

Quaker Tech Academy
Policy and Procedure Guide
2026-2027



**Virtual
Learning
Academy**

1200 E. 6th Street
Salem, OH 44460

<http://www.salemquakers.k12.oh.us>

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Quaker Tech Academy Policy and Procedure Guide

I. Introduction and Goals

Quaker Tech Academy is an option offered to students by the Salem City School District who desire computer-based instruction in a flexible, traditional, and nontraditional setting. Instead of attending a traditional brick-and-mortar school and classroom, students take internet-based classes along with an on-site mentor to support instruction and learning. The Quaker Tech program is for students in grades 9-12 and uses an online curriculum aligned with the Ohio Academic Content Standards and Common Core State Standards. We strive to provide a rigorous curriculum consisting of classes in English, Math, Science, and Social Studies, as well as elective courses. Salem City Schools strives to offer students the best possible online educational experiences.

It's the position of Salem City Schools that the students who are successful in home-based cyber education programs demonstrate effective independent work habits and a personal commitment to learning. Strong parental support and participation are vital to student success.

Quaker Tech Academy students in good standing enjoy all of the academic, extra-curricular, athletic, and social opportunities available to traditional District students.

II. Student Participation and Eligibility

Eligibility

Online Classes -

- Students must be able to attend onsite at Salem High School in the Quaker Tech Academy lab. The onsite work sessions include working with the instructor and mentor with online curriculum, reviewing progress, and setting progress goals.
- Students must demonstrate the continued ability to master course content in the blended online learning environment.

Student Selection and Intake Process

- Administration/Guidance/Teachers identify a need for possible placement of a student into the Quaker Tech Academy.
- Parents/guardians of open enrollment students must complete and submit the required documentation (transcripts, proof of residency, birth certificate, and other district forms) to enroll their student in Salem City Schools.
- Intake meeting with QTA staff and student/parent/guardian to review student and parent responsibilities, student code of conduct, and sign the student and parent enrollment contracts.
- Upon acceptance into the academy, the guidance staff reviews the transcript and identifies credits and courses for enrollment.
- The student's schedule is created by the guidance counselor and given to the Quaker Tech Administrator to enroll students in FuelEd.
- Students complete the orientation and begin taking courses after completing it.

III. Digital Curriculum Overview and Course Catalog

FuelEd (Virtual Learning Academy, or VLA) is the online curriculum option offered through Salem City Schools.

FuelEd's (VLA's) expansive course catalog allows users to meet each student at their point of need. These courses have been crafted based on educational research, are aligned with standards, and are designed to help students achieve academic success. Through Salem City Schools Quaker Tech Academy, along with local mentoring, the following

courses are available to students in grades 9 – 12.

Quaker Tech Academy Course Catalog

High School Course List Grades 9-12	
English	Social Studies
English Language Arts I	Geography
English Language Arts II	American History
English Language Arts III	World History
English Language Arts IV	Government*
Science	Economics*
Physical Science	Psychology*
Chemistry	
Biology	Career and Technical Education
Environmental Science*	HS Family and Consumer Science*
Forensic Science*	Achieving Your Career and College Goals*
	Math
Health and Physical education	Algebra I
Physical Education 9-12*	Algebra II
Skills for Health*	Geometry
Art	Senior Math
Fine Arts I & II*	Stats
Computers	
Computer Fundamentals I*	Language
Computer Fundamentals II*	Spanish I CR*
	Spanish II CR*
* Denotes one semester	

IV. Transportation and Scheduling of Required Onsite Classroom Time

Transportation to Salem City School District and the Salem Tech Academy computer lab/classroom will be provided free of charge to participating students who live within the Salem City School District and outside the non-transport boundaries. District transportation rules and policies will be enforced, and disciplinary action may result if conduct is not appropriate. Classroom time for QTA students is Monday through Friday weekly. Classroom time is scheduled from 8:00-11:00 / 11:30-2:30 or The Options 3:15-6:15. (Options is 3:00 - 6:00 and we do not provide transportation. We also do not do the 8-11 or 11:30 - 2:30)

The Quaker Tech Academy computer lab/classroom is located in Salem High School. Students are required to attend on-site for a minimum of 4 days per week for 3 hours (each day) to complete their work, access tutoring/special ed services, and confer with the mentor.

V. Teaching and Instruction

Instruction

Students are placed in classes with a teacher from Salem City Schools. If the student is credit-deficient, credit-recovery courses are assigned before any at-grade-level work. Credit recovery courses are monitored by Salem City staff and teachers.

Students receive direct instruction primarily from the digital curriculum. Teachers facilitate instruction, use reporting tools to identify areas of student weakness, and develop instructional interventions, including small-group and individual direct instruction. The teacher will also:

- Answer Questions (via email) within 24 hours of the question.
- Grade and provide feedback on written assessments and assignments (graded within 7 days).
- Share concerns of originality on assignments
- Adhere to district's due date timelines.
- Report grades on a shared spreadsheet using a standard reporting style.

Mentoring onsite

The following are some, but not all, of the services and best practices that the mentor will implement during the onsite sessions with the cyber students in the district.

- Provide proper orientation to parents/guardians and students. (I definitely want to do this this year!!!)
- Parents/guardians will be provided with an orientation to the online school's policies and procedures to ensure they understand the expectations for successful completion. Students must attend an orientation session prior to beginning work to ensure they understand all of their responsibilities for taking online classwork.
 - Monitor student progress and performance.
- The mentor will use available performance and time-on-task data to monitor progress regularly and keep students on track to successfully complete all coursework. Research-based motivational strategies will be used, informed by the reporting results, to encourage positive outcomes. Bi-Monthly progress reports will be emailed to the parent/guardian. (We do not currently do this, but we need to!)
- Administer and proctor summative assessments.
- All summative assessments (end-of-unit exams) will be completed on-site and monitored by the mentor to ensure the program's academic integrity.
 - Maintain an open line of communication between the online student and the parent/guardian.
- The mentor will support learning and instruction by using a variety of tools to communicate with the key people involved in the student's online class.
 - Maintenance of student work.
- It will be important that all students' work be kept up to date and recorded to maintain the program's academic integrity. The mentor's responsibility is to ensure that all necessary materials as proof of successful completion are readily available for audit. The mentor will be responsible for keeping any material safe and secure on-site.

Communication

- The student and parent/guardian are required to meet with the mentor or another cyber academy representative at least once per 9-week period during the school year to track progress and discuss concerns. The meeting may be onsite or by phone. A memo will be sent as a reminder, but it's the student/parent responsibility to contact the mentor or other representative to schedule the meeting. (We also do not do this, but we REALLY should!!)
- Parents/guardians will receive an automated weekly student progress report via email if that email address has been provided to the cyber academy. The report will be mailed if no parent/guardian email is available. (Again, this does not occur)

VI. Student Coursework Requirements

Completion of coursework is not just time spent online. Students are expected to complete coursework regularly and on time to receive the full benefit of the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Students are responsible for completing their coursework/units in a timely manner, either at home or while attending the QTA onsite at Salem City Schools. For a full course load, a student needs to plan at least 6 hours, 4 days per week, to stay on track with assignments. The exact amount of time required to complete each week's work will vary depending on several factors (unit requirements, students' readiness and determination). Students with C averages or above are encouraged to work ahead if they would like to challenge themselves.

To remain in good standing, students need to do the following:

- Students must attempt and submit all assignments, weekly, according to the school year calendar.
- Assignments must be completed and turned in
- Due dates will be provided to students and their families at the time of enrollment. Students are required to submit coursework on or before the assigned dates. We highly recommend a structured daily schedule for students doing online work. (We do not do this)
- Students with below-average work in any class are encouraged to communicate with their teacher or mentor once a week. This may be done in person, by phone, or by email, depending on the teacher and the class.
- Failure to meet with the teacher or mentor may result in further confusion, continued poor grades, and possible disciplinary action.

Assessment Policies

Quaker Tech Academy wants to ensure that grades earned through online courses accurately reflect what the student knows. To accomplish this task, assessments will help hold students accountable for their learning and provide equal opportunities for all students by evaluating coursework as they progress through classes.

Student Attendance Policy

Classroom time for QTA students is Monday through Friday weekly. Classroom time is scheduled from 8:00-11:00 / 11:30-2:30 or The Options 3:15-6:15. Times are different. See above. Students are required to attend onsite for a minimum of four days per week for 3 hours in order to complete their work, access tutoring/special ed services, and conference with the mentor. Students will receive unexcused absences for failing to attend required lab time. Students will be following the attendance policy of Salem City Schools.

Students are expected to complete all assignments in the online program; incomplete and non-attempted assignments are not acceptable. The following procedures are in place when students do not complete work: We don't do any of this, but we definitely should!!!

- Additional onsite lab time will be assigned to the student.
- A completion plan meeting with the mentor will be held to establish deadlines for submitting overdue work.
- If attendance and failure to complete assignments continue, students and parents may be required to attend meetings with school personnel to discuss solutions to improve attendance or to ensure work is completed in a timely manner.
- A student may be withdrawn from Quaker Tech Academy after 21 consecutive documented days of failing to complete assignments.
- If a student continues to be absent or not complete work, the Salem City School District reserves the right to consider the student truant. If truancy is the case then it is the parents' responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or home.

Grading Policy and Credits

Quaker Tech Academy will follow the same percentage grading policy as established in the Salem City School District. That policy is as follows:

100 – 90 A

89 – 80 B

79 – 70 C

69 – 60 D

59 and below F

Students earn credits for class status by the number of hours passed:

Freshman 0 – 4.9

Sophomore 5.0 – 9.9

Junior 10.0 – 14.9

Senior 15.0 – 21.0

Graduating Classes: Students must earn 21 credits to graduate, consisting of ODE graduation minimum requirements.

Graduation Requirements/State Testing Requirements: A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed, and you must successfully pass all Ohio Department of Education Assessments to be eligible for graduation.

Academic Integrity

Students who enroll in the Quaker Tech Academy will be held to the highest standard of academic integrity and honesty as outlined in the Salem City School District's handbook. These standards include:

- Agreeing to and signing a student agreement form that outlines the student's rights and responsibilities.
- Compliance with the acceptable use of loaned and on-site lab computers and computer lab rules.
- Honesty in all academic matters, as outlined in the Student Code of Conduct, is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work you did not do will be considered dishonest behavior and dealt with accordingly by the instructor and/or mentor, as outlined below.
- All end-of-unit exams (summative assessments) will be password-protected and must be completed on-site in the lab in a proctored setting with the mentor present.
- Students will not be permitted to utilize Internet sites such as Google or any question-and-answer website to complete assignments and assessments. (Is there a way to enforce this? Can we lock their chromebooks so they can only access VLA?)
- Cell phones must be off during onsite lab visits.

One or more of the following actions may be taken by the staff as a result of not abiding by the above rules and other rules that are outlined in the district's handbook.

- Issue of a warning.
- Provide an opportunity to redo the work (with or without an adjusted grade).
Record a failing grade for the work. (F or the percent equivalent)
- Record a 0% for the grade.

VII. Forms and Contracts

Computers and Internet Use Policies

Salem City Schools will provide each student with the tools and equipment needed for participation in Quaker Tech Academy. The equipment shall not be abused, misused, or disassembled. Parents/guardians and students hereby accept responsibility for damages resulting from abuse, misuse, or disassembly and agree to abide by appropriate disciplinary action. A Financial Responsibility notice will be included in the Parent and Family Commitment form, which discloses the cost of replacing a computer not returned in working order. Tools and equipment loaned to students are to be returned in working order. Damaged or stolen equipment must be reported to the Salem City Schools immediately.

Upon entrance into Quaker Tech Academy, the Salem City School District's "Acceptable Use and Internet Safety Policy" must be signed and kept on file. By reviewing, signing, and returning this Policy, each student agrees to follow it. If a student is under 18 years of age, he/she must have his/her parent/guardian read and sign the Policy. Salem City Schools cannot serve any student who, if 18 or older, fails to sign and submit the Policy to Salem City Schools as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Student Code of Conduct

The Quaker Tech Academy is a program within the Salem City School District. Therefore, Quaker Tech Academy follows the Salem City Schools Board Policies and Student Code of Conduct, unless otherwise stated within this handbook. Each student and parent will be required to sign a contract demonstrating a strong commitment to learning and the program. Salem City Schools Board policies and Quaker Tech Academy Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school-related programs, on or off premises. Quaker Tech Academy students must conduct themselves with the highest standards of honesty and integrity. Through Quaker Tech Academy, students have the opportunity to achieve academically in an online environment; therefore, it is very important that mutual trust exists between instructors and students. Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work completed by someone other than the student will be considered dishonest behavior and dealt with accordingly by the instructors and administration.

The following are examples of some, but not all, acts that are considered dishonest behavior:

- Plagiarism (Representing another's ideas, words, expressions, or data in writing or presentation as original without properly acknowledging the source is plagiarism.)
- Submitting work through the use of another person's password/login (Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student's login will be considered plagiarized.)
- Cheating (Intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This includes copying another student's work and submitting as your own.)
- Falsification and/or misrepresentation of data
- Computer crimes (damaging computer programs, hacking, creating viruses, introducing viruses into a system, copying programs, etc.)
- Inappropriate use of email, discussion forums, or synchronous chat rooms. Cases of academic dishonesty will be communicated to administration. Traditionally, the discipline policy of the student's local school will be followed, and the administration will decide ultimate consequences for the student.

(Possible courses of action include: Loss of grade points, disciplinary action or possible failure, and removal from the course.)

Classroom Rules

- Enter the computer lab quietly and in an orderly manner and sign in with the mentor.
- Cell phones must be turned OFF and out of sight before entering the classroom/lab. Cell phones may be used only in an emergency. During State testing, cell phones must be collected by staff and held until testing is complete.
- Never share your VLA password with other students.
- Take the computer assigned to you each time using the computer lab.
- Do not disturb others around you.
- Please raise your hand if in need of help.
- Only one student at a time at the mentor's desk.
- Ask permission to print or scan.
- No Internet browsing (unless it is related to a school assignment) or personal email sending and receiving.
- Keep the work area around you neat – no food or drink near computers.
- The use of any tobacco product is not permitted on school grounds.



Student Enrollment Contract for Quaker Tech Academy

Students who attend Quaker Tech Academy and use **FuelEd** VLA online courses will be accountable for their work by keeping pace with classroom timelines, completing work at the established expectation level, and maintaining proper documentation until successful completion of the assigned course(s).

Your signature below indicates that you agree to abide by the following:

- Students will be required to participate in the orientation and read and sign the district acceptable use and code of conduct prior to beginning work on their assigned courses.
- Students are expected to log a minimum of 5-5.5 hours per course per week and complete the due-date/pacing-guide assignments for each course every week. When working at home, full-time students should plan on the following amount of time to complete their assignments:
 - Between 27-30 hours per week
 - 270 hours per each 9-week period
 - 540 hours per semester
 - Approximately 1001 hours per academic year per Ohio Department of Education requirements
- Students must take and complete all end-of-unit exams.
- Students who do not access coursework or show progress for three (3) consecutive days without prior approval will receive a warning. A second incident lasting 3 or more days will result in discipline and possible withdrawal from the program.
- Students must keep a portfolio for each course and should include all written work and a copy of due dates.
- Students are responsible for any loss or damage to district computer hardware loaned to them during their enrollment.

Student Name _____ Current Grade _____

Student Email _____

Address _____ Phone _____

Parent/Guardian Name _____

Address (if different from above) _____

Parent/Guardian Email _____

Signature of Student _____ Date _____



STUDENT INTAKE AND APPLICATION

Student Name: _____ ID Number _____ Current Grade: _____

Address: _____ City/ZIP: _____

Full-Time Cyber _____ Summer _____ Credit Recovery _____ Original Credit _____ CBI _____

Parent/Guardian Phone: (landline or cellphone?) _____

*Student email: _____ (District email will be provided after enrollment)

**Parent email: _____

Courses Requested: fill in using the catalog

Language Arts/English	Mathematics	Science
Social Studies	World Language	Elective

*Student email required

** Parent email to receive weekly progress report

Approved by Quaker Tech Academy guidance counselor or mentor:

_____ Date: _____

Your student VLA account information:

Username _____

Password _____



Parent/Guardian Commitment Form

A successful student relies on his/her parents to set high expectations and help set goals. As a parent/guardian, we need your support in our efforts to help your child succeed at school. As a parent/guardian, I will:

- Require my child to abide by all policies and regulations of Salem City Schools and the Quaker Tech Academy Student Code of Conduct.
- Ensure that my child is prepared for school by making sure he/she has a good night's sleep, is clean, and ready to make a good effort at school.
- Ensure that my child understands and complies with Quaker Tech Academy attendance policies.
- Work with my child to complete all homework assignments. I understand that assignments are due every Friday by 4:00 pm. In addition, I will ensure that my child has good school attendance. School attendance includes: completing daily/weekly online assignments, attending school to complete exams, attending/completing mandatory test prep, and completing other district/state-required testing.
- Help my child study and prepare for exams.
- Maintain open, ongoing communication with the school (including telephone calls regarding my child's attendance) and will be available to meet with the mentor to discuss my child's progress and absences.
- Ensure that, if my student has Quaker Tech Academy computer/equipment, it will be returned at the end of the school year. If the computer/equipment is not returned, I understand legal action may be taken.
- Agree to the Financial Responsibility of \$350.00 for the cost of replacing a computer if not returned in working order or not returned.
- Support the administration and teachers in their efforts to help my child be successful.

Name of Student _____

Parent/Guardian signature _____ Date _____

VIII. Contact Information

Name	Title	Phone	Email
Jamie Kemats	Superintendent	330.332.0316	Kematsj@saalem.k12.oh.us
Todd McLaughlin	Salem HS Principal	330.332.8905	mclaughlint@saalem.12.oh.us
Melanie Carfolo	Salem HS Asst. Principal	330.332.8905	CarfoloM@saalem.k12.oh.us
Matt Ziegler	Salem Jr. High Principal	330.332.8905	zieglerm@saalem.k12.oh.us
Amber Waller	Guidance Counselor	330.332.8905	WallerA@saalem.k12.oh.us
Megan Ellis	Guidance Counselor	330.332.8905	EllisM@saalem.k12.oh.us
Ashley Taafe	Middle School Guidance Counselor	330.332.8905	TaafeA@saalem.k12.oh.us
Jeff Martig	Cyber Academy Administrator/Mentor	330.332.8905	martigj@saalem.k12.oh.us

Visit Quaker Tech Academy on the web at

<http://www.salemquakers.k12.oh.us>

(Where exactly is Quaker Tech on the district webpage? I couldn't find it)
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