Property Damage (vandalism, arson, theft)***

Students will be suspended for three (3) to five (5) days. The student will be referred to the police or arson squad and will be held responsible for payment of damages, or as determined by the court and may be recommended for expulsion.

### ***Sexual Harassment/Sexual Violence/Indecent Exposure***

Sexual harassment, sexual violence and indecent exposure: immediate suspension with disposition dependent upon offences. This may involve a parent/guardian conference, involvement of school support staff, psychological evaluation and/or police referral.

### ***Use of Tobacco***

Use of tobacco within a school building, on school property, in school leased or owned vehicles and at school-sponsored events off campus is prohibited. Students using tobacco in the school building or in a school leased or owned vehicle will be suspended either from the classroom or from the building for one (1) day and the parents/guardians will be notified. Progressive discipline may be imposed for repeat offenses up to five (5) days suspension.

### ***Verbal Abuse and Disrespect of School Staff and Students***

This conduct includes, but is not limited to, refusing to comply with reasonable requests from school authorities; directing profanity and verbal abuse toward adults and/or students; displaying behavior which is intended to be demeaning, derogatory or confrontational. Some examples include refusing to follow instructions, name-calling, vulgar gestures, racial epithets, etc. A student may be suspended either from the classroom or from the building for up to three (3) days.

### ***Weapons***

Possession – refers to having a weapon on one's person or in an area subject to one's control on school property, or at a school activity.

Weapon – any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death, and combustible or flammable liquids. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, stun guns, ammunition and mace.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the director's office shall not be considered in possession of a weapon.

Possession of a weapon will result in: 1) an initial suspension for five (5) days; 2) confiscation of the weapon; 3) notification of the police; and 4) a recommendation to CVA's board of directors that the student be expelled.

## **DRESS CODE**

Dress codes are established to create a non-distracting atmosphere for students and teachers. Neat and proper dress allows students to focus on developing desirable attitudes and behavior. Students should be dressed for school. Parents should check that student's clothing is appropriate and also that it will accommodate weather conditions. We recommend the use of layers due to differences in heating/cooling in various parts of the building. Please make sure that all outerwear garments are clearly labeled with your child's name.

- Students are not permitted to wear baseball hats, bandanas, stocking caps, or sweatshirt hoods inside the building during school hours. Hats and caps are allowed outside during recess.

- Please no short-shorts, mini-skirts or sagging jeans.
- Tank tops must be cut generously. Plunging necklines, spaghetti straps and revealing midriffs are inappropriate for school wear and are not allowed.
- Clothing may not display any illegal or inappropriate product or action or contain any profanity or near profanity (drug, alcohol or tobacco logos or paraphernalia, weapons, playboy bunnies, etc.).

**Dress Code Violations**

CVA reserves the right to make decisions about the acceptability of an individual student's clothing for school. A student will be required to call home for an appropriate clothing change in all dress code violation instances or may be required to cover up the offending garments with CVA issue clothing or turn the offending garment inside out if nothing else is available.

**DROP OFF & PICK UP**

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In order to maintain the safety of our students, we have set up a drop off and pick up procedure for before and after school on Monday-Wednesday. We ask that you drop off and pick up your child at the main entrance of the school. Please avoid turning left into the parking lot when there is oncoming traffic; go around the block so that you can make a right turn into the lot. If you need to come into the building with your child during normal drop off or pick up times, please park on the street or wait to back out until traffic has cleared when it is time to leave. Do not allow your child to walk across the parking lot for any reason.

**Drop Off**

Drop off is between 8:10 and 8:30am. If you are late, drop your child off at the front door with a note (otherwise it will be considered an unexcused tardy). In order to minimize disruptions to first period classes, we ask that you try to have your child at school in plenty of time to be ready to start class promptly at 8:30.

**Dismissal/Pick Up**

School is dismissed at 3:30. Pick up is between 3:33 and 3:45pm. It is the parent's responsibility to ensure that children are picked up from school promptly at dismissal time. The staff appreciates your punctuality; as after-school time is designated specifically for classroom cleanup, planning, staff meetings and preparation for the next day's activities. We recognize that there are sometimes unavoidable challenges that arise causing a driver to be late. If you are going to be late, let us know (via phone or email) as soon as possible. If you are unable to pick your student up before 3:45, please let us know. If you arrive prior to 3:15 pm, please park in the lot or on the street as Talmud Torah school releases at 3:15 and their families need access to the main door to pick up their students.

**Early Pick Up**

If you need to pick up your child before dismissal, please let the office know ahead of time. In order to minimize disruptions in the classroom, we ask that you wait in the lobby area and a staff member will go get your child.

**ELECTRONICS**

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We want our students to learn to use electronics wisely and appropriately. Cell phones are not allowed at school. If you would like your student to carry a cell phone for use before/after school, s/he must turn it in to the office during the school day. If a student uses a cell phone during class time it will be confiscated and a parent will have to pick it up at the office after school. Electronic toys are inappropriate for school; in this age of childhood obesity we encourage active and interactive play during break times. If your child uses a PDA as a planner please be sure that there are no games on it. CVA cannot be responsible for any loss of electronics not in our care.

## **EMERGENCY DRILLS**

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Drills for fire, severe weather or other emergencies are conducted on a regular basis during the school year. Students are reminded that similar drills at home are good safety measures.

## **EMERGENCY FORMS**

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Each student must have an Emergency Contact & Medical Information Form on file at the school that contains information to be used in case of an emergency with the child or the school. **Please be sure to keep your child's emergency information current.** If your child has an emergency at school, we will immediately call you at work or at home. If we cannot reach you, we will contact the individuals you have listed on the Emergency Contact & Medical Information Form.

## **EVALUATION**

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Evaluation is a daily process and one in which teachers, parents and students work together cooperatively. There will be three formal reporting periods during the school year. Conferences will be held in the first and second trimesters and online report cards stating student progress will be available two weeks after the end of each trimester. Final report cards will be mailed out after the end of the school year.

## **EXTRACURRICULAR ACTIVITIES**

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All students are invited to participate in as many of our extracurricular activities as they wish. Our afterschool activities generally start at 3:30 and finish by 4:30. Activities that fall on Thursdays or Fridays will meet during the school day; times will be posted on the school calendar at our website.

For the 10-11 school year we have the following extracurricular activities planned: Future City Teams, Cheer Team, LEGO Robotics Club, Handbells, soccer, volleyball, Student Council, Student Newspaper (Cyber Planet), Chinese Club and Yearbook. Other clubs and activities will be announced in our weekly e-newsletter as sponsors let us know about them.

## **FAMILY DIRECTORY**

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Each year, we distribute the Family Directory to our CVA community. The directory is compiled from information provided by parents at the beginning of the school year. The sooner we receive all information, the sooner the directory can be posted. Please refer to the directory during the year to call friends, arrange carpools, etc. We will update family information (i.e., changes of address, new students, etc.) during the year. **Please be sure to let us know if your family information changes.**

The directory will be posted on the CVA website on the Student and Staff Log-In page. The directory is password protected with your child's CVA password. The CVA Family Directory is a confidential directory including names, addresses, phone numbers and email addresses and it is given only to CVA staff and families. Under no circumstances may this directory be used for solicitation of goods or services (mass mailings, selling of products or services) or given to other individuals or groups outside of the school for any purpose.

## **FAMILY ISSUES**

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A child's home environment significantly affects his/her experience in the classroom. Please share information about births, adoptions, divorce, behavior changes, death, chronic illness, etc. with your child's teachers. Our

staff can provide vital support and understanding that might help your child cope during stressful times.

## **FIELD TRIPS**

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CVA will notify you via our weekly e-newsletter whenever your child's class is scheduled for a field trip. Students may also receive flyers in their student mailbox. Permission slips will be distributed via student mailboxes and extra copies are available at the office or may be downloaded from our website. Some of the field trips may have a nominal cost that we ask you to pay, as you are able. Signed permission slips (along with any fees) must be returned to the office prior to the field trip in order for your child to participate.

CVA reserves the right to schedule staff-supervised walking field trips at any time. No notification will be given to parents in advance of these trips.

## **FUNDRAISING**

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Cyber Village Academy is a public charter school, so although we do receive state funding we do not benefit from some funding sources available to non-charter schools. We rely on corporate grants, matching funds programs from employers, a variety of fundraising programs and the generous support of CVA families and friends (as you are able) in order to provide the outstanding curriculum and educational experience CVA is known for.

### **Traditional Fundraising**

Every fall, we begin our Annual Fund Drive. Last year, thanks to the generous support of the entire CVA community, we exceeded our goal and were able to get out of statutory operating debt earlier than anticipated. This year, our goal is to raise \$16,000. We have 100% staff and board participation and encourage every family to contribute as you are able. Any amount helps!

We do a variety of fundraising activities throughout the year. These are fun and easy ways to help out the school. Some examples include: Spaghetti Dinner, Silent Auction, Great Gatherings, Pizza Wednesdays, Dessert Auction (at the Talent Show), sales of items (e.g., Poinsettias, Herberger coupons, etc.). These activities will be announced via flyers distributed in student mailboxes and /or in our weekly e-newsletter.

### **Passive Fundraising**

There are a number of ways you can support CVA by doing things you normally do. Passive fundraising efforts at CVA fall into three categories:

#### ***Online Search Engine/Shopping***

Includes: online shopping at Amazon.com through the link on the CVA website, goodsearch.com (search engine), Office Depot 5% Back to Schools Program (use CVA's ID # 70055049), onecause.com (online shopping), Target Take Charge of Education program (designate CVA as your school of choice for your Target card).

#### ***Product Labels/Lids***

General Mills box tops, Campbell's product labels, Kemps & Land O'Lakes lids/proof of purchase symbols, Tyson labels – please save and turn in all "collectibles" to the office.

#### ***Recycling***

Aluminum cans (we do a monthly can drive), printer cartridges, cell phones & other small electronics – bring items to the office.

Please check our website for more information.

## GRADE PROMOTION POLICY

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CVA will use the following criteria to determine grade promotion:

- A student achieves a cumulative final grade average of 60% or higher in 75% of their classes.
- A student shows adequate progress on standardized tests.
- A student has no more than 10% unexcused absences. This includes all on-campus and online days while the student is enrolled at CVA.
- A student receives teachers' recommendations for promotion.

## HEALTH SERVICES & ILLNESS

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**Parents should not send children to school if they are not well enough to work in the classroom. Please be respectful of the health of our whole group and keep your child at home if s/he is sick.**

### When is My Child Too Sick to Come to School?

Your child should rest at home if s/he has:

- A fever within 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed rash or draining sores
- Stomachache or headache that lasts or returns
- Earache or discharge from the ear
- Redness, swelling or drainage of eye (possible pink eye)
- Untreated head lice
- Visible signs of a cold; sore throat with coughing
- 24 hour wait for report of throat culture – if positive for strep throat student must be treated at least 24 hours prior to return

Call or email the school to report your child's absence ([office@cybervillagacademy.org](mailto:office@cybervillagacademy.org)). If leaving a message, please give the reason for the absence. **In all cases, the school must be notified within 24 hours if your child contracts a communicable illness.**

### Medical Alerts

Any time we have a case of lice or a contagious disease identified in the school we will send an immediate email notifying the CVA community. (This will be in addition to our weekly e-newsletter.) If your student is diagnosed with a contagious disease and has been in the building while s/he is contagious, please alert the office via phone or email. We are following the news about the H1N1 virus and get regular updates from the CDC. If the virus in its present form hits our school we will treat it like any other virus and ask you to keep infected children home, but to let us know about it so that we can alert other parents to keep an eye out. In a worst case event, we can continue school for everyone via the internet.

### Health Records & Immunization

The State of MN requires each enrolled student to have a **Pupil Immunization Record** on file at the school. If you choose not to participate in immunizations due to a conscientious objection, this decision must be placed in the student's file on a notarized immunization form. It is illegal for your child to attend school until we have his/her immunization form on file. Please be sure to turn in the form by the first week of school.

In addition, please notify us of any allergies, impairments, etc. unique to your child on the **Emergency Contact & Medical Information Form**. The Pupil Immunization Record & Emergency Contact & Medical Information Form must be returned to the school by the **FIRST** day of school.

**Illness**

If your child becomes sick during the school day, we will contact you to make arrangements for her/him to go home.

**IT IS ESSENTIAL THAT EMERGENCY INFORMATION BE KEPT CURRENT AND THAT PERSONS LISTED ARE INDIVIDUALS WHO CAN PICK UP YOUR CHILD FROM SCHOOL IF YOU ARE NOT AVAILABLE.**

**Emergency Medical Treatment**

Children will be given first aid care for minor injuries that occur at school. You will be notified of any treatment, and all first aid procedures will be documented and maintained in a log.

In case of a major emergency requiring immediate medical attention staff will administer first aid and call 911 for emergency services. Staff cannot transport children to the hospital; students will be transported by ambulance. The Emergency Contact & Medical Information Form you sign gives your permission for immediate medical attention.

**Medications Policy**

If your child needs to take medication (prescription and/or over-the-counter), by law, school staff cannot administer medication during the school day without the written authorization of the parent. The school does have a supply of ibuprofen and Tylenol (tablets) that can be given to students with written parental consent.

If your child must have medication (prescription and/or over-the-counter) administered during school hours, please follow the procedures below:

- Parents must fill out the Medication Authorization Form (on the reverse side of the Emergency Contact & Medical Information Form) specifying the name of the medication, the dosage, the time (and/or frequency) it is to be administered and the reason for its use.
- Medication must be in the original container and appropriately labeled: pharmacy label for prescription medication and student's name for over-the-counter medication (exception: students who receive ibuprofen or Tylenol from the school)
- Medication can only be administered with written doctor's permission or with the directions contained on the label.
- Medication must be brought to the office and not carried around school, with the exception of asthma inhalers.
- In the case of an asthmatic student needing to carry an inhaler, a doctor's written order is also required.

**HEARING & VISION SCREENING**

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CVA provides important vision and hearing screening to its students once a year. We will notify you in our weekly e-newsletter when those dates are finalized. We will send home screening information and results via your child's mailbox.

**INFORMATION DISCLOSURE & DATA PRIVACY**

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Release of student records to an outside source is strictly controlled by state and federal regulations. The records CVA maintains in its files that identify you or discuss your needs as a student or accomplishments as a student, are private data under the Minnesota Government Data Practice Act, Minn. Stat. §§13.32. Subd. 1 and the Family Education Rights and Privacy Act (34C.F.R. part 99).

This means that members of the public and CVA employees whose duties do not require that they have access to this information may not see these records unless parents give consent or a law authorizes such consent.

Certain kinds of information have been categorized by CVA as directory information. Directory information, even though it identifies you, can be released to the public.

Directory information consists of the following:

- Names of our participants in officially recognized school activities;
- The names of students receiving recognition by their teachers, director or the board of directors as the result of positive accomplishments for academic achievement, good citizenship, and adherence to the standards of conduct of CVA as well as a description of the accomplishment, grade, achievement and/or award.

If you or your parents do not want information about you that falls into one or more of these categories to be made public, your parents should notify CVA immediately.

CVA can release information about you to appropriate parties, such as a hospital, police department or emergency squad if an emergency occurs and knowledge of the information is necessary to protect your health and safety, or that of other individuals, Minn Sta. § 121.8355, subd. 3a and 34 C.F.R. § 99.36.

In the event that you transfer to or apply for admission in another school including schools in which you might attend after high school, CVA will transfer your records to that school if it receives a request to do so. 34 C.F.R. §99.34.

### **INTERNET POLICY**

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#### Acceptable Use

The use of your computer and internet access is a privilege, not a right, and inappropriate use will result in disciplinary action.

Never consider your email to be private. CVA staff may review your email history at any time.

The following uses of the Cyber Village Academy internet system are considered acceptable:

#### ***Educational Purpose***

- The CVA internet system has been established for educational purposes. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The CVA internet system has not been established as a public access service or a public forum. Cyber Village Academy has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth by CVA's disciplinary code and internet policy and the law in your use of CVA's system.
- You may not use the CVA internet system for commercial purposes. This means you may not offer, provide, or purchase products or services on a commercial level.
- You may not use the CVA internet system for political lobbying. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.

#### ***Student Internet Access***

- All students will have access to World Wide Web information resources through their home learning environment and school computers. We have a reasonable filter on our school systems, however, school computer use is monitored by teachers at all times, and students agree to abide by acceptable uses standards.
- Students will have email accounts and access within CVA's email system. Students are not allowed to use other outside email accounts on campus or install an instant messenger on school computers.

#### **Disciplinary Procedures for Unacceptable Use**

The following uses of the CVA internet system are considered unacceptable:

### ***Accessing Inappropriate Material***

- You will not use CVA's internet system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and your teacher and parent(s)/guardian(s) have approved.
- If you mistakenly or accidentally access inappropriate information, you should immediately turn off your monitor and tell your teacher or another CVA employee. This will protect you against a claim that you have intentionally violated this policy.
- Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. CVA fully expects that you will follow your parent's instructions in this matter.

### **CVA maintains Zero Tolerance for such behavior.**

The first time a student is identified as purposely accessing inappropriate material his/her parents will be immediately informed of the violation, and s/he will lose his/her on-campus internet privileges for the remainder of the school year.

The second time a student is identified as accessing inappropriate material s/he will permanently lose his/her on-campus internet privileges while enrolled at CVA.

### ***Compromising Personal Safety***

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online without your parent's approval. Your parent(s) should accompany you to any meeting.
- You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.

Violations will be dealt with on a per incident basis.

### ***Illegal Activities***

- You will not attempt to gain unauthorized access to the CVA internet system or to any other computer system through CVA's internet system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use CVA's internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

The first time a student is identified as engaging in illegal activities their parents will be notified, the student will be suspended for up to five (5) days, when appropriate the police will be notified and a recommendation will be made to the Cyber Village Academy board of directors for the student to be expelled.

### ***Compromising System Security***

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Violations will be dealt with on a per incident basis.

### ***Downloading/Installing Software***

- Students will not download or install any type of game, program, or software on school computers without prior approval from the system administrator.

Violations will be dealt with on a per incident basis.

### ***Inappropriate Language***

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are asked by a person to stop sending them email, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

The first time a student is identified as using inappropriate language their parents will receive a phone call from CVA's director. Parents will be asked to review aloud CVA's Internet Policy with their child.

The second time a student is identified as using inappropriate language they will lose their internet privileges for two weeks.

After the third incident, access to the internet will be removed for 6 weeks.

If a student demonstrates that s/he cannot be responsible with appropriate language, s/he will lose his/her internet privileges for the remainder of the school year.

### ***Lack of Respect for Privacy***

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

Violations will be dealt with on a per incident basis.

### ***Lack of Respect for Resource Limits***

- You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than 10 hours per week.
- You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- You will check your email frequently and delete unwanted messages promptly.
- You will not subscribe to any group mailing lists, email services, or other internet services through CVA's computer equipment or any CVA email address.

If you feel that there is something that could benefit the entire CVA community, we require you to send it to a staff member first. The staff member will then add it to the weekly e-newsletter. If you choose to disregard this notice, it is considered spamming and you are putting your email privileges at risk.

The first time a student is identified as sending “spam,” his/her parents will receive a phone call from CVA’s director. Parents will be asked to review aloud CVA’s Internet Policy with their child.

The second time a student is identified as sending “spam,” s/he will lose his/her email privileges for two weeks.

After the third incident, email access will be removed for six weeks.

If a student demonstrates s/he cannot be responsible with email, s/he will lose his/her email privileges for the remainder of the school year.

### **Your Rights**

#### ***Free Speech***

Your right to free speech, as set forth in the CVA internet policy, applies also to your communication on the internet. The CVA internet system is considered a limited forum, and therefore the school may restrict your speech for valid educational reasons. CVA will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

#### ***Search and Seizure***

You should expect only limited privacy in the contents of your personal email and files on CVA's computers and internet system.

Routine maintenance and monitoring of CVA's internet system may lead to discovery that you have violated the CVA Internet Policy, Discipline Policy or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated the CVA internet Policy, Discipline Policy or the law. The investigation will be reasonable and related to the suspected violation.

Your parents have the right at any time to request to see the contents of your email and Class Server files.

#### ***Due Process***

CVA will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through CVA's internet system.

In the event there is a claim that you have violated CVA's Internet Policy or Discipline Policy in your use of the CVA internet system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator or one will be provided with notice and opportunity to be heard in the manner set forth in the CVA Internet Policy.

If the violation also involves a violation of other provisions of the CVA internet policy, it will be handled in a manner described in the CVA internet policy. Additional restrictions may be placed on your use of your internet account.

### **Limitation of Liability**

CVA makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. CVA will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. CVA is not responsible for the accuracy or quality of the information obtained through or stored on the system. CVA will not be responsible for financial obligations arising through the unauthorized use of the system.

## **LAB FEES**

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We ask every family to help out the school through lab fees and donating school supplies **as you are able**. Please turn in your lab fees and donated school supplies to the Office. Note: lab fees are for consumables and other supplies used in the classrooms. You may also contribute in installments if that is easier.

## **LEARNING SUPPORT AT CVA**

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Thursday and Friday days are off campus days, but the teachers are all here on these days and are available for extra help via email or phone when it is needed.

### **Study Center**

The Study Center is also available at CVA (in the Computer Lab) on most Thursdays and Fridays from 8:30-3:00. We will inform you of any changes in the Center's schedule via our weekly e-newsletter. Schedule changes will also be posted on our website's school calendar.

We will also hold specific study skills sessions (e.g., organization skills, research skills, interpersonal skills and others) as needed throughout the year.

### **Who Can Use the Study Center?**

Students don't have to be failing in order to use this service. Students are welcome to come in if:

- They don't understand how to do an assignment
- Parents are not available to help on a particular day
- Parents are not comfortable assisting with a particular assignment
- Family members are sick and students need some place to really focus on school work
- Students feel like they are falling behind
- Parents need a break on a Thursday or Friday

New students are strongly encouraged to come in at least once at the beginning of the year just to make sure they can get into the CVA system and get some coaching on how to organize their time and lessons.

### **Guidelines for Use of the Study Center**

Students who wish to come to the Study Center on a Thursday or Friday should contact Chris Orr to sign up. Students should fill out a Study Center Work Form, preferably at home before coming. These forms are also available on our website. The Study Center Work Form will help students be more intentional about their time on campus and will better inform the teachers about the student's specific needs. Please come in to the school with your child to check them in at the office and make sure that a phone number where you can be contacted during that day is on the form.

- Students are expected to have schoolwork to work on while they're at the Study Center and a plan of what they want to accomplish for the day.
- If student is going to be at CVA over the lunch hour they should bring a bag lunch.
- Students are expected to follow normal school day expectations and be respectful of others who are also working. If they choose not to they will be asked to call home and be picked up immediately.
- If a student is sent home for inappropriate behavior, they will not be allowed back at tutoring the following week. If they are sent home a second time, they will not be able to attend tutoring for the rest of the trimester.
- While parents don't need to stay with their children, they do need to be available to pick up their students as soon as their work is completed or if there is a behavior issue.

## **Special Education**

CVA offers individualized instruction and accommodations for students with special needs. The Special Education team will conduct any testing/evaluation services to determine if a student is eligible for special educational services. Specific needs will be met through collaboration between parents, special education and the general education staff. If you have any questions please contact the school.

## **LIBRARY**

We have devoted most of our library funds to building up a lending library that is primarily full of children's fiction. The books are labeled with reading levels to make it easier for children to self-select materials at an appropriate level. Each student is issued a library card and can check out books using that card. We encourage students to attach the card to their planner or Language Arts folder if they do not carry a wallet or purse. Lost cards are not a disaster, but are inconvenient. The library is available for browsing primarily during advisory time, but is also available before or after school with permission from a teacher or parent who can help monitor the room. It is our expectation that students will utilize their community libraries for research resources.

## **LOCKERS**

Students will be assigned a locker at the beginning of the school year located close to their advisory classrooms.

### **Conditions for Locker Use**

No personal belongings should be left around the school building during the school day — please use your locker. Lockers may not be secured with any locking devices. Students may not leave food or garbage in their lockers overnight. Lockers should be kept clean and neat.

Locker assignments are a privilege. Messing around in someone else's locker is extremely disrespectful. Misuse will result in losing the privilege.

### **Search of Students and/or Lockers**

School officials may search students and school lockers for items that may be harmful to themselves or to others and to detect items that are prohibited from being on school grounds or other places under supervision of school personnel, (i.e. busses, field trips). Consent of the student is not required prior to the search. Except for lockers all searches will be based upon reasonable suspicion. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their possessions.

## **LOST & FOUND**

Please label your student's outerwear, water bottle, notebooks, etc. to help avoid their personal items getting lost. Clothing items that are left around the school eventually end up in the two bins under the mailboxes. Water bottles and books are usually left on the shelf in front of the student mailboxes. Our hope is that students will recognize their own items and take them home. Small items (jewelry, keys, etc.) are kept in the office. Library books get turned back into the library. Unclaimed items are donated to charity after the end of each trimester.

## **LUNCHES & NUTRITION POLICY**

Lunch is an important part of the school day, both socially and nutritionally. Good nutrition directly affects a child's health, concentration and behavior. Our goal is for the children to eat nutritious, well-balanced lunches,

excluding candy and other highly sugared foods. We also discourage wasting food. You might discuss the lunches with your child and come to a mutual agreement about what food should be included.

Cyber Village Academy does not have a traditional lunch program. Students may either bring their lunches or they may order lunch from a variety of soups and sandwiches that are delivered to the school by a local Deli. If your family cannot afford to provide a daily lunch, please notify the director. Students are asked to clean up after themselves on a daily basis when lunchtime is finished.

### **Beverages**

There are drinking fountains at school, and we encourage students to bring a re-usable water bottle (labeled with the student's name) and refill it regularly during the day. Water bottles are allowed in classrooms during class. Milk is available for \$.15 at lunchtime (free for students who qualify for free/reduced lunch), or please remember to have students bring a beverage for lunch (no soda or energy drinks and no glass containers are allowed).

### **Bag Lunches & Nutrition Guidelines**

Please provide a nutritious lunch for your child, ensuring that all lunches contain selections from each food group. Healthy selections include sandwiches rich in fiber with protein such as cheese or meat or tuna. Fresh fruits and vegetables are excellent healthy choices and are easily packed for lunch. Please avoid sugar-loaded options as they temporarily energize children and set them up for an energy crash later in the day. Balanced meals are best for the children (and adults) in the short and long run.

Some examples of healthy lunch choices:

- Protein: meat, fish, chicken, boiled egg, yogurt, cheese, cottage cheese, peanut butter sandwich, seeds, nuts, beef jerky, cream cheese, yogurt
- Grains: whole grain bread, tortillas, crackers, pretzels, pasta, bagel, popped popcorn, granola bar (healthy, non-sugary variety), trail mix/"gorp"
- Vegetables: slices or wedges of fresh vegetable such as carrot, tomato, celery, cucumber, lettuce or avocado, salad
- Fruit: banana, apple, orange, papaya, grapes, cherries, raisins, dried fruit/fruit leather, applesauce

Lunch boxes should be clearly labeled with your child's name and will be stored in the student's backpack or in his/her locker. Refrigeration is not available to store lunches, so be sure to pack non-perishable items or pack hot items in a thermos. No glass containers are allowed.

### **Deli orders**

If your child would like to order lunch from a local Deli s/he must sign up before school starts at the office. Each lunch costs \$4 (Sandwich, chips or veggies, cookie & pickle or soup & crackers & cookie). Milk is available for \$.15 (Skim, 2% or chocolate). You also have the option to prepay so that your child does not have to bring cash each day. Please make checks payable to CVA. Lunch is ordered by 9:30am. Deli lunches are available on Mondays and Tuesdays only. Students who qualify for free/reduced lunch may receive milk free; they still need to sign up for milk in the morning when they come in to the building.

### **Pizza Wednesdays**

Your child may order pizza on Wednesdays. The cost is \$3 for one slice and \$5 for two slices of pepperoni or cheese pizza. Since this is a fundraiser it is separate from the deli lunch; students must pay cash that day to order pizza. Pizza is ordered by 9:00am. We encourage you to send along a piece of fruit or some sort of salad also.

### **Peanut-Free Table**

When we have students with peanut allergies we assign one lunch table to be the peanut-free table and ask those who do bring peanuts or peanut butter in their lunches to carefully wash their hands after lunch and before going outside to play. Please be sure to notify the office if your child has a peanut (or other) allergy.

## **NOTICE OF NONDISCRIMINATION**

Section 504 is an Act that prohibits discrimination against person with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Cyber Village Academy recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices at Cyber Village Academy.

Cyber Village Academy has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff, s/he has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act also specify rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any items in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

## **PLAGIARISM & COPYRIGHT INFRINGEMENT**

Plagiarism is taking the ideas or writings of others and presenting them as if they are your own.

All CVA students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions please ask a teacher.

Plagiarism and copyright infringement are not allowed under any circumstances. Violations will be dealt with on a per incident basis.

## **RECESS**

Lunch/recess is an hour long, with 4 staff members overseeing the students. Students have half an hour to eat and half an hour for free play. We encourage outdoor play when the weather allows and when the weather is too cold or too bad, we have the gym area for more active play and classrooms available for quiet games or conversation.

Lunch groupings are divided by grade; 4th, 5th and 6th graders eat lunch 1st, then go to recess. 7th and 8th graders go to recess 1st, then eat lunch. On 'indoor' days, all students eat lunch together during the 1st 1/2 hour, then divide to gym, game room or quiet reading/study rooms.

## **SCHOOL CLOSINGS**

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In the event of a school closing due to illness or weather, you will be notified by email. In addition, closings will be posted on our website and announced on WCCO channel 4.

Because of our unique nature as an online/on-campus program, school will usually be in session even when other schools close. Students should log into their Moodle accounts through our website and check for any assignments, check their email, and continue to learn! It is essential that families discuss emergency plans with their children in the event that school is closed and parents/guardians need to be away from their home.

## **SCHOOL PICTURES**

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Every fall we offer individual school pictures through Herff Jones. Please remind your child to smile and wear good clothing (you may want them to bring something to change into). Students who purchase school pictures will also receive a class composite at no charge. We will send home information packets via student mailboxes prior to picture day. Payment is required in advance; please make checks payable to CVA. Picture day is in September with a retake scheduled in November. Dates are listed in the school calendar and posted on our website.

## **SCHOOL SUPPLIES**

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A list of required school supplies is mailed to all CVA families before the start of the school year. The school supplies list is also available for download at our website or you may pick one up from the office.

We also ask all families to help out the school by donating a small number of supplies at the beginning of each trimester, as you are able. Requested items are detailed on the school supplies list.

## **SEXUAL, RELIGIOUS OR RACIAL HARASSMENT & VIOLENCE**

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### **General Statement of Policy**

Everyone at Cyber Village Academy has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race or gender:

- Name calling, jokes or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters, book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

If any words or action make you feel uncomfortable or fearful, you can tell a teacher, the director, or office staff. You may also make a written report. It should be given to a teacher, the director or office staff member. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial, sexual harassment, or violence and will take all appropriate actions based on your report. Cyber Village Academy will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

Sexual, (including sexual orientation and affection preference), ethnic/racial harassment and harassment based

on religious beliefs or practices and disability are forms of discrimination which violate either Section 703 or Title VII of the civil Rights act of 1964, as amended, 42 U.S.C. Section 2000e, et. Seq. And/or MN Human Rights Act, Minnesota State Section 363.01-363.15 (1993). Sexual (including sexual orientation and affection preference), ethnic/racial, religious or disability violence is a physical act of aggression directed towards a person or groups of persons because of their sex, ethnic/racial background, religion or religious practices, disability, sexual orientation or affection preference. Violence directed toward a person or persons because of the person's sex, ethnic/racial, religion or religious practice, disability, sexual preference is also a violation of these same statutes and may also represent a criminal law violation.

It is the policy of CVA to maintain learning and working environments free of harassment based on sex, race, race/ethnicity, religion or religious practices, disability, sexual orientation or affection preference and other forms of harassment and violence. CVA prohibits any form of sexual, ethnic, religious, disability, sexual orientation or affection preference or other improper harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of Cyber Village Academy to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding race/ethnic religion or religious practices, disability, sexual orientation or sexual preference and other forms of harassment as defined by this policy. (For purposes of this policy, school personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of CVA).

Cyber Village Academy will investigate all complaints, either formal or informal, verbal or written, of actions or statements which may constitute sexual, ethnic/racial, religious, disability, sexual orientation or affectional preference or other improper harassment or violence and will discipline or take appropriate action against any public, teacher, administrator or other school personnel who harasses or is violent toward any pupil, teacher, administrator or other school personnel of Cyber Village Academy. Cyber Village Academy also reserves the right to discipline any student or employee for derogatory sexual, ethnic/racial, religious, disability, sexual orientation or affectional preference related statements or conduct which do not constitute illegal harassment or violence on the aforementioned bases but nonetheless are inappropriate.

**Cyber Village academy shall not deny due process or equal protection of the law to any pupil involved in a dismissal proceeding, which may result in suspension, exclusion, or expulsion. The Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§127.26 to 127.42 shall be followed in all pupil dismissal proceedings.**

**Definitions: Sexual, Ethnic/Racial, Religious, Disability, Sexual Orientation and Affectional Preference Harassment/Violence**

**A. Sexual harassment** (including sexual orientation and affectional preference) definition:

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature when:
  - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of transacting business with the Cyber Village Academy; or
  - b. Submission to or rejection of that conduct or communication by a person is used as a factor in decisions affecting that individual's employment education or business with the Cyber Village Academy; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a person's employment, education or business with the Cyber Village Academy, or creating an intimidating, hostile or offensive employment, education or business environment.
2. Sexual harassment includes but is not limited to the following behaviors:

- a. Unwelcome statements of a sexual nature;
  - b. Unwelcome solicitation or pressure for sexual activity;
  - c. Intentional brushing against, patting, or pinching of another's body;
  - d. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education, or business with the Cyber Village Academy; or
  - e. Any sexually motivated unwelcome touching.
3. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
- B. **Racial/ethnic harassment** definition: Racial ethnic harassment consists of physical or verbal conduct relating to an individual's race/ethnicity when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. Otherwise adversely affects an individual's employment or academic opportunities.
- C. **Religious harassment** definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. Otherwise adversely affects an individual's employment or academic opportunities.
- D. **Disability** definition: Disability consists of physical or verbal conduct that is related to an individual's disability when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. Otherwise adversely affects an individual's employment or academic opportunities.
- E. **Racial/ethnic violence** definition: Racial violence is a physical act of aggression, or assault upon another because of, or in a manner reasonably related to race.
- F. **Disability violence** definition: Violence based on a disabling condition is a physical act of aggression or assault upon another because of, or in a manner reasonably related to the person's disability.
- G. **Religious violence** definition: Religious violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to religion.
- H. **Other forms of general harassment** definition:

General harassment is defined as acts of a derogatory nature directed towards an individual which is usually associated with, but not limited to, an individual's accent or language background, weight, height, status with regard to public assistance, gender or national origin, association with person's who are subjected to harassment based on the categories identified above, subordinate relationships (including class or on the worksite) student to staff relationships and peer to peer relationships, when the act:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect to substantially or unreasonably interfering with an individual's work or

academic performance; or

3. Otherwise adversely affects an individual's employment or academic opportunities.

I. **Sexual violence** definition

1. Sexual violence is a physical act of aggression or force of the threat thereof which involves the touching of another's intimate parts, as defined in MN Statute Section 609.341. Subd 5, includes the primary genital area, groin, inner thigh, buttocks, or breast.
2. Sexual violence may include, but is not limited to:
  - a. Touching, patting, grabbing or pinching another person's private parts, whether that person is of the same sex or the opposite sex;
  - b. Coercing, forcing or attempt to coerce or force the touching of anyone's intimate parts;
  - c. Coercing forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
  - e. In any of these cases listed above, touching of the clothing covering the immediate area of the intimate parts.

J. **Assault definition** - Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another;
3. The threat to do bodily harm to another with present ability to carry out the threat.
4. A fight in which multiple students are ganging up on one other student.

K. **Suspension definition** – Suspension is:

An action taken by the school administrator, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten (10) school days. If a suspension is longer than five (5) days, the director must provide the school board with a reason for the longer suspension. (An explanation on the suspension form is sufficient notification to the Board of Directors for the longer suspension.) This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to surrounding persons or property. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. During the length of the suspension, the suspended student will not be given credit for missed assignments and/or participation grades. These assignments will be graded as zeros.

L. **Expulsion definition** - Expulsion is:

An action taken by the School Board to prohibit an enrolled pupil from further attendance for a period not to exceed one year.

M. **Exclusion** definition - Exclusion is:

An action taken by the school board to prevent enrollment or re-enrollment of a pupil for up to one year.

## **SMOKE-FREE ENVIRONMENT**

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CVA is a smoke-free facility. This includes both our indoor and outdoor environments. We ask that families and guests of CVA abide by this policy.

## **STANDARDIZED TESTING**

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Cyber Village Academy is a public school, and is required by the Minneapolis Department of Education to conduct the MCAII Reading, Math and Science tests every year. These tests are used to measure Adequate Yearly Progress. All students from both programs (Fusion and PASCAL) are required to take the Reading and Math tests and all 5<sup>th</sup> and 8<sup>th</sup> graders must take the Science test. These tests are conducted during on-campus days in April. Test results are mailed to parents when they become available.

In addition, CVA administers NWEA tests every spring to give us more specific data on the growth of individual students. These tests are the same ones used for placement of new students and give us information that we can use to develop support programs and report to our authorizer. NWEA testing is required of all CVA students. Testing dates are listed in the school calendar and are also posted on the CVA website.

## **TOYS**

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If your child brings a toy from home to play with during lunch or recess, please ask him/her to keep it in their backpack until break to minimize distractions during class. Students who bring toys from home need to be prepared to share them with others.

## **VACATIONS**

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We have made an effort to work vacation times into our school schedule, taking a week at Thanksgiving, two weeks at Winter/New Year break and a week for Spring Break. Please try to arrange for your vacation times then. If you are unable to make these arrangements, please let the office and teachers know in advance so arrangements can be made to make up the work. It is best to get the work done ahead of time rather than wait until you return.

## **VISITOR POLICY**

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We welcome visitors to our campus. For security reasons, all visitors must check in and out at the office and wear a visitor badge. Visitors who wish to shadow a student need to make arrangements with the office ahead of time so that they can be accommodated. Please do not bring friends to shadow who are not considering enrolling in the school.

## **VOLUNTEER OPPORTUNITIES & PARENT INVOLVEMENT**

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Your involvement in the “Village” is a vital feature of Cyber Village Academy. We rely on the generosity, support and strong volunteer commitment of each of our families. We strongly encourage each family in the CVA community to contribute 20-40 hours of service over the school year.

Volunteer forms are distributed every year before school starts asking you to indicate your willingness to share your time and talents. Many of the tasks can be shared with your child/children and students can include their CVA volunteer time as part of their required community service. There are many ways you can help—any and all efforts are greatly appreciated!

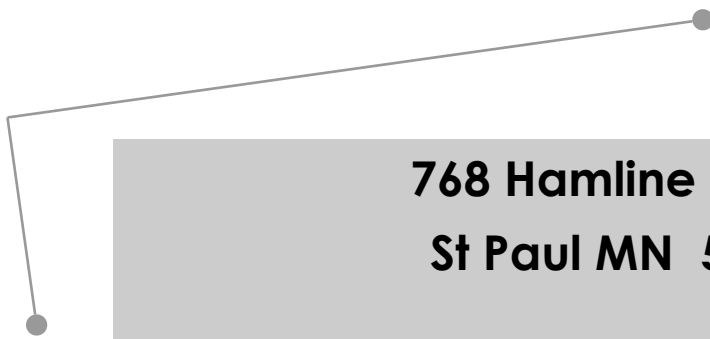




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