The Chester County Intermediate Unit Board of Directors is comprised of one board member from each of the 12 school public school districts in Chester County, Pennsylvania. They are elected to office by the county’s 108 public school directors. The Board of Directors meets the third Wednesday of each month at 7:30 p.m. at the CCIU Educational Service Center, 455 Boot Road Downingtown, PA, unless noted otherwise. Please visit http://www.cciu.org for a complete list of times, dates and locations.

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Susan Tiernan, Vice President, West Chester Area School District
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Edward Sweeney, Tredyffrin/Easttown School District
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Sandra McCabe, CCIU Board Treasurer
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Brandywine Virtual Academy</td>
<td>6</td>
</tr>
<tr>
<td>A Day In the Life of BVA</td>
<td>8</td>
</tr>
<tr>
<td>Are Online Courses Right for Me?</td>
<td>10</td>
</tr>
<tr>
<td>Online Student Success</td>
<td>12</td>
</tr>
<tr>
<td>Your Student Stats (Weekly Progress and Last Login Report)</td>
<td>13</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>14</td>
</tr>
<tr>
<td><strong>STUDENT INFORMATION</strong></td>
<td>15-17</td>
</tr>
<tr>
<td>1.1 Contact information changes</td>
<td></td>
</tr>
<tr>
<td>1.2 Confidentiality &amp; Privacy Policy</td>
<td></td>
</tr>
<tr>
<td>1.3 Solicitation</td>
<td></td>
</tr>
<tr>
<td>1.4 Parental information</td>
<td></td>
</tr>
<tr>
<td>1.5 Review of student records</td>
<td></td>
</tr>
<tr>
<td>1.6 Notification and consent</td>
<td></td>
</tr>
<tr>
<td>1.7 Transfer of Records to a New School District</td>
<td></td>
</tr>
<tr>
<td>1.8 College applications, recommendation letters, and transcripts</td>
<td></td>
</tr>
<tr>
<td>1.9 Working papers</td>
<td></td>
</tr>
<tr>
<td><strong>EXPECTATIONS / CODE OF CONDUCT</strong></td>
<td>18-26</td>
</tr>
<tr>
<td>2.1 Academic Integrity: BVA’s Honor Code</td>
<td></td>
</tr>
<tr>
<td>2.2 Terroristic threats / acts of violence</td>
<td></td>
</tr>
<tr>
<td>2.3 Unlawful harassment</td>
<td></td>
</tr>
<tr>
<td>2.4 Bullying</td>
<td></td>
</tr>
<tr>
<td>2.5 Attendance</td>
<td></td>
</tr>
<tr>
<td>2.6 Health policy</td>
<td></td>
</tr>
<tr>
<td>2.7 Synchronous Study Program (SSP)</td>
<td></td>
</tr>
<tr>
<td><strong>ACADEMICS</strong></td>
<td>26-32</td>
</tr>
<tr>
<td>3.1 Program placement and course selection</td>
<td></td>
</tr>
<tr>
<td>3.2 Add/drop policy</td>
<td></td>
</tr>
<tr>
<td>3.3 End of quarter / end of semester</td>
<td></td>
</tr>
<tr>
<td>3.4 Summer school</td>
<td></td>
</tr>
<tr>
<td>3.5 Transfer credits</td>
<td></td>
</tr>
<tr>
<td>3.6 Withdrawal</td>
<td></td>
</tr>
<tr>
<td>3.7 Grade levels</td>
<td></td>
</tr>
<tr>
<td>3.8 Graduation requirements</td>
<td></td>
</tr>
<tr>
<td>3.9 Gifted program</td>
<td></td>
</tr>
<tr>
<td>3.10 Honors</td>
<td></td>
</tr>
<tr>
<td>3.11 Special education</td>
<td></td>
</tr>
<tr>
<td>3.12 Notification for sports team eligibility</td>
<td></td>
</tr>
<tr>
<td>3.13 Notification for NCAA eligibility</td>
<td></td>
</tr>
<tr>
<td>3.14 Proctored testing</td>
<td></td>
</tr>
<tr>
<td>3.15 Standardized testing</td>
<td></td>
</tr>
<tr>
<td>3.16 Non-discrimination policy</td>
<td></td>
</tr>
</tbody>
</table>
## TECHNOLOGY & EQUIPMENT

- 4.1 Acceptable use of school equipment and accounts
- 4.2 Electronic search policy
- 4.3 Device hardware and equipment
- 4.4 BVA Technology & Device Agreement
- 4.5 Assistive Technology
- 4.6 Asset Returns
- 4.7 Internet Reimbursement Policy

## COMMUNICATION

## TERMS AND CONDITIONS

- 6.1 Unpaid Bills
- 6.2 Student Due Process
- 6.3 The Student / Parent Handbook

## FORMS AND GUIDES

- 7.1 BVA Quick-Reference Guide
- 7.2 Technology and Device Agreement
STUDENT HANDBOOK
ABOUT THE BRANDYWINE VIRTUAL ACADEMY
The Brandywine Virtual Academy (BVA) is operated by the Chester County Intermediate Unit (CCIU). BVA provides online learning on behalf of partner school districts, to students who desire or need a flexible, online learning environment.

BVA offers a wide range of online-based courses that students take over the Internet. Students may complete their courses from a school-based classroom, computer lab, home or other locations with Internet access.

BVA curriculum (unlike national providers) includes and assesses Pennsylvania state standards. Thus, BVA delivers the same high-quality instruction found in neighborhood schools. A variety of courses and academic levels are available. Students may work at their own pace as long as they meet deadlines. Short-term, skill-building and remedial coursework is also available.

Since communication is integral to student success, BVA teachers are available by phone, in “virtual offices”, and by email. Teachers have frequent communication with students, primarily through email, and if requested, they will copy local school contacts on any electronic communications.

For schools, students or parents looking to supplement course offerings, address scheduling conflicts, or solve homebound needs through quality instruction, BVA is the ideal solution.

WHAT MAKES US UNIQUE?

TEACHERS
PA-certified in their subjects
Local and accessible

CLASSES
small class sizes
diverse platforms

CONNECTIONS
real-time content support
asynchronous interaction with peers
BVA Student life can take many different forms and follow many different paths. That’s what makes online learning so flexible and accommodating for even the toughest of schedules!

You might start your day...

... at your brick-and-mortar school, spending one period in a computer lab, then heading back to class

... at the gym training for olympic trials, then spending the afternoon online

... at home in your pajamas, catching up on some reading before signing on to work through lessons

Follow Michelle through her typical day at home studying in Chemistry and English Literature.

A DAY IN eSchool LIFE
Breakfast and reading my novel - I am on Chapter 5 already

LOGGED ON 9:04 AM

Checked my email, and Headed into my Chemistry course

LOGGED ON 9:28 AM

Started my chem lab

LOGGED ON 10:19 AM

WOOPS! Hit a snag. Logged into the Virtual Office to ask Mr. Diederich about part two.

LOGGED ON 11:19 AM

Problem solved! Finished the lab.

LOGGED ON 12:28 PM

Tuna sandwich for lunch and more reading. Gotta get through chapter 6 today!

LOGGED ON 12:56 PM

FINISHED chapter 6 and signed on to take the mini-quiz. I think I aced it!

1pm

Grades back from the quiz - 8 out of 10 points! Not bad but I can do better next time if I plan ahead and don’t read so fast.

Texted Chris and Alan to make sure they are still carpooling to our basketball game tonight.

Back to Chem page for the rest of the lessons in this unit.

One chem unit down and one more to go! Sent two questions to my teacher by email.

1pm

One hour per day, per course should do it - Michelle is buckling down to make extra progress in two of his classes today.

3pm

Many courses allow second attempts at assignments, and you should take advantage of each of these chances to improve.

4pm

Essay polished up and reuploaded - all done for the day! Basketball game tonight - GO BUCKS!

LOGGED OFF 4:16 PM
Am I ready to learn online?
You should know that online learning is not easy for everyone. It offers a wonderful opportunity for learners who are motivated, self-directed, and independent, to achieve great things on their own terms - but it can also overwhelm you if you are unprepared for a new way of studying.

How can you tell if you will succeed online? What challenges may lie ahead?

**ASK YOURSELF:**

- Am I able to start up new tasks myself, or do I prefer someone tell me what to do next?
- Am I motivated to learn, or lazy about my assignments?
- Am I organized, or messy?
- Do I speak up when I’m confused or need more help?
- Do I express myself well in writing by email, or verbally over the phone?
- Am I pretty confident on the device?
- Am I patient, or do I get frustrated and give up quickly?
- How are my reading skills? Can I read well and on grade level?
- Do I have self-discipline?

If you answered “no” to some of the questions above, don’t count yourself out just yet. Sometimes, online learning is a positive force for improvement, making you more independent, more self-directed, and more disciplined. This path may be just the thing to propel you to the best you can be.

Each online student will have different needs, from guidance in managing time, confidence in talking to teachers over the internet, or simply using new technologies. It’s okay to ask for help - this is called self-advocating. We can’t see your face to know you’re frustrated or confused, so we’ll need you to tell us when things aren’t working. It is a BVA promise that if you speak up, we’ll be listening.
WHAT success means
**What does success look like?**

How do you measure success as an online student? Is it waking up every day and signing on? Is it multi-tasking well and being really savvy on a device? Those things are great, but they don’t define true online learning success.

You can think of online success as four measures:

<table>
<thead>
<tr>
<th>Finishing On Time</th>
<th>Maintaining Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having my needs met</td>
<td>Staying in Touch</td>
</tr>
<tr>
<td>Having a good GPA</td>
<td>Maintaining grades</td>
</tr>
<tr>
<td>Earning teacher and peer respect</td>
<td>Honoring Rules</td>
</tr>
</tbody>
</table>

**Getting there**

As you study, you will have support from parents, school district staff, and teachers - we will all be pulling for you! But as you know, your success relies heaviest on one person, and one person alone: **you**.

The four successful qualities at left can be achieved by:

### EVERYDAY SUCCESS

These pillars of online learning success reflect your dedication to do your best in every class:

- **Maintain pace**
  - Work one hour per weekday if in a full-year course, and two hours per day if on a block schedule
  - Check your progress on BVA’s Pacing & Percentage Calendar

- **Stay in touch**
  - Check your email daily!
  - Visit the Virtual Office to see your teachers and support liaisons
  - Attend webinars and special events that connect you to other students

- **Maintain grades**
  - Attempt assignments again, whenever it’s allowed
  - Ask teachers to explain their feedback so you can improve next time
  - Come to the VO to review tough concepts

- **Honor rules**
  - Read and follow the policies of BVA and your school district
  - Mark your calendar with important dates
  - Treat fellow students, teachers, and school property with respect and care
The following pages contain policies and procedures for many aspects of BVA student life. Enrolling in BVA is your commitment to read these policies and procedures, and abide by them while you are studying with us. Each policy is designed to promote your success!

Using this policy workbook
Read each Translation box for a quick summary of each policy (you are still responsible for the full policy, but this Translation should give you the basics). If you understand, check the Got It! box. If you’re confused, don’t check the box. Come back through the handbook and sit with an adult to read the full policies for any unchecked boxes and clear up confusion. When all boxes are checked, you know you’re ready for BVA!
BVA is committed to protecting your privacy and identity, and maintaining accurate records. This section is all about the ways we protect you, and the responsibilities you have in that effort.

1.1 CONTACT INFORMATION CHANGES

Parents/Guardians are required to report any changes of contact information including home address to the school Registrar within three days of the change. To ensure proper school district accounting, the child’s current address must be on file at all times.

Registrar
484-237-5315
info@bvapa.org

1.2 CONFIDENTIALITY & PRIVACY POLICY

Brandywine Virtual Academy (BVA) protects the confidentiality of personally identifiable information regarding screening, referral, evaluation, storage, disclosure, and destruction of all information for students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws.

Parents/guardians have the right to inspect and review their child’s educational record. BVA will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but no later than 30 days after the written request has been made. Parents/guardians have the right to a response from the school to reasonable requests for explanations and interpretations of the records.

Parents/guardians have the right to request copies of their child’s records. Parents/guardians have the right to appoint a representative to inspect and review their child’s records. If any educational record contains information on more than one child, parents/guardians have the right only to inspect and review the information relating to their child. Additionally, BVA must have a parent’s, guardian’s, or eligible student’s consent prior to disclosure of education records. The consent must be signed, dated, and state the purpose of the disclosure.

By law, BVA staff must share the information with the proper authorities if a student shares that they are planning to harm themselves or others, or that they have knowledge of someone who is planning to inflict harm.

1.3 SOLICITATION

No addresses, email addresses, or phone numbers may be distributed or used for solicitation. Solicitation is prohibited.

TRANSLATION: If you move or change addresses while you are studying with BVA, your parents/guardians must let our Registrar know.

Okay, got it!

TRANSLATION: Your parents can formally request permission to inspect and review the educational records we keep about you.

Before we let anyone else see your educational record, we must have your parent or guardian’s permission (unless you’re over 18 - then you can grant us permission).

By law, our BVA teachers and staff must share with law enforcement if you tell us that you are planning to harm yourself or others, or that you have knowledge of someone who is planning to inflict harm.

Okay, got it!

TRANSLATION: You may not use any names or contact information you come across in BVA to gain business for yourself or others.

Okay, got it!
1.4 PARENTAL INFORMATION
Parents/Guardians should provide information regarding any terms of custody put in place due to divorce or separation of parents/guardians. If additional individuals are involved in the child’s education and have authorization to discuss a child’s progress the parent/guardian must provide written permission naming the person with permission as well as to what information the individual can have access. BVA staff must be able to verify the written permission. It is the responsibility of the parent/guardian to provide this information to the school and it is the responsibility of all staff at BVA to adhere to privacy laws.

1.5 REVIEW OF STUDENT RECORDS
Brandywine Virtual Academy protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEA 97 and its regulations. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- BVA will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. BVA will keep a record of parties obtaining access to education records, including the name of the party, the date the access was given, and the purpose for which the party is authorized to use the records.

- Within 10 school days of receipt of a written request, BVA will release education records without consent to officials of another school district in which a student seeks or intends to enroll.

1.6 NOTIFICATION AND CONSENT
Under the Family Educational Rights and Privacy Act (FERPA), a Local Education Agency (LEA) must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed.

Additionally, §9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent. A parent may request to opt out of the public, non-consensual disclosure of directory information. Requests to opt out must be made within 30 calendar days of student enrollment.
1.7 TRANSFER OF RECORDS TO A NEW SCHOOL DISTRICT

Should a student transfer to another school district while studying with BVA, the initial sending district must inform BVA of the change and send a withdrawal request to the BVA registrar at info@bvapa.org. BVA will then contact the student’s new district and request that they send to BVA, in writing, confirmation that they will continue to oversee the student’s progress in his or her BVA courses. If the new district agrees, BVA will update the student record to reflect the change. If the new district does not agree to oversee the student’s progress, the student will be withdrawn from BVA and will enter their new district.

1.8 COLLEGE APPLICATIONS, RECOMMENDATION LETTERS, and TRANSCRIPTS

BVA teachers and staff are happy to provide letters of recommendation for students. A request for a letter of recommendation must be submitted to the desired BVA staff member or teacher in writing with at least two weeks of notice before the letter is needed.

BVA does not, however, issue transcripts or provide college application reviews. For these needs, please contact your home district’s Guidance department.

1.9 WORKING PAPERS

Working papers are needed for after school and summer jobs and are issued by the student’s home school district. The hours during which and the conditions under which minor children may be employed are contained in the Pennsylvania Child Labor Law, Act of 1915, P.L. 286, No. 177 and amendments.

Students that are behind in any classes, or have a “C” average or below, are strongly advised to complete all courses successfully in order to move to the next grade rather than working outside of school. Students who are working must adjust their work schedule to meet class requirements, such as mandatory webcasts.

**TRANSLATION:**
- If you move to a new address while you’re studying with us, we will work with your old and new district to transfer your records.
- If you need a letter of recommendation, BVA teachers will need at least two (2) weeks of notice.
- If you need a transcript or college application review, you can request this from your school district’s guidance department. BVA does not issue transcripts or grades.
- If you need an SSD or CEEB code, use your school district’s code.
- Working papers can be requested of your home school district if you plan to get a job while in school. However, if you’re pulling a C average or below, or are behind in your classes, we strongly suggest you skip the part-time job and focus on your studies. Moving ahead to the next grade is most important!
The following policies explain our student code of conduct — the behaviors that ensure a safe, healthy, and productive community for all of our learners. You have an important role in creating that community!

2.1 ACADEMIC INTEGRITY: BVA’S HONOR CODE

Students are expected to uphold a high level of Academic Integrity. The following actions, or inactions, will not be tolerated:

1. **Cheating** Cheating is using or attempting to use prohibited materials, information, or study aids in any academic exercise. Students should use the following guidelines to prevent possible claims of cheating:
   - A student must not use another person as a substitute when taking an examination or quiz.
   - Substantial portions of the same academic work may not be submitted for credit more than once without the permission of the current instructor(s).
   - Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
   - A student must not alter any grade or score in any way.
   - Students must not falsify or invent any information or data in an academic exercise including records, reports, statistics, and citations of information sources.

2. **Facilitating Academic Dishonesty**, or knowingly helping or attempting to help another student cheat.

3. **Plagiarism** Plagiarism is attempting to represent the words or ideas of another person as one’s own. Examples of plagiarism include:
   - Failure to acknowledge the source of borrowed words or ideas.
   - Improper paraphrasing without citations.
   - Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.

**Consequences:**

**Level 1** Upon a student’s first offense of a violation of the BVA Honor Code, the teacher will:
- Notify the student’s parents and school district;
- Assign a grade of zero for the assignment or test, but give the student an opportunity to resubmit the assignment in his or her own words; and
- Complete the Honor Code Violation Form and send the form to the student’s district and parents.

**Level 2** Upon the student’s second offense of a violation of the BVA Honor Code, the teacher will:
- Notify the student’s parents and school district;

**TRANSLATION:**
Academic integrity means that you’ll be honest about who is doing your work - and it must be you doing it. Cheating on your school work is never tolerated. This includes using materials you’re not allowed to use while taking a test or doing an assignment; letting someone else take your tests; turning in the same assignment (or most of it) in two different classes; allowing others to do your research or work; altering your grades in any way; or inventing/making up information for your assignments or projects.

Helping someone cheat is just as unacceptable.

Plagiarism is when you steal someone else’s work, and pass it off as your own, or when you forget (even innocently!) to cite your sources. Plagiarism is forbidden and is grounds for failure of an assignment.

Okay, got it.
• Assign a grade of zero for the assignment or test, providing no opportunity to resubmit the assignment; and
• Complete the Honor Code Violation Form and send the form to the student’s district and parents.

**Level 3** Upon the third and subsequent offense of a violation of the BVA Honor Code the teacher may:
• Institute the consequence listed above, and
• Schedule a conference with the student, the student’s parents, and the sending school district.

This Honor Code was adapted with guidance from the Honor Codes and Policies of Seaholm High School, Triton Regional High School, Langley High School, Loyola University, and Rice University.

### 2.2 TERRORISTIC THREATS AND ACTS OF VIOLENCE

The Brandywine Virtual Academy recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, teachers, and property. The Board of Trustees (“Board”) prohibits any student enrolled in the school from communicating terrorist threats or committing terroristic acts directed at any student, teacher, staff member, school official, property, or facilities owned and/or operated by BVA. Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person. Individuals involved will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts Policy.

**TRANSLATION:** BVA forbids any student from making threats of harm or acting violently toward other students, staff, teachers, or facilities associated with BVA. These acts are against school policy and are criminal.

Okay, got it.

### 2.3 UNLAWFUL HARRASSMENT

It shall be the policy of Brandywine Virtual Academy to maintain an educational environment in which harassment in any form is not tolerated. The term harassment includes but is not limited to slurs, jokes, or other verbal, visual, graphic, or physical conduct relating to an individual’s race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability. Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature as defined and otherwise prohibited by Federal and State law. It may be, but is not limited to, sexual flirtations, advances, touching, propositions, graphic, suggestive, or sexually degrading words, signs, offensive jokes, cartoons, pictures, graffiti, references to sexual activities, intimidation, physical assaults, or contact, overt

**TRANSLATION:** BVA is a harassment-free zone for students and teachers. What does that mean? Harrassment includes slurs, jokes, or any abuse in spoken, written, or physical form. This abuse may have to do with a person’s race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability.

Sexual harrassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct of that nature. This doesn’t just include assault; flirting, touching, graphic words, images, offensive jokes, cartoons, references to sexual activites, and intimidation may all be considered sexual harrassment by the other person. Do not assume that what you’re doing is “just a joke”!

If you feel you’re being harrassed in any way, report it to a teacher or the BVA staff right away. You can come to us! Acts that are suspected of disrupting your ability to learn or invading your rights, will be investigated. A confirmed case of harrassment will subject the harrasser to disciplinary action.

Okay, got it.
sexual conduct, pranks, violence, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, offensive learning or working environment.

Any act directed against a pupil or groups of pupils that is sufficiently severe or pervasive to have the actual and/or reasonably expected effect of materially disrupting class work, creating substantial disorder, and/or invading the rights of that pupil or groups of pupils by creating an intimidating or hostile educational environment will be subject to investigation. Harassment may be delivered in a variety of ways, including but not limited to nonverbal, verbal, or written delivery, as well as via pagers, phone, or the Internet.

The BVA administration will investigate any claims of unlawful harassment and determine if the charge is substantiated. A substantiated charge against a student shall subject that student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

2.4 BULLYING

The Board of Trustees ("Board") is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board recognizes that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that interfere with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited at the Brandywine Virtual Academy ("BVA"). Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying.

"Bullying" is defined as intentional verbal (oral or written), electronically transmitted (cyber or high-tech), or physical act, or a series of acts that could be considered aggressive, threatening, degrading, harassing, or abusive including but not limited to discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

1. directed at another student or students;
2. which occurs in a “school setting,” or occurs outside of school and interferes with the educational process or program, as allowed by law;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
   • substantially interfering with a student’s education;

TRANSLATION: This is a big one. Bullying is a serious matter, and we take it seriously at BVA. Every student - from you, to your friend, to the student you don't know or even don't like - deserves a place to learn where they don’t feel scared or intimidated. Here’s how you can make that happen.

Bullying is spoken, written, electronic, or physical acts that are aggressive, threatening, degrading, harassing, or abusive. This might be discrimination, physical harm, taunting, psychological abuse, or hazing toward another student or students.

Bullying doesn’t only happen at school. If a student is picked on outside of school, and it interferes with his or her ability to learn or focus at school, then it’s bullying. At BVA, a school setting also includes online, in your email, your webcasts, and your discussion forums.

You’re better than this. Respect and cooperation are so much better—and easier—than being cruel to others. You can show your respect for other students by caring about their welfare, helping them when they are in need, sticking up for them if they are being intimidated, and following the old adage: "If you don’t have anything nice to say, don’t say anything at all."

The consequences for bullying are severe. They can range from simple corrective action, all the way to expulsion from school. Yeah, it’s that serious.

If you’re being bullied in any way, report it to a teacher or the BVA staff right away. You can come to us! Your report will be investigated right away. A confirmed case of bullying will result in disciplinary action.

Okay, got it. Seriously, I got it.
• creating a threatening environment;
• substantially disrupting the orderly operation of the school; or
• Interfering with the rights of students to be secure.

A “school setting” shall mean in the school building, on school grounds, on school property, at any school testing sites, fieltrip sites or other sites used for any school sponsored, supervised or sanctioned activities. A school setting shall also include any software, servers, programs, accounts, or Internet resources provided by BVA or accessed using school issued hardware. Additionally, any student whose out of school conduct materially and substantially interferes with another students educational process is also subject to this Policy.

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to Administration.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying will face disciplinary actions up to expulsion according to the student code of conduct and could have their privileges revoked including restrictions of school-issued accounts and hardware in the case of a student, or disciplinary actions up to termination in the case of an employee.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the school’s approved code of student conduct. Remedial measures shall be designed to do the following: stop the behavior; correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Depending upon the incident, expulsion may be recommended to the Board.

The Board requires the Director/CEO to be responsible for receiving complaints alleging violations of this Policy. All school employees are required to report alleged violations of this Policy to the Director/CEO. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The Board requires the Director/CEO to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Director/CEO shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three (3) school days after a report or complaint is made known to the Director/CEO.

The Board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by Administration after consideration of the nature, severity, and circumstances of the act.

The Board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying would be disciplinary actions up to expulsion according to the student code of conduct. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying shall be disciplined in accordance with school policies, procedures, and agreements.
The Board requires school officials to annually disseminate the Policy to all school staff, students, and parents/guardian, along with a statement explaining that it applies to all applicable acts of bullying and to develop procedures for investigating and addressing any alleged violations of this Policy.

The Board further requires school officials to ensure that this Policy and procedures for reporting bullying incidents are reviewed with the students within ninety (90) days after the Policy is adopted and at least once each school year thereafter.

The Board directs Administration to develop procedures necessary to implement this Policy and to develop appropriate prevention, intervention and education strategies related to bullying.

The Board directs that this Policy be included in the Student Handbook/Code of Conduct and be made available on the school's website.

BVA will comply with applicable federal and state laws relating to bullying including, but not limited to, those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code and the applicable House Bill 1067 Public School Code amendments relating to bullying.

BVA will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

BVA will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

TO REPORT AN ACT OF BULLYING, CONTACT SCHOOL ADMINISTRATION AT 484-237-5350.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

2.5 ATTENDANCE

Compulsory Attendance: Parents or guardians of all school aged children enrolled in school are required by the compulsory school attendance laws to ensure that their children attend an approved educational institution unless legally excused.

Due to the nature of BVA, there is a great deal of student flexibility regarding participation in the academic program. In many cases, students will access the program beyond the traditional Monday to Friday academic schedule.

Academic time will be measured by the hours that a student spends engaged in the instructional program and submitting assignments. **Students in grades 7-12 are required to complete 495 hours of instruction or instructional activities per semester, or 990 hours for the entire academic year, and 6th grade students are required to complete 450/900 hours.**

Hours of study include work completed on and off the device. **Students in grades 7-12 will be responsible for working 27.5 hours per week on their classes, while 6th grade students will be responsible for working 25 hours per week on their classes.**

When students are not progressing appropriately in classes, they may be required to attend our Synchronous Study Program (SSP). Students will meet attendance requirements in several ways at BVA:

1. The last-login timestamp.
   a. BVA's student information system automatically logs the time spent online by a student using their learning accounts. When a student signs in to the BVA course website using their username and password, their last-login timestamp is updated.
b. It is at the discretion of the school district to decide at what point a student is considered absent (excused or unexcused), or truant, based on the activity reports in Genius. BVA provides this data but does not determine the nature of absences or assign truancy status.

2. Exams & Assignment due-dates (for applicable courses).

   a. Some courses are designed with due-dates and deadlines. If present, these due-dates will be clearly indicated within the course syllabus or learning management system. If a course indicates an assignment due date, students are responsible for meeting that deadline unless an extension has been approved by their teacher.

   b. For courses both with and without assignment-specific deadlines, students must complete all course work by the established course end date.

   c. Failure to submit work in online classes will be evident in the Genius Student Information System for the student, parent, and school district each week. It is at the discretion of the school district to determine if a lack of submission or participation will be considered an absence or truancy. State law (22 Pa. Code 11.24) may require the home school district to take action after 10 days of what is determined to be inactivity or absence.

3. Excused/Legal Absences.

   Excused or legal absences should be reported to the Teaching Support Assistant and the district by email. If for some reason the absence information cannot be sent via email, please call the Student Support Center.

   **TRANSLATION:** Both you and BVA will know that you’re spending enough time on your courses in a few key ways:

   **Last Login Timestamp.** When you log in to your classes, a last-log-in timestamp is updated for your account. If you don’t log in regularly, your parents and school are notified. **Log in every day** to avoid absences or truancy charges!

   **Due dates.** If your class has assignment due dates, make sure they’re in on time! Submitting assignments in your courses each week—or not—will show in Genius SIS and impacts your attendance records.

   **Excused Absences.** If you’re sick, report it by email or phone right away that day. For any other absence reason, you must get pre-approval from your district in order for it to be excused. Read the reason list on the next page so you know exactly what can be excused, and what can’t.

   **Understood.**

   And I read the reason list on the next page.

   Bottom Line: **Spend 1 hour per day per course to stay on track.**
Support Staff at 484-237-5350 (a voicemail message may be left outside of business hours).

Absences will be excused for the following reasons, and all but illness must be reported prior to the absence:

1. **Observance of religious holidays.** Must be coordinated in advance by parents.
2. **Religious instruction** (maximum of 36 hours per school year).
3. **Trips** to exhibitions, colleges, places of constructive educational interest and planned vacations may be excused, to a total of two (2) weeks duration per year, provided prior written notification is received from the parents, the student is in good academic standing and approval is granted by the principal.
4. **Domestic shelters, clinics, mental health, medical or dental appointments** that cannot be arranged after school hours. Verification from the provider or a note from the parent/guardian is required.
5. **Illness** or recovery from an accident
6. **Quarantine** of the home
7. **Death** in the family
8. **Court appearance**
9. **Unavoidable family emergency**

Students should make arrangements with teachers to complete work prior to the excused or legal absence. When that is not possible, students should make up the missed work as soon possible after they return.

**Unexcused/Illegal Absences**

It is then at the discretion of the home school district to take action regarding an unexcused absence or consecutive absences. The student may then be subject to disciplinary action, which may include truancy proceedings or restricted use of email and technological equipment. The semester will not be extended for students to submit work missed during an unexcused absence.

Any absences for reasons other than those listed previously can be recorded as unexcused/illegal. If a student is under seventeen years of age, an unexcused absence is a violation of the compulsory attendance requirements of the Public School Code and is therefore illegal. Home school officials are notified of all absenteeism.

- If a student accumulates three (3) or more days of unexcused absences in the current school year, Parent/guardian will be provided with written notice of truancy status and will be invited to participate in a school attendance improvement conference. The purpose of this conference will be to collaboratively develop a School Attendance Improvement Plan (SAIP).

- If a student accumulates six (6) or more days of unexcused absences in the current school year, written notice of habitual truancy status will be accompanied by referrals to school- or community-based attendance programs or County Children and Youth Agency (CCYA) and notification to your school district. If the student is age 15 or older, habitual truancy can also result in citation before a district magistrate and possible fines.

**TRANSLATION:** Unexcused absences will be defined by your school district. You will not get an extension for work missed during an unexcused absence.
Unacceptable Reasons for Absences

The following are examples of unacceptable reasons for absences, lateness or early dismissals:

• Babysitting
• Running errands
• Shopping
• Missing the school bus/ride or suspension from school bus
• Participating in private lessons or hobbies
• Weather conditions
• Oversleeping

Truancy

Class attendance at BVA is a student obligation and responsibility. A student who does not attend school regularly may not meet the requirements for advancement and graduation. When a student is absent for extend periods of time without an approved excuse, they may be considered truant by their home school district. This status is assigned at the discretion of the district based on many factors, including data reported to the district by BVA. BVA does not assign truancy status nor issue truancy notices. Contact your home school district to obtain information about their truancy policies.

2.6 HEALTH POLICY

All students must comply with the Health Policy of their School District of Residence. Please check your school district’s student handbook for more information.

2.7 SYNCHRONOUS STUDY PROGRAM (SSP)

Synchronous (real-time) work with a BVA Student Support Liaison may be in the best interest of some students taking online classes. Students may feel they need more direct instruction, guidance in managing their time, or help understanding course work. These students may opt into a Synchronous Study Program (SSP), in which they “attend” an online course session using a virtual office.

In some cases, students may be required to participate in the Synchronous Study Program (SSP). SSP may be required for students who have been identified as academically at-risk, including (but not limited to):

• Students who are severely behind in their classes (completed less than 50% of assigned weekly points);
• Students who have failed a minimum of one course;
• Students recommended by Student Support Team;
• Students recommended by their School District of Residence academic contact or designee; or
• Students who have been designated by their home school district as truant.

TRANSLATION: Some students might find that making steady, real progress is easier when a teacher or mentor guides them in person. We offer students (and sometimes require students to attend) a live, real-time online room where they report each day to do their work. This is like a study hall, but is virtual. You may be required to do this if you are not progressing, or you can ask your Liaison if you’re interested in this support.
These policies are all about course selection and study options for you.

3.1 PROGRAM PLACEMENT AND COURSE SELECTION

High School Course Scheduling

High school students at BVA are scheduled according to their sending school district’s graduation requirements. A typical high school course load is 6 credits per year. In some instances it may be appropriate to allow a student to take additional credits.

Some BVA courses are divided into two parts: Part A, and Part B. When a student enrolls in the course subject, they will be admitted into the Part A materials first. Completion of Part A will permit them to access Part B. This procedure is based on experience with keeping students on track, and preventing “skipping around” within a course. To help determine how much time a student will have to complete Part A of a course before they should be moving on to Part B, consult BVA’s Enrollment Recommendation and Pacing & Percentages calendars.

Returning to an Asynchronous Setting

The progress of students participating in SSP will be evaluated periodically and, if BVA staff and the home school district determines that the student can be successful on his/her own, he/she may be returned to an asynchronous setting. SSP students will be evaluated continually, or their SSP status can be reviewed at the request of a parent or home school district.

Consequences for Non-Attendance in the SSP Program

- If a student does not log in to the BVA VO by 10:00 a.m., they will receive an unexcused absence.
- If a student leaves the BVA VO without permission, they will receive an unexcused absence.
- Each unexcused absence accrued will be reported by email to the student’s parents and to their home school district. Unexcused absences accrued while in the SSP program may be levied by the home school district in a truancy charge. This is at the discretion of the school district.
Middle School Course Scheduling

Middle school students are scheduled according to the courses appropriate to follow their prior year’s courses and current grade level, as advised by the home school district.

BVA support for courses from other online institutions

If a student, parent, or district desires BVA support and reporting for courses not provided or purchased through Brandywine Virtual Academy, these must be negotiated on a case-by-case basis. The requesting party must receive BVA and school district approval 30 days prior to enrolling in the course. If classes are purchased by the student or his or her parent/guardian directly from the third party provider, neither BVA nor the school district are responsible for payment of the course. In addition, BVA may not be able to award the student credit for the course or course work completed.

3.2 ADD / DROP POLICY

Students can add courses to their schedule at BVA at any time, provided that the school district agrees to the course addition and that the recommended timeframe for completion is still available for the remaining school year. Students may drop a full credit course within the first twenty (20) school days/ten (10) school days for a half credit course. It is the responsibility of the student, his or her parents, or the home school district to contact BVA in writing to add or drop a course.

*If a course vendor’s online coursesware has a drop period that is less than BVA’s, the vendor’s drop period will be used.

Requests may be honored at the discretion of the school district and BVA. If a student withdraws from a course more than 20 school days after the scheduled start of the class or their enrollment in class, they may receive an “F” on their report card and final transcript, and will be responsible for the cost of the course.

3.3 END OF QUARTER / END OF SEMESTER

Classes will close at a time to be determined on the last day of the course. All work submitted before that time will be included in the numeric grade report to students’ school district of residence.

Students are encouraged to submit their work prior to the last day of the quarter/semester. This allows them to have ample opportunity to seek assistance from their teachers on assignments in which they are struggling. Students will not have access to their classes after the closing time on the last day of the course (the course end-date).

3.4 SUMMER SCHOOL

BVA offers a limited number of summer school courses as an opportunity for advancement of original or make-up credit. Please consult with the Student Support Team for course recommendations and pre-approval. Summer school costs may be the responsibility of the student, or in some cases, the home school district; inquire with your district to

TRANSLATION: You can add courses any time, if your school district says it’s okay; you must drop classes, however, within twenty (20) days of signing up, or you or your district will still be responsible for the cost of the class.

Okay!

TRANSLATION: You have until the determined time on the last day of the course to complete your assignments.

Understood.

TRANSLATION: That’s right - we offer summer classes! You can catch up on a course you didn’t pass, or get a head start on your year by taking electives or PE over the summer - whatever you’d like! You can sign up by visiting our website or calling your liaison.

Cool.
3.5 TRANSFER CREDITS

Transfer credits are at the discretion of the home school district and will not be juried or awarded by the staff or teachers at BVA.

**TRANSLATION:** Transfer credits are a matter for your school district to decide. Thanks!

3.6 WITHDRAWAL

The procedure for withdrawal from BVA includes an initial notification to the Registrar or Teaching Support Assistant by email. The date of the request will be the official disenrollment date. The withdrawal date is not official until BVA receives a written withdrawal notification. The parent/guardian will be billed for unreturned or damaged school materials, and the school district or family will be billed for courses not withdrawn within twenty (20) days of enrollment.

**TRANSLATION:** We would hate to see you go! But if you must withdraw, your parent or district must submit a Withdrawal Form to us. Parents or districts will be billed for courses not withdrawn within twenty days.

3.7 GRADE LEVELS

Students are promoted to the next grade level at the discretion and recommendation of their sending school district. Please review your district’s student handbook for more information.

**TRANSLATION:** Your district will determine your grade level and promotion to the next grade.

3.8 GRADUATION REQUIREMENTS

To graduate, students must meet the requirements of their sending school district. It is the responsibility of the student and their parent/guardian to ensure that the student is meeting his/her sending school district’s graduation requirements. Please review your sending school districts student handbook for more information.

**TIP!** College-bound students should take at least two years of a foreign language and should also consider taking higher level courses such as English IV, Pre-Calculus, Physics, and American History II.

**Grading System at BVA:** Students’ grades are reported to their school district of residence numerically and then the school district converts the numeric grade into a letter grade based on the district’s grading system. Please review your sending school district’s student handbook for more information.

**TRANSLATION:** BVA reports numeric grades, and your school district assigns your letter grade.

Students’ grades may be determined by BVA course work alone or a combination of BVA and school district course work as determined by the school district of residency and mutually agreed upon by BVA and the school district of residency administration.

**Graduation Project:** The Pennsylvania Department of Education requires completion of a graduation project. The purpose of the graduation project is to ensure that students are able to analyze, synthesize, evaluate, and apply information, to communicate significant knowledge and understanding, and to provide a vehicle for communicating knowledge.

**TRANSLATION:** We have a Graduation Project course for 11th and 12th graders! If you need to complete a project and want to work on it online with BVA, you can; you can also complete it with your home school district.
and understanding. Students may enroll in the online Graduation Project course offered by BVA during their 11th or 12th grade year. The graduation project may then be completed either through the BVA course, or through the student’s school district of residency as determined by the school district of residency.

Physical Education Courses: Students can meet Physical Education (PE) requirements online with BVA. Online PE involves taking an online course that combines physical activities and learning activities to develop habits that help students stay healthy and fit throughout their life. The physical activities required by online PE can be satisfied with extra-curricular activities taught by a certified instructor, such as karate, gymnastics, dance, or other rigorous activities. The student will be required to complete the learning activities portion of the online PE course, and thirty (30) hours of physical activities, for each 0.25 credit to meet Pennsylvania standards.

Activities for the physical requirement of online PE require pre-approval prior to the course being taken (see procedure below). Payment for these activities is the responsibility of the parent/guardian. BVA does not reimburse for physical activity participation fees and/or practice hours.

When counting hours, only instructional time counts towards the 30 hours; practice hours do not count. For example, a gymnastic instructor providing direct instruction to a gymnast is acceptable, but time spent at a gymnasium for open time or practice does not count towards the hours of instruction.

The Use of Extra-Curricular Physical Activities for PE Instruction:
1. A student should seek pre-approval by contacting BVA at (484) 237-5350 or emailing the BVA Support Liaisons at info@bvapa.org. The student should describe the activity and for which semester it will apply (it cannot be for the current semester).
2. Next, the student will be asked to send a copy of the Off-Campus instructor’s certification (fax or email) and the instructor’s information: name, mailing address, contact number, and email address.
3. The online PE instructor will contact the student regarding whether his or her program has been approved and will provide Log Forms for the physical activity completed.
4. If the program has been approved, the student will still need to do online course work and submit his or her weekly log reports of physical activity, which are signed by the activity instructor.
5. At the end of the course, the activity instructor should assign a grade and the grade should be submitted to the online PE instructor.
6. Credit will be awarded once the work and hours have been achieved and verified by the online PE instructor. Credit (high school only) will be awarded based on the following instructional hours (not practice hours):
   - Less than 30 instructional hours = 0 credit
   - 30 instructional hours = 0.25 credit
   - 60 instructional hours = 0.50 credit
   - 120 instructional hours = 1.00 credit
3.9 GIFTED PROGRAM

Providing instruction online allows BVA to make modifications and/or accommodations for each student individually, which could not be made in a traditional educational setting. Gifted students often need to be challenged in a specific content area and given the freedom to work at their own pace either through acceleration or enrichment. Very few students are gifted in every subject and, through individualized planning, the students can be on many different levels without any of the traditional scheduling conflicts. Gifted accommodations should not be confused with the honors version of a class, as gifted needs are addressed by replacing work with differentiated assignments. Any modifications or accommodations are created in conjunction with the development of a student’s GIEP.

3.10 HONORS

Honors level classes are for academically talented students whose skills, past performance, and interests demonstrate that they can be successful completing challenging academic work. Honors work may include research and creative projects that require extensive additional outside reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning. If available, the honors level will be listed in the course syllabus. To be placed in an honors level course, the parent/guardian or student must request the honors level through the home school district’s Guidance Department. To receive honors designation the student must complete all course material.

3.11 SPECIAL EDUCATION

For any student receiving special education services, the paperwork listed below must be sent to the Special Education Department a minimum of two weeks prior to the start of school. This information is needed to schedule the student’s courses and to make necessary accommodations.

Required paperwork includes:

- Current and prior Individualized Education Plan (IEP)
- Current Notice of Recommended Educational Placement (NOREP)
- Most recent invitation to participate in the IEP meeting
- Current evaluation report (if this report is a re-evaluation, the prior and/or the initial evaluation must be provided as well)
- 504 Service Agreement
- Any other documents relevant to the student’s special education diagnosis (i.e. psychiatric evaluation, pertinent medical history)

All identified special education students begin receiving services in accordance with their IEP on the first day of school with BVA.
BVA Child Find Policy

In accordance with Chapter 711 of Title 22 of the Pennsylvania Code, the CCIU Executive Director or his/her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, who are enrolled in the BVA program and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Child find includes children who are suspected of having a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade; and highly mobile children, including migrant children, homeless youth and parentally placed private students, as appropriate.

Screening

The School District of Residence’s administration shall establish a system of screening in order to:

- Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation;
- Provide peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;
- Conduct hearing and vision screening in accordance with the Public School Code of 1949 for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education if necessary;
- Identify students who may need special education services and programs.
- Maintain the confidentiality of information in accordance with applicable state and federal regulations.

Pre-Evaluation Screening

The pre-evaluation screening process shall include:

- For students with academic concerns, an assessment of the student’s functioning in the curriculum including curriculum-based or performance-based assessments;
- For students with behavioral concerns, a systematic observation of the student’s behavior in the classroom or area in which the student is displaying difficulty (“FBA” or functional behavior assessment);
- An intervention based on the results of the assessments conducted;
- An assessment of the student’s response to the intervention, if applicable;
- A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency;
- A determination of whether or not the student’s needs exceed the functional capacity of the regular education program, without special education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in that program;
- Activities designed to gain the participation of parents;
- Controls to ensure that if screening activities have produced little or no improvement within the specified timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, BVA may initiate a multidisciplinary team reevaluation without completion of the screening process in accordance with Chapter 711. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL DISTRICT OF RESIDENCE, THE CHESTER COUNTY INTERMEDIATE UNIT’S OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL. References: 20 USC 1401(3), 1412(a)(3); 34 CFR §300.111; 22 Pa. Code §711.21.
3.12 NOTIFICATION FOR SPORTS TEAM ELIGIBILITY

Students who are members of a sports team with their home school district must continue to meet grade requirements to be part of the team. If a student fails to meet these requirements, he or she may lose his or her eligibility as determined by their home school district.

If a school requires weekly grade updates for its athletes, this information can be obtained from BVA’s Genius SIS.

3.13 NOTIFICATION FOR NCAA ELIGIBILITY

Students who require NCAA eligibility for post-secondary plans must notify BVA of this during the application process. Not all courses offered by BVA are NCAA approved; the BVA Registrar and Student Support Liaisons can assist students with selecting courses that meet the requirements for their athletic ambitions.

3.14 PROCTORED TESTING

A student’s home school district may, at any time and for any reason, require proctored testing at a student’s home school district. Required proctored test(s) will be given in a school or administrative building of the school district of residence. Please contact BVA for additional information.

3.15 STANDARDIZED TESTING

Standardized tests may be administered to students by their home school district. These exams may include Pennsylvania System of School Assessment (PSSA) tests, Pennsylvania Keystone Exams, or Advanced Placement (AP) tests. These tests will be scheduled and administered by the home school district; please consult your district handbook for details.

3.16 NON-DISCRIMINATION POLICY

No pupil enrolled in Brandywine Virtual Academy (BVA) shall be denied equal opportunity to participate in age and program-appropriate instruction or activities due to race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, or financial hardship. Participation in instruction and activities for a student with disabilities may be modified according to the Individualized Education Program (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled.

TRANSLATION: If you’re on a sports team, you’ll have to keep up the grades that your school district requires in order to play. Your Guidance Counselor can see all of your current academic information in Genius.

Got it. 

TRANSLATION: If you plan to play sports in college with the NCAA, you must let us know on your application to BVA. Not all of our courses meet their requirements, so we will help you sign up for the right classes.

Got it. 

TRANSLATION: Testing—proctored, or standardized—are at the discretion of your home school district.

Got it.

TRANSLATION: BVA does not discriminate or deny equal opportunity based on race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, or financial hardship. Reasonable accommodations will be provided for students who are disabled.

Got it.
Our technology and equipment policies ensure that you are provided with the materials you need to complete your work, and that those materials are treated with respect and care.

4.1 ACCEPTABLE USE OF SCHOOL EQUIPMENT AND ACCOUNTS

Students are to use the technology and access accounts supplied by the school responsibly. BVA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted with school accounts or equipment. Disciplinary actions will be tailored to meet specific concerns related to the violation, and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.

The following uses of equipment, Internet resources, or accounts provided by the BVA are considered unacceptable:

1. To vandalize, damage or disable the property or electronic files of BVA, another person, or organization.

2. To access files, folders, accounts or resources of another user, or distribute information enabling others to do so, without the user’s permission.

3. To access, review, upload, download, store, print, post, or distribute pornographic or obscene material.

4. To transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.

5. To violate copyright laws, usage licensing agreements, or otherwise use another person’s property without the person’s prior approval or proper citation including; the downloading or exchanging of pirated software, copying software or music to or from any school device, or the plagiarism of works found on the Internet.

6. To access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or are considered damaging or disruptive to the educational process.

7. To access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people or that may be perceived to constitute harassment or discrimination.

8. To knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

9. To engage in any illegal act or violate any local, state, or federal statute or law.

10. To make deliberate attempt(s) to degrade or disrupt equipment, software, or system performance by spreading viruses or by any other means.

TRANSLATION: This is a very important policy designed to keep you and your fellow students safe. Read all of it carefully.

You must use your access to a BVA device and/or BVA accounts (email, Buzz, etc.) with respect and responsibility. BVA will enact any and all necessary disciplinary actions if you violate this policy, including working with law enforcement to investigate criminal activity.

Numbers 1 through 18 listed on these pages are important to read, line by line. These are your responsibility.

Okay, I read them. □

I really read them. □
11. To modify or change the system software, hardware, wiring, or take any action to violate the system’s security.

12. To gain unauthorized access to information resources or to access another person’s materials, information, or files without the implied or direct permission of that person.

13. To post private information about another person or personal contact information about themselves including, but not limited to, addresses (home, work, or school), telephone numbers, identification numbers, account numbers, access codes or passwords, instant message ID’s, or websites.

14. To repost or forward a message or portion thereof that was sent to a user privately, without permission of the person who sent the message.

15. To attempt to acquire or use unauthorized online accounts, access codes, or network identifications other than those assigned to the user. Students may not log in to or send mail from the account assigned to their parent/guardian.

16. To use the school email system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school. Users will not use the system to offer or provide goods or services or for product advertisement.

17. To send email messages to an unsolicited group of recipients.

18. To spam or forward inappropriate “junk emails” (unsolicited, annoying, or unnecessary).

19. To install any unauthorized software onto a school-issued device, or to modify any system settings without the prior approval of the Technology Department.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official, such as the Principal or the Student Support Liaison. This disclosure may serve as a defense against an allegation that the user has intentionally violated the student code of conduct.

Students who become aware of potential security issues should report them immediately to the Technology Department.

Additional Email Account Usage Policies:

20. Email accounts are primarily intended for school-related purposes. Students who send significant numbers of non-school-related emails may have their account restricted.

21. Email taglines are not permitted. Email signatures and postings will contain only the student’s name, email address, and grade. Email passwords are not to be changed without the prior approval of the Technology Department.

4.2 ELECTRONIC SEARCH POLICY

School Issued Equipment Search:

School officials retain the right to electronically inspect and enter school-issued devices and school-issued accounts at any time for any reason. All school-issued devices contain tracking software. The software must stay enabled and the device must stay accessible at all times. Authorized school staff must be provided access to the school-issued device and content through any routers or firewalls at the location of the equipment.

TRANSLATION: Email is for school-related mail; do not send lots of personal mail through your BVA account. Also, email taglines—such as “Go Bucks!” for your favorite sports team, or your favorite Helen Keller quotation—are not allowed. BVA asks that you keep your email signature simple, with a few key pieces of info, like this:

Stew Dent
stewdent@bvapa.org
Grade 10

Okay, will do.
Illegal or Prohibited Materials:
Illegal or prohibited materials discovered during a student search may be used as evidence against the student in a school disciplinary proceeding or legal hearing.

4.3 DEVICE HARDWARE AND EQUIPMENT

BVA-issued devices are equipped with all hardware and software needed by students. Devices will be supplied either through a contract with the school district of residence, or a contract with the parent/guardian.

The school district or family with whom BVA has the contract will be responsible for the costs of repair or replacement of school issued equipment not covered under the manufacturer’s warranty, including any freight costs incurred per the Technology Agreement.

The family or school district with whom BVA has the contract will be required to purchase insurance for all BVA-issued devices and equipment at a cost not to exceed $100 a year.

If there are routers or firewalls used on the home’s Internet access, they must be configured by the family to allow access over the Internet to the school device. The school retains the right to electronically inspect and enter school devices and accounts at any time for any reason.

BVA-issued devices will be outfitted with software to enable school officials to remotely monitor and administer the device. Blocking software, which restricts access to many (but not all) undesirable sites, tracking software that logs the websites visited, and similar software may also be installed. It is a violation of school rules to circumvent these systems.

4.4 BVA TECHNOLOGY & DEVICE AGREEMENT

The terms and conditions surrounding the use of a BVA device and any related hardware or equipment are specified in the BVA device Agreement, sent to students with every device package. Students who open (break the sticker seal) or power on their BVA device agree to all of the terms stated in the device agreement; if you have questions or concerns about device policies or terms, please do not open or turn on your device until your questions and concerns have been resolved by a BVA staff member. The BVA device Agreement in place at the time of this publication is found at the end of this document in section 7; should the agreement be modified after you receive your device, you will receive the new agreement by email, and your continued use of the device is your acceptance of the most updated terms.

4.5 ASSISTIVE TECHNOLOGY
To request assistive technologies, please contact the Student Support Team at info@bvapa.org.

4.6 ASSET (TEXTBOOKS, EQUIPMENT AND OTHER MATERIAL) RETURNS
Within 10 days of the date of withdrawal from BVA the parent/guardian will return to BVA the BVA-issued device and other hardware, textbooks, CDs, and any other materials issued to the student in the original packaging with all accompanying documentation and accessories.
The family or school district with whom BVA has the contract will be billed for damaged and/or missing items. Students may be denied final grade reports if they have not returned all BVA-issued equipment and materials. It will be at the discretion of the school district that holds a contract with BVA to invoice families for all or part of the costs associated with the use or misuse of BVA assets.

Students returning to BVA for the following school year must still return their device for the summer to allow the Technology Department to install software updates and perform routine maintenance.

4.7 INTERNET STIPEND POLICY

Students may receive a monthly Internet access stipend as per their sending school district's contract with the Brandywine Virtual Academy. The student must be enrolled with BVA (an “Enrolled Student”) for the period in which stipend is being requested, and must be an actively participating student. Students will receive a stipend as follows:

**Internet Service Stipend Rate:**

$35/month per household (one stipend per address)

**BVA Internet Stipend**

Internet stipend checks for BVA students who withdraw during the school year will be issued on a monthly prorated basis once assets have been returned to CCIU and checked in. Internet stipend checks for students completing the school year will be issued once assets have been returned to CCIU and checked in; all assets are to be returned by June 30, 2021. Checks will be issued to the parent/guardian and mailed to the address on file in our student information system.

**PVA Internet Stipend**

Internet stipend checks for PVA students who withdrawal during the school year will be available for pick-up on the PVA assigned asset return dates, once assets have either been returned or paid for. The parent/guardian will need to sign for the check in order to receive the internet stipend.

Families are responsible for obtaining and maintaining their own Internet access. Families using an internet service such as Verizon or Comcast must have the account in their name and address. Call the provider when there is a problem with the connection to troubleshoot the problem. In many cases, service shuts down temporarily for maintenance and only the provider has that information.

If for any reason Internet service is not working properly, students have 24 hours to notify the Technology Department via telephone (484-237-5450). The Technology Department will notify the student’s instructors of the problem. Students may not use Internet problems as an excuse for not attending class if they have not immediately notified the Technology Department of the problem. In addition, all work missed due to Internet connectivity issues is still the responsibility of the student.

BVA does not issue stipends for Internet service over the summer months (unless the student receives
Communication between students, parents/guardians, and school personnel is extremely important in a virtual school setting. In the absence of face-to-face class meetings, the primary methods of communication are email and virtual offices, or web-based live communication conferences. Each method has specific expectations and requirements.

**COMMUNICATION**

**EMAIL**

Students are required to check their email daily, and to reply to emails from school personnel. Email is a great method to ask questions and seek additional help from teachers.

Email communications should demonstrate proper English and grammar use. An email message should clearly communicate necessary information. If slang, texting, or other shorthand is used in an email, the person receiving the email may not understand the message.

Parents are encouraged to be actively engaged in their child’s communication with the school, reviewing their child’s progress as shown in Genius SIS and other communications sent to the child or the parent by email. The best way to stay active in your child’s communication is to occasionally sit with them as they check their email and open these important communications. However, in a virtual environment, it is very important that passwords not be shared between parents and students, and that parents do not log on as their student. This can misrepresent student time spent online, and is a violation of BVA’s student code of conduct.

**VIRTUAL OFFICES**

Students are strongly encouraged, though not required, to take advantage of all virtual, live sessions offered to them by their teachers and the BVA Student Support team. These will take place online, and will usually involve text chat, voice chat, and/or video chat if desired. Students will never be required to communicate via voice or video; these are optional tools that can only be enabled voluntarily by the student.

Virtual office (VO) sessions may be used for direct instruction related to a specific subject, or may be used for non-subject-specific student enrichment and skill-building. Virtual sessions are announced by email, on the BVA class homepage, or by personal invitation as needed. Occasionally, teachers may record virtual office sessions and post those recordings for other students’ benefit; though students’ names will sometimes be spoken aloud, all names in the text transcript are anonymized in the recording to protect your child’s privacy. One-on-one or guidance sessions will not be recorded without the permission of the attendees, and will never be shared with parties other than those directly involved in the live session unless required by law.

Parents are also invited to use the Virtual Office setting to discuss their child’s progress, course work, or any other matter that requires a more personal connection than email. Parents may contact the BVA team to arrange a VO session, or may enter the VO during posted office hours.

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**TRANSLATION:**

**EMAIL**

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Parents are also invited to use the Virtual Office setting to discuss their child’s progress, course work, or any other matter that requires a more personal connection than email. Parents may contact the BVA team to arrange a VO session, or may enter the VO during posted office hours.
The following additional terms and conditions conclude our BVA policies; please review these carefully.

**6.1 UNPAID BILLS (Private Pay Students Only)**

For private pay students, no student will be awarded his/her final grade report unless all outstanding obligations due to the school are paid in full. Students will not be accepted for re-enrollment until all monies due to the school are paid in full. A fee of $40 will be assessed for each check returned by the bank for insufficient funds.

**6.2 STUDENT DUE PROCESS**

Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. Violations of Student and Parent Handbook policies and procedures may result in the application of student disciplinary measures. In the event there is an allegation that a student has violated the policies or procedures contained herein, the student, the student’s parent/guardian, and student’s school district of residence will be notified and will be provided an opportunity to respond. If required, a hearing will be held. The following process will be used to address potential violations of school policies, procedures, or the student code of conduct:

1. The administration may use the following consequences to address student violations of the policy:
   a. Administrative warning.
   b. Restriction of school-issued accounts and equipment.
   c. Development of a plan for correction.
   d. Implementation of a probation period.
   e. Suspension from access to classes
   f. Failure of a course.
   g. Expulsion from the Brandywine Virtual Academy.
   h. A combination of the above.

2. The school will inform the student and the parent/guardian of the information related to the alleged violation.

3. If the student is recommended for expulsion from BVA, the school district of residence’s policy and procedures regarding expulsion will be followed.

4. Law enforcement agencies will be contacted if student behavior violates a local, state, or federal law.

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**TRANSLATION:**

If you or your parents have unpaid bills, BVA will not send your final grades to your school, which will hold up your transcript or diploma. A fee of $40 will be charged for bounced checks.

**Got it!**

**TRANSLATION:**

Students will be afforded due process if they are going to be suspended or expelled from school. BVA may use a variety of severe consequences to address violations of student policies; in general, the sending school district policies will be followed in cases of expulsion or suspension. Law enforcement may also be contacted.

**Understood.**
6.3 THE STUDENT / PARENT HANDBOOK

All information in this handbook is intended to provide a general summary of BVA’s policies, procedures, rules, regulations, and requirements from enrollment to graduation. Every effort has been made to address issues and concerns which may affect students; however, it is impossible to cover every aspect of every possible situation. As a result, this handbook does not claim to be all-inclusive. BVA reserves the right to make changes as deemed necessary in the best interests of the students which may sometimes be without prior notification to students and parents.

School districts that participate in BVA have their own policies, including Acceptable Use Policies for technology, and attendance, bullying and other specific policies for students. This BVA handbook works in partnership with the policies of your school district of residence. You must also adhere to the policies of your school district.

By participating in BVA courses and accessing BVA accounts and systems, you and your child are agreeing to the terms in this handbook. Should you have questions about any of BVA’s policies or procedures, contact us at info@bvapa.org.

FORMS AND GUIDES

The following forms and guides are subject to updates and changes during the school year; updated documents will be provided to you as they are revised. Please contact BVA for the latest forms.

7.1 BVA QUICK-REFERENCE GUIDE

7.2 BVA DEVICE & TECHNOLOGY AGREEMENT

This specifies the terms of BVA device and technology use. Opening and powering-on a BVA device is your agreement to these terms.
LOGGING ON

1. Open Google Chrome (the preferred web browser for your courses).
2. Type into the address bar:
   http://bva.geniussis.com
3. Enter your username and password:

CHECK MESSAGES

1. On the homepage, click here to check messages.
2. Make sure your “inbox” folder is selected.
3. From here you can Reply to a message or Compose a new message

SCREEN SHOTS

PC/Windows:
1. Position the windows you want to include.
2. Press the PrtScr button on your keyboard.
   This will copy an image of your screen to your device’s clipboard.
3. Open Word and Paste (Ctrl+V) the screenshot inside the document.

Macintosh:
1. Press and hold the Command + Shift + 4 keys (in that order).
2. Use your mouse (now cross-hairs) to click and drag a box over the space you would like to capture.
3. A file called “Screen Shot” will be saved to your desktop.

Chromebook:
1. Press and hold the Control + Shift + Window Switcher key (in that order).
2. Use your mouse (now cross-hairs) to click and drag a box over the space you would like to capture.
3. Confirm “Screen Shot” and copy to clipboard.

NEED HELP?

Contact us!

Student Support: (484) 237-5350
info@bvapa.org

Tech Support: (484) 237-5450
HelpDesk@bvapa.org

Course Content: AskYourTeacher
(Click Genius for each teacher’s contact information.)

For questions about scheduling, special needs, or adding and dropping classes, reach out to your school district.

STAY ON TRACK

Participation is measured by logging in to school, being active in assignments and completing your work at the highest level of quality you can produce. You must seek help when you need it, establish your own daily schedule and meet deadlines.

Progress can be checked in Genius SIS by each student, their parent(s) and a district contact person. The reports available in Genius show the number of assignments that have been completed, the grade average on graded assignments and activity minutes spent in each course.

Log into Genius at http://bva.geniussis.com
HINT: The best time to work is Monday through Friday, 9:00 a.m. – 3:00 p.m. (similar to a normal school day)

☐ Check your progress in each class
☐ Check your messages from teachers, teaching support assistant (TA), etc. and respond if applicable
☐ Check your calendar for important dates and deadlines
☐ Access your Odysseyware, Edgenuity and/or BVA courses
☐ Check messages in Odysseyware (if applicable)
☐ Based on any due dates, make a goal sheet for which assignments you should complete:
   ☐ Complete 1-2 assignments in Odysseyware courses and/or 2-3 assignments in Edgenuity courses (not all Edgenuity assignments receive a grade) every weekday (Mon–Fri)
   ☐ On average, it takes about an hour to complete the above
   ☐ Check with your teaching support assistant about other courses
☐ If you have accomplished the above, celebrate your success!
This Agreement sets forth the rules and conditions under which a device, tablet or other internet-enabled device is lent to a person who is enrolled (“Student”) at the Brandywine Virtual Academy (“BVA”). This Agreement is for the 2020-2021 school year and subsequent school years, unless it is modified or terminated earlier by BVA.

The Student and his/her parents/guardians must read and understand this entire Agreement before opening or powering-on a BVA electronic device. If the Student or parent/guardian does not understand or has questions about any part of the Agreement, he/she should ask for an explanation or clarification, and not open or power on the device until his/her questions have been answered.

General

1. BVA lends a device, tablet or other internet-enabled device to the Student in a relatively open, unlocked state, trusting that the Student is able to operate the device in a responsible manner at all times and to treat it as valuable property of BVA.

2. All use of devices, software, networks, and other technology must adhere to existing BVA and school policies.

3. For the purposes of this Agreement, the term “authorized BVA staff member” refers to a teacher, administrator or other staff member.

4. The student/parents will return the device to BVA upon completion of BVA coursework within a reasonable time period. Any device not returned after repeated reminders will accrue device rental fees and be considered stolen; a police report may be filed.

Student Usage Responsibilities

5. The device’s primary intended purpose is to support instruction and teacher-directed educational purposes. Other responsible uses of the device, tablet or device, and changes to the system such as screensavers, desktop pictures, etc. are permitted, provided that such uses or actions do not violate any other part of this Agreement, are lawful, and do not interfere with the educational process or the proper operation of the device or of any network.

6. It is the Student’s responsibility to notify a BVA teacher or other staff member in a timely manner if the device is not operating properly, so that tech support staff have an opportunity to fix the issue or arrange for a loaner device. Neglecting to report a malfunctioning device in a timely manner may have disciplinary or academic consequences similar to forgetting a textbook or other necessary educational materials.

7. Protection of the Student’s documents, data, and any personal applications is solely the responsibility of the Student. The Student is strongly encouraged to use personal backup procedures, such as USB flash devices, online systems, etc. Assistance with implementing personal backup procedures is available; contact the BVA Tech Support team for information.

8. It is the responsibility of the Student to maintain proper file management. Music, pictures, and videos should remain in the respective folders (Music, Photos, Movies) and should not be placed in the Documents or Desktop folders.

9. The Student, his/her parents/guardians, and authorized BVA staff are the only authorized users of the Student’s technology device. Sharing or swapping devices is prohibited. Parents/guardians have the right to obtain the Student’s password from authorized BVA staff, and are encouraged to sit with their...
child as (he) logs in to observe any activity desired. However, parents should not log in as their child using his or her username and password, as this will skew reports and activity logs in BVA systems.

10. The Student and parents/guardians shall report to an authorized BVA staff member any violation of this agreement by anyone.

Student Usage Prohibitions

11. Irresponsible or unlawful use of the device will result in escalating disciplinary actions based on the seriousness of the violation. Possible irresponsible or unlawful behaviors that will result in disciplinary actions include, but are not limited to, those described in this Agreement, in the BVA Acceptable Use Policy, in other BVA Board Policies, other BVA procedures and policies, and in applicable local, state, and federal laws.

12. The Student shall know only his or her own password. No other passwords may be known or sought in any way. If a student notices or obtains a password that is not his/hers, the student shall immediately notify a BVA staff member.

13. The Student shall not bypass or attempt to bypass any form of electronic security built into the device’s operating system or of any network. If the Student has any question regarding what may be considered prohibited activity, he/she will ask a BVA staff member for guidance.

14. The Student shall not view, or attempt to view, inappropriate websites or other similar media/materials. The Student shall report accidental viewing of inappropriate materials to his/her teacher or to other BVA staff, in addition to his/her parents. BVA provides filtering compliant with the Child Internet Protection Act (CIPA) that makes a best-effort attempt to block inappropriate websites, but this technology is not flawless and is only intended as a basic protection to prevent the accidental viewing of inappropriate material. The parents/guardians are responsible for monitoring the Student’s use of the device, to ensure that the Student does not view inappropriate websites/materials.

15. The device may not be used to host personal web pages, and may not be used as a server in any way other than those specifically permitted by authorized BVA staff.

16. The Student is prohibited from providing personal information about himself/herself or others on the Internet, unless specifically permitted by authorized BVA staff and with an approved consent form signed by the parents/guardians. This includes, but is not limited to, photographs, drawn likenesses, phone numbers, dates of birth, mailing or email addresses, names, nicknames, credit card information, social security numbers, and other personally identifiable numbers or descriptors.

17. Illegal file sharing or other misuse of copyrighted materials or media is prohibited. Downloading or uploading music, video, applications, or other files or media that violates copyrights is prohibited. If the Student has any question about what may or may not be copyrighted material or its proper use, he/she will ask for guidance from authorized BVA staff.

Technology Device Security and Care

18. The Student is responsible for the physical and electronic security of the device. Any physical or electronic loss or damage to a device must be reported immediately to an authorized BVA staff member. Damage or loss of a device will result in student/parent responsibility for a $100 insurance deductible, or should damage or loss not be determined accidental, the full repair or replacement cost of the device (up to $1,000) or peripheral devices such as the device power cord ($70) or wireless hotspot ($250).

19. The Student shall not remove, deface, or otherwise modify any part, label, tag, or component of the device. The device shall remain free of markings, drawings, stickers, or intentional marring of the surfaces. Exceptions may be made by the school for BVA-provided materials, if such materials are provided specifically for use with the device.

20. The student shall keep the identification tags or labels on the device and in good condition. Assistance shall be sought from a BVA Technical Support staff member for any damaged tag or label.

21. The Student will not disassemble or remove (or attempt to do so) any part of the device without specific
direction and real-time support from a BVA Tech Support staff member either on the phone or in the virtual office.

22. The Student shall care for their device, and is responsible for keeping the device clean. Students should observe reasonable caution to avoid damage or destruction of the device. Students can mind the following recommendations for responsible use:

- Do not eat or drink near the device to prevent liquid or food crumbs from contaminating it.
- Wash your hands before using your device; natural oils and grime can build up on your device and affect both its appearance and its performance.
- Keep pets away from your devices to avoid contamination by animal hair/products.
- Do not stack anything on the device.
- Store your device in a dry area, at temperatures between 50 degrees and 95 degrees (F). Never leave your device in a car or other location that experiences temperature extremes.
- Should you spill anything on your device that cannot be easily wiped off, or if a spill occurs near your screen, keyboard, or ports on the side of the machine, immediately unplug the device and do not touch the device until a BVA Tech Support team member can be reached by phone. This is for your protection! Do not attempt to clean spills yourself, as even the best intentions may worsen the problem.

Rights of BVA Staff

23. Authorized BVA staff members have broad discretion to halt any activity or mandate any changes to the device, if in their judgment there is a disruption to the educational process.

24. Authorized BVA staff members are responsible for maintaining administrative control of the device. Therefore, with or without notice to the Student, authorized BVA staff may observe the use of the device at any time using any lawful means. This means that authorized BVA staff may view the device without knowledge of the Student. The Student may not interfere in any way with this process. BVA staff may modify the device settings and software at any time. Please note that this only applies to viewing the device’s screen: BVA staff will never activate or use a device’s camera remotely.

25. The Student will make his/her device available to any authorized BVA staff member upon demand. The device is the property of BVA and was lent for instructional purposes. The Student has no expectation of privacy when using the device, nor shall any data on the device be considered private. The Student will provide the password to any encrypted or password-protected document upon demand.

26. This Agreement may be modified in whole or in part by BVA at any time when it is in the interest of BVA to make modifications to ensure that the device is primarily being used for instruction, to prevent disruption to the educational process, or to ensure the safety and welfare of the Student, other students and BVA staff. This agreement between the Student and BVA may be terminated by BVA without notice.

This specifies the terms of BVA device and technology use. Opening and powering-on a BVA device is your agreement to these terms.
The Chester County Intermediate Unit will not discriminate in employment, educational programs or activities based on race, religion, color, national origin, age, sex, disability, handicap, marital status or because a person is a disabled veteran or a veteran of the Vietnam War. Reasonable accommodations will be provided for employees and program participants who are disabled. No preschool, elementary or secondary pupil enrolled in an intermediate unit program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, religion, color, disability, handicap, national origin, marital status, limited English proficiency or financial hardship. Participation in instruction and activities for a student identified as exceptional may be modified according to the student’s individualized education plan (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled.