

Policy Section 6

Section: 6.1: Mission statement

The mission of the Lynchburg Regional XLR8 STEM Academy is to accelerate (XLR8) every student to graduation through rigorous, relevant and innovative STEM (Science, Technology, Engineering and Math) curriculum and hands-on learning.

6.2: Objectives

The curriculum is designed to provide:

1. Rigorous academic content in science, math and career and technical education.
2. Experiences which allow students to improve their technical skills and develop confidence in their ability to use and manage technology.
3. Experiences which expose students to the applications of science, mathematics, engineering, technology and health science through field studies, internships, trips and telecommunications.
4. An environment which fosters hands-on learning strategies and challenges students to use critical thinking skills.

6.3 Guiding Principles of the XLR8 STEM Academy for Students

The XLR8 STEM Academy is founded on eight guiding principle for students which are integrated throughout the curriculum and programs. These principles will be posted in the classrooms at the XLR8 STEM Academy and are the Eight Ways "I" Can Reach Excellence. They are listed below:

1. I will always act with **INTEGRITY** on projects and assignments
2. I understand my studies will require **INVESTMENT** of my time and talent
3. I will use my **IMAGINATION** to reach goals and expand my thinking
4. I will embrace my **INTELLIGENCE** to thrive as a leader and team player
5. I shall seek **INNOVATIVE** ways problem solve and support my community
6. I understand that everything I learn has a level of **IMPORTANCE**
7. I understand I am an **INDIVIDUAL** and take responsibility for all of my actions and decisions
8. I will find **INSPIRATION** in my pursuit of knowledge to embrace my own future.

6.4: PLTW Certification

At the end of the 2014-2015 school year, once four PLTW courses have been implemented, the XLR8 STEM Academy will apply to become a PLTW certified school.

6.5: Calendar

A. The Director prepares the XLR8 STEM Academy annual instructional calendar for approval by the XLR8 STEM Academy Board.

B. The instructional calendar is designed to meet the needs of the five participating divisions for reporting grades and it avoids conflicts with high school semester exams.

C. The XLR8 STEM Academy relies on Central VA Community College (CVCC) for inclement weather school closings.

6.6: School Day

The XLR8 STEM Academy has classes scheduled from 7:45 a.m. to 11:15 a.m. each day.

6.7: Evaluation of Curriculum and Instructional Program

The curriculum and instructional program of the XLR8 STEM Academy is under constant evaluation by the Director and faculty to keep pace with emerging technologies and trends in STEM education that will best meet the needs of XLR8 STEM ACADEMY students.

6.8: Field trips

All XLR8 STEM Academy students have a permission form signed by their parent/guardian for all field trips taken within the school's service area during the school year. All trips outside of the service area must be approved by the XLR8 STEM Academy Board and require a permission form for the specific trip signed by a parent/guardian. In addition, for overnight trips, each participating student and their parent must sign a form agreeing to abide by the XLR8 STEM Academy Overnight Field Trip Guidelines. XLR8 STEM Academy students on field trips must travel in the company of a XLR8 STEM Academy staff member, a staff member of a participating school division or their own parent or guardian.

Lynchburg Regional XLR8 STEM Academy

Overnight Field Trip: Guidelines for Student Conduct

Trip: Destination

Date: Date

Faculty in Charge: XLR8 STEM ACADEMY Staff Member(s)

Parent/Student: Please read very carefully the following information and sign your names at the bottom.

Students are subject to the authority of group leaders, either XLR8 STEM Academy instructors or other designated adults at all times.

Students are expected to respect all property and observe all rules of the facility they visit.

Students may not purchase, carry with them, or use drugs, alcohol or tobacco products at any time on the trip.

Students are to report injuries or illness to an instructor as soon as possible, no matter how slight the problem appears to be. All prescription medication must be stored and dispensed by the group leader.

Students will follow water safety rules and will not swim alone.

Students must remain with the group at all times. Students are not permitted to go off on their own during the day or night. Sightseeing trips will be in small groups with a designated adult.

Students may not indiscriminately "hop aboard" any motorized vehicle, such as a boat, motorbike, scooter, car, etc. Students may ride only vehicles authorized by the instructors.

Students are expected to participate in all planned group activities.

Students must be on time for scheduled activities. Tardiness on anyone's part may cause the group to miss a transportation connection or to alter its schedule.

Any student who willfully disregards the above rules is subject to having his parents called and to being sent home, with the cost of the trip being assumed by the student and his parents.

To the student: I have read the rules and expectations of student behavior for the trip to destination and agree to follow them.

Student Signature

Parent Signature

Date

6.9: Textbooks

The XLR8 STEM Academy Governing Board approves the use of all textbooks used in XLR8 STEM Academy courses. The XLR8 STEM Academy faculty makes recommendations on all textbooks for their respective courses.

6.10: Acceptable Use Policy (AUP)

A. General

An acceptable use policy (AUP) is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use. It establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. Users are identified as all XLR8 STEM Academy students and staff members, as well as other individuals who utilize the Virginia Community College System's local and shared computer systems technology. The AUP also covers penalties for violations of the policy, including security violations and vandalism of the system and/or equipment. Prior to using school division technology resources, each user is required to sign an AUP agreement and to know that it will be kept on file as a legal, binding document.

By using a Virginia Community College System's local and shared computer systems, students and staff can connect to the Internet to gain access to information from the outside world. The Virginia Community College System provides Internet access free of charge to students and staff. While the ability to communicate is an invaluable resource, there are sites on the Internet which are inappropriate for access and use by students and staff. Staff members will make reasonable effort to reinforce required Internet safety instruction and to ensure that student use of the Internet is appropriate and educational.

B. User Responsibilities

The most important prerequisite for a student or educator to receive an account to use XLR8 STEM ACADEMY network and telecommunications services is that he or she takes full responsibility for his or her own actions. The Lynchburg Regional XLR8 STEM Academy will not be liable for the actions of anyone using the network and telecommunications services. All users shall assume full liability, legal, financial, or otherwise, for their actions. The signature(s) on the Acceptable Use Policy Agreement form is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions stated in this policy carefully and understand(s) their significance.

Users are responsible for adhering to the following guidelines.

As a user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-518 (http://www.copyright.gov/title_17/92chap5.html) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.76-Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.

- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

C. Discipline

The XLR8 STEM Academy considers any violation of the acceptable use policy a serious offense and reserves the right to copy and examine any files or information resident on Virginia Community College systems allegedly related to unacceptable use. The use of the Virginia Community College network and telecommunications services is a privilege, not a right, and inappropriate use may result in termination of access and may result in disciplinary action, which may include suspension from school or in case of employees, termination of contract. Depending on the severity of the violation, criminal or civil liability is also possible.

Please sign and return the Acceptable Use Policy Agreement Form in your student orientation package and return to the XLR8 STEM ACADEMY office. Retain this document for future reference.

6.11: Student Evaluation and Grading

All XLR8 STEM Academy classes are evaluated on the following scale:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: Below 60

All XLR8 STEM Academy students are required to take exams in all of their courses except for Senior Internship where no exams are given. Grading practices for each course are explained in the course outline. Progress reports simply reflect progress to date in each course.

Students will receive written notification of grades by the XLR8 STEM Academy faculty every nine weeks. All XLR8

STEM Academy students' grades will be reported to their respective high schools at the end of each nine-week period according to the XLR8 STEM Academy calendar.

6.12- Payment for Course Credits (5.29.18)*

The XLR8 STEM Academy Board approves payment for all courses required for graduation with a Career Studies Certificate in Engineering Fundamentals, Mechatronics Fundamentals, Biotechnology, Health Science Fundamentals or Cybersecurity Fundamentals for a student enrolled at the STEM Academy with the exceptions below:

1. The STEM Academy will not cover the tuition costs if a student is required to retake a course to meet a prerequisite grade for enrollment in a required class.
2. The STEM Academy will not cover the tuition costs if a student is required to retake a course if they earned a failing grade in the course.

The STEM Academy will not cover the tuition costs if a student withdraws from a class after the withdrawal date set by Central Virginia Community College.

Approved by the XLR8 STEM Academy Board May 14th, 2013

*Approved by XLR8 STEM Academy Board May 29th, 2018