



School Handbook

School Year 2017- 2018

Working Draft 5.0

Dear Families and Students:

As you are well aware, Village Green Virtual is a unique school; we believe in the power of technology to engage young minds. We believe in the natural learning abilities of young people and that they can make great strides in academic skill building, while simultaneously learning how to be self-reliant and independent when attending this school.

Our style of teaching and learning asks that students become proficient in one skill before they move onto the next skill; we also ask that students work hard in a rigorous curriculum.

Students will not only engage in positive behavior, but build a foundation of self-pride and self-accomplishment when they are respectful of others and the school, responsible for their own learning, and work hard.

Attending school at Village Green is as close to a modern “work environment for kids” as you can get. The closest school to our model is in Indianapolis, Indiana. We are unlike other schools by purpose and design and ask much of our students, both academically and behaviorally.

Success at school starts before the school day begins. Parents can receive daily email alerts sent out at midnight reviewing the progress of the previous day. Students should leave the house early and arrive at school in uniform. VGV uses ID badges as attendance-taking devices and replacing them is costly. Book bags are not needed and, if students work hard during the day and is “on or ahead of target,” then long hours of homework will be infrequent.

Cell phones are a nuisance and a hindrance to learning, so students should not be distracted by them. Parents are our partners in preventing and dealing with the trouble and lost education which comes from cell phones in schools.

If students work hard they can be promoted to the next grade early and it is possible to complete high school in less than four years.

This school is perfect for so many kids and we have students waiting to get in. Please relish every day as an opportunity to succeed and to be a better learner than the day before. Make the most of your time here, work hard, be respectful and be responsible. Together we can set a foundation for the future success for every student.

Sincerely,

Dr. Robert Pilkington, Supt.

This handbook is intended to instruct and inform our school community. Here a student and family can find information about school life, our basic rules and systems, and the responsibilities that VGV asks of its students and families, so we can collectively protect our school culture.

Academic Philosophy

In order to avoid confusion about the school's structure and program, as chartered by the State Department of Education, our academic philosophy is:

VGV is the first of its kind in the New England region; a full-time high school that uses an on-line curriculum and a "blended learning" model. Students are in class working with teachers about 40% of the time and on-line or in advisory with teacher assistance the other 60%. Teachers at Village Green work with students when there is a skill or strategy that cannot be mastered through the on-line curriculum. The major goal of the "bricks and mortar virtual school" is that teachers are freed from personally designing lessons and assessing quizzes and tests and can turn their attention to targeting the learning needs, writing instruction and skill gaps of each individual student.

Our school's design places students in Workshops, or classes, when there is a skill or strategy they need to master or other specific content which is relevant to that "teaching moment." To align with preparation for standardized testing, English and Math teachers see students in the roto-flex model where they work directly on the curriculum together three times per week to keep them on pace and provide more personalized and small group instruction. Teachers will specialize in data analysis and skill gap intervention and students learn in a competency-based, technology-rich environment. For this reason, no day at Village Green is routine. Students will work on some subjects longer than others as needed and teachers will work with different groups of students, depending on which students need to learn a similar skill at that point in their lessons. The one exception to this is that students will receive a rotating English and Math schedule to complete their Edgenuity lessons in the workshop with their teachers three times per week.

At VGV, the use of time should be a variable, not a constant, and time should be used productively and creatively. Also, time should not dictate the structure of student learning. Old-fashioned bell-schedules do not allow for smooth transitions between subject areas; for example, a student working on a one-hour Social Studies lesson should be able to complete the lesson from start to finish without the interruption of bells. However, this puts the responsibility of self-pacing and self-monitoring on students who need to make daily use of time management skills to accomplish three or more lessons per week in each subject area. To ease some of this responsibility and help students keep pace in state-tested subjects of English and Math, we have

developed the roto-flex model that brings Edgenuity into the workshop where teachers guide students through the curriculum. Village Green understands that the students of today need a new way of learning and gaining the skills, attitudes, and dispositions to succeed in the future.

However, within the school day, the teachers will construct routines, rituals, activities, tasks, and structures of time (pacing guides, Workshop schedules) where student choice is not involved to incorporate structure in a self-paced environment.

Academic Program

Program of Study

The Program of Study meets the RIDE graduation requirements, is college prep in design, and can be adjusted to meet student needs as long as graduation requirements are upheld. Please see Appendix I for the full recommended Program of Study for students entering VGV on grade level.

Grades

Grades are reported in letter format with a corresponding numerical average on a scale from 1 to 100. The grades of “F” and “D” are not considered proficient by either the school or Edgenuity.

A+	97 to 100	B+	87 to 89	C+	77 to 79
A	94 to 96	B	84 to 86	C	74 to 76
A-	90 to 93	B-	80 to 83	C-	70 to 73

Grades B through C repeat the pattern shown in the “A” representation

F 1 to 69

Honor Roll

High Honors All grades above 90% (all A’s)

Honors All grades above 80% (A’s and B’s ... no C’s)

Honorable Mention All grades above 80% except for one grade below 80% but above 70%

Student Responsibility for their Education

At VGV every student is ultimately responsible for their use of Learning Center time, as it relates to general on-line learning, pacing and self-responsibility. Students must be aware of the pacing guide, the percent of the curriculum completed (both daily and for the year) and their

proficiency levels by actively checking their Edgenuity progress report, scores, and feedback, and communicating with their teachers.

Effect on Others

In the Learning Centers, students depend on each other to help create an environment where quiet work can be done without distraction. Students have a responsibility to understand the effect (both positive and negative) that they have on each other.

Progress Report Cards and Edgenuity Alerts

Progress Report Cards are produced monthly and include academic grades, as well as behavior and Learning Center/Workshop grades. One copy of the progress report card is mailed and should be returned to school signed by a parent or guardian. Parents and students will also receive a digital copy by email.

Our Edgenuity curriculum allows every parent or guardian to see e-mailed daily progress in all subject areas and includes a counting of “idle time” during the day. Every parent or guardian should sign up to receive these daily alerts. Dr. John Butler and Mr. Sophath Chum can assist in this activity.

Parent Access to Edgenuity and Alma

VGV encourages parents to check on their student’s progress daily in both Edgenuity (the e-courseware curriculum) and Alma (the data base of student information regarding not only academic progress but matters such as lateness, attendance, and behavior).

Grade Point Average

GPA is calculated using a 4.0 system. All Edgenuity course numerical averages are averaged together to determine GPA. GPA is calculated at the end of the school year so that half year courses can be included without weighting or a quality point system.

A+, A	4.0	A-	3.67				
B+	3.33	B	3.00	B-	2.67		
C+	2.33	C	2.00	C-	1.67	F	0.00

Valedictorian and Salutatorian

These titles are reserved for the students who finish highest and second highest in GPA calculation in the graduating class. To be considered for Val/Sal, a student must have been at

VGV for at least two full academic years and have more than 50% of the courses needed to graduate taken at VGV. Dual enrollment courses do not count in the calculation and the Val/Sal decision is based on required and completed Edgenuity courses solely. The Val/Sal decision is made five school days before the graduation ceremony and the Val/Sal must be fully graduation eligible at that time.

Promotion

Promotion to the next grade level depends on successfully completing and passing the core content courses with a proficiency level of 70% or better by the close of school in June. Elective courses which are incomplete will not cause a student to be retained in a certain grade. Those elective courses are still needed to graduate, but can be worked on and passed over the summer or in the next school year. However, not passing a core academic course by the close of school in June will require summer remediation and summer school or result in repeating the courses (Math and English only).

Early Promotion

Students can be promoted to the next grade or course level as soon as full proficiency is reached within an Edgenuity curriculum or course. Courses can be completed at any point in time during the school year except for Math and English. For example, if a student completes World History on April 15,th then they are qualified to begin U.S. History on April 16th.

Early Graduation

Our proficiency based system makes it possible for a student to achieve the total number of credits needed to graduate before June of the 12th grade year. In this instance, a family and school decision would have to be made regarding transition planning. This would be done on an individual basis. There is no “one size fits all” rule regarding early graduation; ultimately, VGV and Edgenuity combined make it possible. However, there is a distinction between “meeting graduation requirements” and “graduating.” If a family chooses to “graduate” early, then the student can no longer matriculate at VGV.

Academic Cheating

In the virtual world, the lines between cheating and collaboration have become harder for schools and students to distinguish. However, there are some strict definitions of cheating at Village Green. For instance, using a cell phone to photograph Edgenuity content such as an assessment is clearly cheating, as well as copyright infringement. Plagiarism, which is copying without citing, is clearly cheating.

In the virtual world, the issue is “Academic Honesty” versus “Academic Dishonesty.” As a 21st Century School, VGV encourages its faculty and students to find new and creative ways to learn and work, however, when academic dishonesty occurs then penalties are severe.

At VGV each student is required to read, sign, and follow the school’s Honor Code. This set of standardized and explicit norms creates a foundation for academic trust and honesty.

Rosetta Stone and Foreign Language Requirements

VGV uses the widely renowned Rosetta Stone system as our mode of foreign language instruction. Students have over twenty different foreign languages to choose from. This web based system is available 24/7/365 and students are encouraged to complete Rosetta Stone in school as part of their LC’s language lab time. Students who already speak the foreign language they have chosen to study at VGV must start their Rosetta Stone course on level three and proceed through level five. Non-native speakers of a foreign language must start at level One and proceed through level three. Ms. Lopes and Mr. Chum can assist in the choosing of foreign language courses as this choice can have a big impact on post-secondary placements and college choice. Ignoring Rosetta Stone has proven to be injurious to college acceptance.

Electives and Advanced Placement Courses

The courses found in the program of study are minimum requirements for a college prep High School graduation by both RIDE and VGV. Other elective Edgenuity courses can be opened for a student based on their proficiency and interest. Advanced Placement Courses, or Early Graduation Programs, can be taken once a student has demonstrated the needed skills, attitudes, and dispositions to succeed in AP courses. Assignment to an AP course can only happen after VGV faculty, administration and the parents have communicated and agreed that AP is an appropriate course of action. Early Graduation is determined by a student’s course completion rate across all subjects and areas.

Pacing Guides and Daily Percentage Completed

To stay “on target” and “ahead of target” a student must do a pre-determined amount of schoolwork each day. Students should be completing 4-5 lessons per week in Social Studies and Science, as well as attending 3 workshops per week in English and Math where they will complete one lesson each time. It is important that students’ complete lessons from start to finish, beginning with the warm-up, and ending with the lesson quiz. The Daily Percentage Completed as compared to the Target Completion (where they should be finish the course or graduate on time) is critical knowledge for the student, family, and faculty.

Students have the responsibility to track their progress, goals, and other Edgenuity learning data daily.

Capstone and Portfolio

The Capstone program is an independent-based research project that consists of a course from Edgenuity in Entrepreneurship and a business plan unveiled before a panel. The portfolio requirement will showcase MLA and APA papers and presentations collected over the students' time at VGV. The portfolio will be web-based.

VM Ware and view.vgcs.org

Every student has a user-name and password to VM Ware, which allows students access through the website view.vgcs.org. By using VM Ware a student can access their virtual desktop from any time and place that has an internet connection. The complete Microsoft Office suite of programs (Word, Excel, Power Point, and Publisher), as well as Edgenuity, is available 24/7 as if the student were physically at school.

Dual Enrollment

Dual enrollment is encouraged for qualifying students. Please see the Dual Enrollment Policy at vgonline.org or call Ms. Khori Lopes at 401-831-2878 ext. 404 for more information. Dual enrollment courses are not required for graduation. VGV will cover the costs of transportation to CCRI but not textbook costs.

Flexibility

The use of Edgenuity offers flexibility in customizing programs and academic offerings for all students. Flexibility in school approaches to student learning is a goal of VGV and families are encouraged to think of ways that our program can best support their lifestyles and situations.

Homework

At VGV we believe that the school day allows for enough time to gain proficiency in the core content and elective courses. There will be time when written papers and certain reading assignments cannot be done during the day will be assigned for homework. VGV is not a "No homework school." We are reasonable homework school and students should be productive during the day.

However, if a student is not "on target or ahead of target," then they must use home study to catch up. Either Edgenuity.com or view.vgcs.org should be used to do course work at home. While we strive to have a "no homework" environment, that concept is only valid if students are "on target" or "ahead of target."

Interdisciplinary Writing Project

The Interdisciplinary Writing Project (IDP) is extremely important in that MLA and APA research paper writing with an accompanying Power Point and/or Publisher document provide two functions. First, students gain the needed skills to excel in academic writing at the college level; and secondly, the IDP writing forms the basis of the student's portfolio for graduation. IDP writing is a teamed assignment where all core content teachers work together.

Summer Reading

VGV plans to have a summer reading program, which considers student interest and ability. Generally, one to three books will be the VGV goal.

Standardized Test Participation Policy

Standardized tests, whether they are an Edgenuity, NWEA or the SAT test, give the school, student, and family important information. Also, neither state regulation nor federal law allows a student or family to opt out. It is VGV policy that all tests be taken and student effort is 100%. There are no opt-out provisions by VGV Board policy. Please see the full policy at vgonline.org.

Safety

Emergencies and Drills

Types of Drills: Fire – There are two types; obstructed and unobstructed

 Lockdown – In case of an intruder, internal situation, or a situation outside the building

 Evacuation – When we must leave the building and dismiss school from another location

Fire Drills: There are nine emergency exits in the 135 Weybosset facility.

1. Main entrance at 135 Weybosset
2. Eddy Street stairwell
3. Middle Street Stairwell
4. Design Space to Eddy
5. Eddy Street double doors outside the Design Space
6. Kitchen door
7. Café doors (two)
8. LCC doors

- When the fire alarm is signaled (either through the fire control system or through the intercom) students should proceed with teacher direction to the nearest exit unless there is an obstruction and then the next closest exit should be used.
- Students and teachers should walk to Grant's Block using Weybosset Street and should not, unless directed by police or fire, take a shortcut behind RISD/Alex & Ani on Middle Street.
- At Grant's Block students should assemble into Advisory with their Advisor and the Advisors should take attendance. Administration will canvas the building double checking that all students have left the building. When the fire fighters say the building is clear then admin will signal Grant's Block.
- When Ms. Baker or another administrator at Grant's block signal "all clear" students can return to school by way of Weybosset Street.

Lockdown Drills: If there is an emergency which demands that students stay in their rooms (LC's or Workshops) then this is a "lockdown." Lockdowns can occur because of an intruder in the building, a physical plant issue which restricts movement or because of an issue which happens in the school's vicinity. When the call for a lockdown occurs, each teacher must lock their door, direct the students to move to sections of the room which cannot be seen from the doorway and turn the room's lights off. The door is not to be opened until the "all clear" signal is heard.

Evacuation Drills: In the case of our building becoming uninhabitable we will move the student body to either the lobby of the Convention Center or the Providence Place Mall. Evacuation Drills are like Fire Drills in that the students proceed to an off-site location and assemble into Advisories. At the CC or PPM, students group with their Advisories. At that time students, with the help of their Advisor, can contact a parent or a person on their contact list for permission to dismiss. Students who are not able to reach a parent or emergency contact will remain in the custody of the school until dismissal time.

School Closings and Delays

While VGV follows Providence for closing and delays we also participate in the state-wide RI Broadcasters Association Alert system. TV channels 6, 10 and 12, as well as radio stations WPRO 630 AM and 92.3 FM, have proven to be reliable news outlets for info on school closings and delays. Please sign-up for text alerts from the RI Broadcasters Assoc. at turnto10.com.

There may be a time (no heat or fire control system for instance) when VGV cancels school and Providence does not. In this case we will issue our own alert through the state-wide

system. However, in cases of snow and weather when you see “Providence Public Schools”, VGV won’t be far behind. We follow Providence for reasons of sibling care, food service and transportation.

LCR will have both separate and joint drills depending on the circumstance and type of drill.

Accidental Injury and Nursing Services

If a student is hurt or injured during the day, it is important to report that incident to an adult immediately.

Our school nurse is on campus from 9:00 AM until 1:00 PM Monday through Friday.

Basic Rules & Information

Address and Phone Number

Village Green Virtual
135 Weybosset Street
Providence, RI 02903
(401) 831-2878 ext. 100 for the front desk. The fax is (401) 633-6199.

Free Parking for Parents during the day

Parking is available during the day at 191 Weybosset St. (at the corner of Union and Weybosset). The lot is in between Saki’s Pizza and Serendipity Gourmet, across from JWU’s Snowden Hall. The parking attendant will issue a parking stub to be validated by the school.

School Year

VGV has a 180-day school year per Rhode Island law. Attendance every day is a legal expectation. Our school year has the typical school vacation weeks (Holiday, February, and April) and has all Federal Holidays off. The school publishes a yearly calendar in the spring or early summer. Our professional development days may differ than your local school district.

School Day

The school day for students is from 8:45 AM until 3:15 PM. Students who are “ahead of target” may be allowed to leave school at 2:45 PM as part of an incentive program and with faculty and parent consent. If the front desk is staffed, then students can gain admittance to the school as early as 8:00 AM; however, the access control system is set for 8:15 AM. Students will also be dismissed every Wednesday at 2:45 PM for teacher PD.

Lateness

Any student who arrives after 8:45 AM without a written or phoned-in parental excuse is considered late. Every five days "late" will count as "one absence" and be counted as such for attendance determined privileges, such as dances or field trips.

Coming to School Late with a Coffee, Drink, or Snack

Students and families should be aware that when a student comes to school late, and still has time to stop for a coffee, drink, or snack, then it is the school's opinion that he or she could have arrived at school earlier (or on time) and simply decided to be even later.

Even worse, when students arrive late with a coffee, drink or snack they put the school in the position of either having them throw it away (that means wasting parents' money in most cases) or letting it go to class where the teacher then must deal with food in school.

Arriving late with a coffee, drink or snack is unfair and not tolerated in the workplace.

Absences

Students are expected to be in school every day, however, illness and family responsibilities often make school attendance impossible on some days. When students are absent from school, they must have a phoned-in excuse that day and then a written note from a parent upon returning. The school secretary calls the home of absent students every day and for this reason current contact phone numbers are important. This is to help avoid truancy.

Any number of absences in a row may cause administrative action given the circumstances and history of each student's absence. The school calls the home or parent cell phone of every absent student every day. Every day of absence will count as "one absence" and be counted as such when attendance determines privileges such as dances or field trips. Truancy is a discipline matter.

Uniform

This is a uniform school so there's no excuse for being out of uniform.

The VGV uniform policy is very student and parent friendly with a wide variety of shirt styles and colors. The school requests that every student wear a school logo top and khaki toned pants or skirt every day. Leggings, denim, and sweatpants are not allowed. Non VGV logo or non-school/college "hoodies" are considered non-uniform. Outdoor clothing such as hats (non-religious), hoods, and coats should not be worn inside. Our school building has reliable heat and additionally, it is not considered polite or work appropriate, to wear out-door clothes inside. Not

wearing the uniform can result in parents being called to bring in a uniform, repeat offenders may be disciplined or a uniform shirt can be issued that day and a bill sent home (\$6 to \$10 each).

Wearing a hoodie under a t-shirt is unsightly and is a violation of the dress code.

Additionally, educational time should not be lost due to students changing clothes in school. Parents should not let students leave the house in the morning without a proper uniform.

No hats, hoods, sunglasses, or coats of any kind should be worn in school. Female students requiring hats are recommended to wear a scarf appropriate for a work environment. See Ms. Baker or Ms. Wagnac for clarification. Religious headwear is exempted. College hoodies can only be worn if the student either attends that school or has been admitted by that school.

Every student and parent was aware that there was a uniform policy in place when they applied for admission. See the FAQ page of vgonline.org, our application website.

Any item of clothing other than a VGV logo top and khaki bottoms are not allowed.

Monthly "Dress Down Days" are the only routine exception to the uniform policy.

Early Dismissal

If a student is to be dismissed early there needs to be either a written note from a parent or guardian or a phone call. Students must badge out at the front desk if they are being dismissed early. If being picked up by a parent or guardian, then the student must be signed out by that adult. Early dismissal is not to be habitual and will be considered a discipline issue if abused.

Change of Address and Updated Contact Information

For reasons of tuition billing and communication the school must always have up to date contact, proof of address and address information from every family. Moving and not telling the school will result in VGV incorrectly billing a city and entering a dispute which will lead to a loss of funds. If a family has their mail forwarded, then how are we to know unless we are told? Often families move without telling us their new address.

Cell Phones

While we at VGV understand and are sympathetic to the wide-spread and societal cell phone issue, the greater concern is that they pose a threat to your child's education and lead to drama which interferes with school operations and teaching and learning. For everyone's sake phones should be off, in the holders and out of sight.

Cell phones are a part of every-day life and most students have cell phones provided for them by their parents and guardians. Cell phones enable parents to find out where their children are at any given time and for this reason cell phones are very important. However, they also can cause tension between teens and adults in school because they provide a distraction from school-work. Often, this distraction is negative and can hurt school performance and cause conflict between peers.

While cell phones can be very positive, they can also lead to very negative behaviors and consequences.

At VGV we have a cell phone friendly attitude. The school understands the expense which families pay every month for their student's phone and the comfort cell phones bring to parents in being able to contact their child whenever they need to.

We want students to be responsible cell phone users.

However, the school also must protect the learning environment.

We are not responsible for loss, breakage, or theft of personal cell phones. A phone used against another student (social media, taping or videoing) will be confiscated by the school as evidence. Phones should be on "vibrate" or "silent" and should not be used for social or personal purposes during the day. Students who are sick should see the school nurse or an administrator; the school should never hear second hand from a parent that there is a sick child in school. If a student is involved in a disciplinary situation they cannot use their cell phone at that time. To do so is a violation of this Code of Conduct.

If parents need to contact a student, they should call the school and not their child's cell phone.

VGV rules toward cell phones are reasonable and forward thinking and students have a responsibility to be sensible in their cell phone use. However, if a cell phone is a distraction to learning, used in an act of invading one's privacy or in an academic cheating situation then the student will lose the ability to have their phone.

In some cases, cell phones will be taken for the day for irresponsible use. Continued irresponsible use will result in the school delivering the cell phone to a parent via personal pick-up or Federal Express or USPS Priority mail.

VGV has a very low tolerance towards the interference to school operations which cell phones cause and our expectation is that when VGV decides about a student cell phone that our decision is abided by and supported by parents.

Social Media

VGV encourages students to be responsible users of social media in their personal lives.

VGV content blocks Facebook and Twitter at the server level. Access to social media is via personal device only. Social media is a large issue for both schools and families. More often than not, a teen's mis-use of social media leads to negative outcomes.

Any mis-use of social media can be deemed a serious discipline issue. The school cannot control student's misbehavior in social media on private devices and can only attempt to deal with issues that arise on student owned devices. The school needs family support on this.

Bus Passes

VGV purchases a monthly RIPTA bus pass for any family who needs it. The cost of this pass is \$70.00 per month. Only one monthly bus pass will be issued each month to a student. The school is not responsible for lost bus passes. If a family does not need the bus pass this saves the school \$700.00 per year and not taking a bus pass in this case is much appreciated.

Students who attempt to sell their bus VGV issued passes will lose bus pass privileges.

No Book Bags/No back packs

Book bags are not required at VGV and the clear majority of students do not use them. Book bags which carry clothes to be changed into are not needed as students should arrive at school in uniform. In instances where something may have been reported stolen, book bags will be the first suspected way to get a larger item out of school. Negative items such as weapons or drugs can be brought into school inside book bags. VGV is a school where students do not need to carry ultra- heavy book bags and that is a positive situation for the school and students alike. VGV has not suffered from theft since this policy has been in action.

VGV is a non-backpack school. There are hooks in the front foyer for backpacks.

ID Badges and Access Cards

Photo ID cards are made to order on an as needed basis.

Access cards (or proximity readers) are used to take attendance and can unlock the front door from 8:15 AM to 8:45 AM.

If a student is without their Access Card for two school days, then a replacement will be issued at a cost of \$10.00 each.

Every student is expected to badge in every day and not doing so is considered a behavior and Code of Conduct violation.

Student Use Technology and Workstation

Each student is issued a work space which contains a Hon workstation, Hon Volt chair, Wyse Thin Client terminal and a Dell monitor, keyboard, and mouse. The value of the technology is \$850.00 and the workstation and chair is worth another \$650.00 (\$1,500 total).

If any of the equipment becomes damaged through student negligence, then the school will hold the family financially responsible.

Headphones or "Ear buds"

It is highly recommended that each family invest in a pair of higher quality ear buds or headphones as this will improve sound quality and privacy. However, whether they are personal or school issued, every student is to have ear buds or headphones every day. Edgenuity and Rosetta Stone cannot be effective without them.

Responsibility for Non-Accidental Damage or Loss

VGV will attempt to hold financially responsible the family of any student who willfully damages the school facility or any of its furniture or equipment.

Neighbors and Downtown Responsibility

Because VGV is a public high school in the center of Downtown we must be aware that our actions are very public. Students represent the school, and are accountable to the school, when off campus. Students should not clog the sidewalk at dismissal, should always be polite when in nearby stores, behave well when on fire drills and be courteous to our neighbors.

Learning Center Rhody or LCR

LCR is a fascinating Micro-school project which brings ultimate flexibility and autonomy to the students transitioning to post-secondary life. Located at 204 Westminster Street, LCR is connected seamlessly to the IT system of 135 Weybosset Street. LCR is fully self-reliant and self-sustaining. However, at times, students will need to move between two the campuses. The travel rule is simple, "Front door to front door, stay on the sidewalk." That means, Westminster to Eddy to Weybosset. Middle Street is not yet suitable for travel. If a student exits LCR, there is a "badge out reader" for those instances.

Universal Free Breakfast and Lunch

VGV has a “Universal Free” breakfast and lunch program. Every student receives a free breakfast and lunch as long as their family completes an application and returns it to Ms. Baker. Our cafeteria is named “*The Belmont Room*” in honor of 127 Weybosset being the address of the “Belmont Lunch” in 1925.

Breakfast is served from 8:15 AM until 8:40 AM and consists of bagels with cream cheese, English muffins with jam, cereal, fresh fruit and milk and juice. All items are name brand.

Lunch consists of the menu which Sodexo provides to Providence Schools.

Take-out deliveries, or food drop offs, to school are not allowed or welcomed.

Food outside of The Belmont Room

Because of filth, rodents, insects and potential damage to computer equipment, food from The Belmont Room should not be brought outside of the cafeteria.

With faculty oversight, special occasions are exceptions. Discretion must be used and cleanliness is important. In general; food, candy, gum, soda, iced coffee drinks, snacks, and such are not permitted outside of the café.

Take-out deliveries, or food drop offs, to school are not allowed or welcomed.

Student Council

Student Council contains student representatives to all grades. Student Council plans events, fund raisers, dances, and school spirit activities. Officers are: President, Vice-president, Treasurer, and Secretary. The Council meets as needed from 2:45 PM to 3:15 PM on Wednesdays.

Athletics

Students in good academic standing are encouraged to play sports for the school or city/town where they would have attended. As members of the RI Interscholastic League, VGV is proud of its student-athletes. Sports schedules and early dismissals for practice and games must be pre-arranged. Students who are not working to proficiency will be deemed ineligible by VGV and the athletic director of the city team will be notified.

However, due to the City of providence’s recent “pay to play” initiative (\$825.00 per student per sport) the cost of sports may cause the discontinuation of this practice.

Prom & Dances

It is the sincere hope of VGV that the school have at least two dances per year; a Mid-Winter Semi-formal and an end of year Prom. Students who have lateness, absence or behavior issues will be asked to not attend. Attendance rates, including the 5 for 1 unexcused lateness penalty, should be higher than 90% in order to be invited to a school night-time social event.

Discipline

At VGV we believe that parents are our partners in their student's education and that frequent communication, combined with mutual trust, will help avoid most negative situations when it comes to student behavior. However, when things do happen, we all must act.

At VGV we believe that all discipline issues can be avoided if students act in ways which are respectful of the school community and others, show self-responsibility and demonstrate consistent hard work.

Behavior can be defined in two broad categories.

Category 1 Injury to Self with perceptual impact on the school

Category 2 Injury to others or the school community & violations of law

Within Category 1 are offenses such as lateness, no uniform, truancy, and dishonesty. These are activities where the only injured party is the student themselves and these issues have a lower discipline threshold. Generally, these problems can be handled by face to face communication with parents and consequences which are customized for the issue at hand. Please know, that even "injury to self" offences can have an impact on whole school operations.

Category 2 issues are much more serious and will lead to suspension, board action and/or exclusion from school or police involvement. Category 2 offenses include fighting, bullying, stealing, vandalism, weapon possession, drug possession, inappropriate touching, inappropriate language, electronic stalking or taping, disrespect of teachers, lying or cutting class, violating the Honor Code, and leaving campus.

If a student's misbehavior hurts others or the school then it is automatically a Category 2 offense and he or she can be either suspended, brought to the board, or presented to the Providence Police.

In all cases student due process rights will be safeguarded and parents notified.

The chain of information and custody of evidence for disciplinary action is simple within a small school: if a teacher or staff member sees, hears, or knows something which is a violation

of either Category 1 or 2, they must bring both verbal and written notice (email to Shebna, Ms. Baker or Dr. Pilkington) to Shebna, Ms. Baker or Dr. Pilkington immediately. The severity of the offense will be ascertained and subsequent action and due process will be enacted. Please see the Basic Rules of Conduct document for further explanation of the disciplinary options.

Teachers are encouraged to communicate directly with parents on low grade issues of chronicity. If a meeting with parents is requested by a teacher then administration will seek to hold one with the teacher present.

The following four principles come directly from Student Government and Student Voice

#1 Stay on Target

Here are some tips to help you succeed with staying on target.

- Look at your assignment calendar or syllabus each day to ensure that you are on pace. A “full lesson” will always have a quiz at the end.
- Listen to the Edgenuity teachers! - **They may add some important notes that are not written on the screen.**
- Ask for help when needed
- Take notes during workshop and Edgenuity lessons.
- DO NOT use cell phone
- Only socialize at other people’s workstations during breaks.
- Take your time, revisit the material, and ask for help if you need it.
- If you end up falling behind in your courses, remember that you can always login from home on most electronic devices to get back on track.
- Saturday School is also available to those who want to catch up and required for those who need it, upon teacher discretion.

#2 Regarding Cheating/Plagiarism

- Students are not allowed to look up the answers to quizzes, tests, or exams using Google search or any other method.
- Cell phones are not permitted during assessments or lessons of any kind. Keep them out of sight or they will be confiscated.
- When quoting sources for a paper, be sure to cite them correctly to avoid plagiarism. Ask your English teacher if you need help with citations or using MLA or APA formats.
- Cheating/plagiarism will not be “let off”. Teachers can and will check to make sure this does not occur.

#3 Be Professional

Students are being prepared for a work/college environment and should get used to what will be expected of them.

- School starts promptly at 8:45. Be on time and in uniform; stay in uniform throughout the day.
- Know when you are scheduled for workshop and club meetings; be prompt.
- Bring all necessary materials to workshops and meetings.
- Keep track of all personal belongings.
- Be respectful of all peers and faculty.
- The LC is a learning environment and the volume should be appropriate to the work being done.
- Teachers will issue breaks at certain times of the day. Socialize or relax during these breaks or at lunch.
- Keep your workstation neat. Avoid eating and drinking.
- Do not swear or use inappropriate language.
- Get along with other students and teachers that you are working with in order to succeed.
- Be on your best behavior when visitors are in the building. You are as much of a reflection on yourself as you are on the school and those around you.

#4 Be Courteous

Treat others the way you want to be treated.

- Weapons, drugs, alcohol, and tobacco are prohibited on school property. Use, possession, or distribution of these items will lead to grave consequences.
- Do not steal. If you need to borrow something from the school, ask a teacher.
- No harassment or bullying of any kind is permitted. Both teachers and fellow students deserve respect.
- Our school is respectful of all races, ethnicities, genders, sexualities, and religions. Discrimination of any kind based on one or more of these principles will not be tolerated.
- Never physically attack people or property. Conflicts should be resolved calmly with the assistance of teachers and/or administrators.
- Be careful when handling school property. Fines will be addressed to the student's parent/guardian.

Clubs

There are several clubs at VGV that meet after school on various days. Consult the schedule posted in your Learning Center for club information. Club membership is open to everyone in good academic standing; see the club's coordinator for info.

Contact & Committees

For general school matters, attendance, lateness, and contact info change:

Ms. Gilda Morales

Ms. Vanina Guardia

401-831-2878 ext. 100

For issues regarding academics, Committees, report cards, grades and Edgenuity courses:

Dr. John Butler

Mr. Sophath Chum

401-831-2878 ext. 401

For issues regarding college transition:

Ms. Khoris Lopes

401-831-2878 ext. 404

For issues regarding Admissions, student life, social issues, school programs and behavior:

Ms. Rochelle Baker, M.Ed. & MSW

401-831-2878 ext. 402

For issues regarding student health:

Evdokia Degaitas, RN, CCN

401-831-2878 ext. 107

For issues regarding overall school performance and finance:

Dr. Robert Pilkington

401-831-2878 ext. 100

Local Advisory Committee (LAC):

The school's LAC is one of the most critical committees in the school. In controlling a budget of approximately \$5,000 the LAC helps set policy on parent engagement, IDEA federal funds purchases and special education programming. This committee has significant impact on parent programs and organizations as well as directing the use of funding. Ms. Carolyn Taylor, our Special Education Administrator, has the oversight of this committee.

School Improvement Team (SIT):

Membership in the SIT requires attendance at monthly meetings which examine student assessment data and ensures that the educational programs found within the five-year charter are upheld. Please consult the Academic and Events Calendar for SY18 dates and times.

Appendix I Program of Study

VG V 3-, 4-YEAR PROGRAM of STUDIES for “ON GRADE-LEVEL” ENTERING STUDENTS

Aligned with PARCC and NECAP Science

Courses Required to Complete to Meet Minimum VG V Graduation Requirements:

Year 1: Semester 1

	Course Name	(Credits Possible)
<input type="checkbox"/>	Algebra I A	(0.5)
<input type="checkbox"/>	ELA/L I – 09	(1.0)
<input type="checkbox"/>	Earth Science	(1.0)
<input type="checkbox"/>	Digital Citizenship	(1.0)
Total Credits Possible:		3.5

Year 2: Semester 1

	Course Name	(Credits Possible)
<input type="checkbox"/>	Geometry A	(0.5)
<input type="checkbox"/>	ELA/L II – 10	(1.0)
<input type="checkbox"/>	Physical Science	(1.0)
<input type="checkbox"/>	World History	(1.0)
Total Credits Possible:		3.5

Year 3: Semester 1

	Course Name	(Credits Possible)
<input type="checkbox"/>	Algebra II	(1.0)
<input type="checkbox"/>	ELA/L III – 11	(1.0)
<input type="checkbox"/>	U.S. Government or Human Geo.	(1.0)
<input type="checkbox"/>	Entrepreneurship I	(1.0)
Total Credits Possible:		4.0

Required Courses

	Course Name	(Credits Possible)	
<input type="checkbox"/>	Foreign Language I	(1.0)	(Year 1)
<input type="checkbox"/>	Foreign Language II and III	(1, 2)	Year 2
<input type="checkbox"/>	Personal Finance	(0.5)	Year 2
<input type="checkbox"/>	SAT Math	(0.5)	Year 3
<input type="checkbox"/>	SAT Reading	(0.5)	Year 3
<input type="checkbox"/>	SAT Writing	(0.5)	Year 3
Total Credits Possible:		4.0	

Year 1: Semester 2

	Course Name	(Credits Possible)
<input type="checkbox"/>	Algebra I B	(0.5)
<input type="checkbox"/>	Expository and Applied Writing	(1.0)
<input type="checkbox"/>	Biology	(1.0)
<input type="checkbox"/>	Health & Wellness	(1.0)
Total Credits Possible:		3.5

Year 2: Semester 2

	Course Name	(Credits Possible)
<input type="checkbox"/>	Geometry B	(0.5)
<input type="checkbox"/>	Communications and Speech	(1.0)
<input type="checkbox"/>	Chemistry or Sci. Elective	(1.0)
<input type="checkbox"/>	U.S. History	(1.0)
Total Credits Possible:		3.5

Year 3: Semester 2

	Course Name	(Credits Possible)
<input type="checkbox"/>	Math Elective (e.g., Pre-Calculus)	(1.0)
<input type="checkbox"/>	ELA/L IV – 12	(1.0)
<input type="checkbox"/>	Economics	(1.0)
<input type="checkbox"/>	Intro to Art	(1.0)
<input type="checkbox"/>	Capstone/Portfolio (non-Edgenuity)	(1.0)
Total Credits Possible:		5.0

Year 4: Transition to College (See Note)

If students are enrolled at VG V in Year 4, they must be “Full Time” students taking a minimum of four courses each semester. Of these, a maximum of two courses may be taken at a local college each semester:
Option 1: Two at VG V, two at local College
Option 2: Three at VG V, one at local College
Option 3: Four at VG V, none at local College

Note: Year 4 provides opportunities for qualified VG V students to take college level courses on a local college campus while still attending VG V and completing coursework.

Anti-Bullying Language:

Village Green Virtual Charter School

Bullying Prohibition and Prevention Document

The State of Rhode Island and the Dept. of Education have taken a strong stand against bullying in our schools. Village Green Virtual Charter School strongly supports their policies and is working to eliminate bullying and harassment in all forms within our school to provide a safe and secure school climate so that all students may learn.

As part of the Anti-Bullying Policy at Village Green Virtual Charter School it is important that all members of our community are aware of school policies including what bullying looks like. All students and their parents/guardians should read and sign the policies below.

Village Green Virtual Charter School' Statement of Non-Discrimination

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.

Bullying Prohibition and Prevention Policy

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as:

The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling, and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions.

Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior at Village Green Virtual Charter School and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension and expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

There are many ways to bully someone. A bully wants to hurt the other person (it's not an accident). Bullying is UNFAIR.

There are four main kinds of bullying. Here are some examples:

- 1) **Physical bullying** when someone hits, shoves, kicks, spits or beats up on others, including damaging or stealing another student's property.
- 2) **Verbal bullying** name-calling, mocking, hurtful teasing, using comments of a sexual nature, humiliating, or threatening someone, making people do things they don't want to do.
- 3) **Social bullying** excluding others from the group, spreading gossip or rumors about others, making others look foolish, making sure others do not spend time with a certain person.
- 4) **Electronic bullying** using computer, e-mail, instant messaging, and phone or cellular phone text messages to: threaten or hurt someone's feelings, single out, embarrass or make someone look bad, spread rumors, or reveal secrets about someone.

Parent/Guardian Handbook and Anti-Bullying Pledge

(Please sign and Return)

As parents/guardians, we agree to join together with the Village Green Virtual Charter School community to uphold its Statement of Non-Discrimination and the State of Rhode Island’s safe schools’ legislation in order to stamp out bullying at our school.

By signing this pledge, we agree to:

- * Keep ourselves and our children informed and aware of school bullying policies and behaviors that are considered bullying and harassment.
- * Work in partnership with Village Green Virtual Charter School to encourage positive behavior, valuing differences and promoting sensitivity to others.
- * Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
- * Inform teachers of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
- * Alert Village Green Virtual Charter School staff if any bullying has occurred.

Parent/Guardian’s Signature _____ Date _____

Student Code of Conduct and Anti-Bullying Pledge

I agree to join together with the Village Green Virtual Charter School community to uphold its Statement of Non-Discrimination and the State of Rhode Island’s safe schools’ legislation in order to stamp out bullying at our school.

By signing this pledge, I agree to:

- * Value student differences and treat others with respect.
- * Not become involved in bullying incidents or be a bully.
- * Be aware of Village Green Virtual Charter School policies and support system with regard to bullying.
- * Report honestly and immediately all incidents of bullying to a faculty member.
- * Be alert in places around the school where there is less adult supervision such as bathrooms, hallways, and stairwells.
- * Support students who have been or are subjected to bullying.
- * Talk to teachers and parents about concerns and issues regarding bullying.
- * Work with other students and faculty to help the school deal with bullying effectively.
- * Encourage teachers to discuss bullying in the classroom.
- * Provide a good role model for younger students and support them if bullying occurs.

I also acknowledge that whether I am being bullied or see someone being bullied, I have a responsibility to tell an adult right away.

Student’s Signature: _____ Date: _____