

MVCA Middle School Student Policies

**Who do I contact if I need help?**

Please consider the “Three Before Me” rule, in which you try finding answers to your technical or other class logistics (due dates, assignment clarification, and the like) issues before emailing your teacher. These three other means could include:

* For technical support, contact the tech team at 866-512-2273. They will give you a case number. Make sure you record this number in case your teacher or you require it for a follow up! Without a case number, there’s no tracking that you have reached out to the tech team.
* Visit a helpful website:
	+ K12 Help/Customer Support: <https://www.help.k12.com/s/>
	+ MVCA Official Website: <http://mvca.k12start.com/get-started/>
	+ K12 Parent Website: <http://mvca.k12start.com/for-parents/new-parent-resources/>
* Review the support documents in Course Materials such as the syllabus and pacing guide/calendar.
* Refer to the assignment details in the module of the assignment
* Review CC Session recording(s)
* Ask a parent/Learning Coach for assistance

**Guidelines for Integrity
in Assessments and Assignments**

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about your progress toward mastery. But this information is helpful only if it is accurate. And it can be accurate only if the assessment represents your work and *only* your work.

Unless otherwise instructed by your teacher or by a specific assessment, you are expected to honor the following principles while taking assessments:

* You and you alone will take the assessment.
* You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
* You will treat the assessment as "closed book"—meaning that you may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless your teacher or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
* You will treat the assessment as "single browser"—meaning that during the assessment you may not log in a second time to your course, or open your course or related materials on another browser on another computer.
* Your answers will represent your work and *only* your work, free of any outside assistance. You will not plagiarize in any way.
* You will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

You will be asked to submit written assignments for teachers to grade. Your written work must be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. Put simply, always give credit where it is due. Be sure to ask your teacher if you have questions regarding citing sources. Schools have Web tools available to check for student plagiarism.

You may also be asked to submit oral assignments for teachers to grade. Your oral work must be completely free of plagiarism. Plagiarism in such assignments includes copying another person's work without providing direct reference to the author, having another person provide your recording, and so on. Be sure to ask your teacher if you have questions regarding citing, or using other sources.

Unless your teacher or specific directions inform you of exceptions, you are expected to follow these principles while taking assessments and completing written or oral assignments. Only by honoring these principles can you assure both academic and personal integrity.

**Submission of non-multiple choice assignments:**

Students are expected to hold a high level of integrity while submitting assignments.

Students will not:

* Submit an assignment with random letters, numbers, symbols as answers.
* Submit blank, random, or documents from other classes as completed work.

Students that do not adhere to this high level of integrity after 2 warnings will have their opportunity to re-submit revoked and will earn a 0 for any assignment submitted that does not meet these high integrity standards.

**Absences:**

Class Connect Sessions that are on a student’s plan are considered required unless otherwise stated. All students are expected to attend all Class Connect Sessions. If you are going to miss a session, please have your learning coach email the teacher of that session or your homeroom teacher if you are going to be out all day, stating **your absence including your plan for making up the missed work and sessions.** Missed work is not excused due to an absence. It is then the student’s responsibility to know what was on the plan for the day and complete the work. When possible, learning coach will email a doctor’s note to the teacher and/or homeroom teacher. For absences of more than 3 days in a row, or planned absences, please complete the planned absence form:

**MVCA Late Work Policy:**

1. Computer-Graded Assignments, Tests, and Quizzes

Computer-Graded Assignments, Tests, and Quizzes stay open.

They will have a due date of 11:59pm EST on the first Sunday following the assigned date.

Zeroes are put in for Computer-Graded assignments/quizzes/tests not completed the Tuesday after the assignment is due for full credit, but students may take the quizzes/tests at any time without penalty.

2. Teacher-Graded Assignments, Tests, and Quizzes

Teacher-Graded Assignments, Tests, and Quizzes will be due by 11:59pm EST on the first Sunday following the assigned due date for full credit.

Zeroes are put in by Tuesday for Teacher-Graded Assignments not submitted by the Sunday deadline.

Students may make-up late Teacher-Graded work at any time throughout the semester - with up to a 30% penalty. Additionally, teacher feedback may not be provided. A late submission does not adhere to the 72 hour grading turnaround policy.

Interim Assessments completed in core subject courses via USA Test Prep must be completed during the one-week window assigned by the teacher. Students not completing Interim Assessments on the day it is assigned will be subject to a curriculum lock.

3. Rework/ Redo for Assignments, Tests, and Quizzes

Students are given no more than 3 attempts on a computer graded quiz and test.

Students are given no more than 2 attempts on a computer graded semester exam.

Teacher-Graded assignments may be reworked for an improved grade with no more than 3 submission total.

4. Discussion Boards

Discussion forums will be closed at 11:59pm EST on the day submissions are due. The goal of a discussion post is to engage students in a safe, respectful, and timely manner in a discussion type of format. Late discussions will not be accepted or graded.

Zeroes are put in if not submitted by the due date. Specific department requirements are at the discretion of the teacher.

5. Semester Exams

Exams – both the Computer-Graded and Teacher-Graded portions – are due by 11:59pm, Eastern Standard Time, on the day assigned. No exceptions!

Zeroes will be input should an exam not be submitted by the required time.

1 retake allowed on semester exams.

**Class Connect Conduct**

* Students are expected to uphold MVCA’s Code of Conduct while in Class Connect Sessions.
* Students will not share any personal information in which includes but is not limited to: phone numbers, addresses, email addresses, Instagram, etc
* For the safety of all, students will not share any live links in the chat box nor invite classmates to a chat room, game room, or the like.
* Students that do not adhere to this policy or continue to break the policy after warning will be subject to:
	+ Removal of chat privileges
	+ Removal from class
	+ Conference with lead and/or principal
	+ Suspension