



Merritt Virtual Academy

19693 E 1130 Road – Elk City, Oklahoma, 73644-9344 Phone: 580-225-5460 Fax: 580-225-5469

GUIDELINES AND EXPECTATIONS

Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the Merritt Virtual Academy:

- Enrolled in the Merritt Public School System
- Complete and sign the MVA Application
- Read the guidelines and expectations.
- Parents and students must attend the introductory meeting.
- Sign the MVA contract
- Have adequate internet capabilities
- Participate in all required state-level academic assessments (OSTP and ACT). Assessments will be taken at the school site at which the student is enrolled.
- Students (grades 7th-12th) will complete ICAP requirements.
- Students must have access to consistent, daily internet service.
- Care and maintenance of any property of Merritt Schools given to students.
- iPad insurance (\$40.00) paid in full.
- Respond to school system communication in a timely manner.
- Have reliable transportation to and from scheduled resource times and tutoring times. (Parents/Students are responsible for their own transportation to and from these scheduled times, including but not limited to athletics, tutoring, testing, extracurricular activities.)
- Parents and students must play an active role in holding students accountable to complete work and meet deadlines set by each teacher.
- Students/parents will not share any videos posted for instructional purposes without teacher permission.
- Parents and students must follow the MVA policies.
- Are able to take proctored exams when scheduled at the school and arrangements can be made to adhere to social distancing guidelines.

- If an IEP/504 is in place, the IEP must meet to determine if MVA is considered appropriate placement and amend the IEP to reflect any educational placement changes prior to signing the MVA Agreement

Attendance

Attendance will be measured by:

- Time spent working on each course
- Submission of assignments (within a designated time frame)
- Communication with teacher
- Compliance with proctored quizzes and tests at a teacher/student agreed upon time.

Attendance Policy

The following attendance guidelines for virtual school attendance will be followed by all students to ensure success in Merritt Virtual Academy.

- A student who attends Merritt Virtual Academy shall be considered in attendance for the week if the student:
 - Completes instructional activities for the week by 8:00 a.m. the following Monday.
 - Any missing assignments will constitute an unexcused absence based on the number of days allowed for the assignment.
 - Parents must provide any documentation regarding absences per Merritt School Attendance Policy in Student Handbook.
 - Parents must communicate with the school administration if a student will not be able to complete assignments by the deadline.

Required Tutoring Policy

- Students who fall behind will be REQUIRED by their instructor to attend set tutoring times after regular school hours to ensure they have every opportunity to catch up.
- If a student's grade falls below 60 percent they will be expected to attend tutoring at least 1 hour per week, during the designated times.
- If a student has been directed to attend class or mandatory tutoring hours and does not show he/she will be counted as truant for the class period.

Failure to Communicate Policy

- Students must reply promptly within 24 hours of a teacher's communication. If students do not communicate in a timely manner, parents will then be contacted.

- Parents will be contacted via Remind, email, or phone if a student fails to communicate with the teacher within 24 hours. If parents are unable to be contacted within 48 hours then the School Resource Officer will visit the home.
- We will then develop a plan with the student and parent to get the student back on track.
- If the student is not following the plan to get back on track they will then be transitioned back to the traditional classroom.
- If failure to communicate continues, or the school is unable to contact parents to formulate a recovery plan, then the student will have to be considered truant, and a letter will be sent to the district attorney for truancy and the student could be removed from MVA.

Extracurricular Eligibility Policy

- Students must be in attendance at their respective extracurricular each day on campus as required by the coach/sponsor.
- Students must complete the drug testing agreement form and agree to report to the designated location when called for drug testing.
- Students in athletics or extracurricular activities have to meet predetermined weekly progress goals each week. If not, the first week, the student is on probation, any consecutive week after, the student is considered ineligible. (Refer to the Student Handbook.)

Students on Campus Procedure

- Students are expected to follow school rules and expectations, according to the Merritt Student Handbook when on campus, at the library, or on field trips.
- When students are required to be on campus during school hours for anything other than the extracurricular courses they are to immediately report to the building attendance clerk to sign in. Failure to adhere will result in disciplinary actions being taken.
- Students are expected to go directly to their designated location when on campus.
- Students must sign out with the attendance clerk they signed in with.

Resources Available to Student

- iPad
- Library
- Meals
- Tutoring after school at designated times
- Communication with teachers

- Counselor
- Additional services may be available

Removal From MVA

Students may be removed from the program for any of the following:

- Failure to follow the above policies and guidelines
- Anything administration deems appropriate for removal.
- Once a student is removed from the program, they are not eligible for re-enrollment in MVA
- If a transfer student is removed from MVA, the transfer could be revoked immediately.

The MVA Committee will review applications and then notify parents and students if they have been accepted.

MVA will only admit new applications at the beginning of each semester (August and January).

***** All policies are subject to change and participants will be notified immediately of the changes and will be expected to comply with them.**