

# The Blended Learning Center Handbook

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**Phoenix, AZ 85004**

**2016 - 2017**



A Program of  
Arizona Virtual Academy and  
Insight Academy of Arizona

**Visit our website!**  
[http://k12azblendedlearning.  
weebly.com/](http://k12azblendedlearning.weebly.com/)

Our vision is to provide a safe, individualized learning environment where all students can succeed academically and socially.

## Blended Learning Program “I Understand and Agree” Statements

*The purpose of the following statements is to clearly state expectations of Learning Coaches that have students enrolled in the Blended Learning Program. For students to be successful, it is important that Learning Coaches are in agreement with these statements.*

### **I Understand and Agree that...**

- My student needs to attend the Blended Learning Center (BLC) per the *Student Commitment Agreement*.
- Students need to be signed in/out daily by authorized adult if age 12 or younger. Students 13 and older may sign themselves in/out per the Waiver and Permission to Arrive and/or Depart without Adult Supervision document.
- I am required to have access to a computer with Internet access at all times during my student’s enrollment in AZVA/ISAZ and the Blended Learning Program.
- When students are not at the BLC, they are still expected to be completing school requirements from home (or other location with internet connection).
- My student and I will check and respond to communications daily.
- My student must not have access to my Learning Coach account.
- I will communicate with the site staff as soon as I am aware of any pending absence. (Per BL Handbook policy, when a student has 3 or more **unexcused** BLC absences, they are at risk for losing their spot at the BLC)
- My student is required to dress in an appropriate manner and within the BL Dress Code Policy when attending the BLC.
- My student is not allowed to use cell phones during class time; students who need to use a phone are able to use the classroom phone with site staff permission.
- Students are expected to behave in a respectful, safe, and non-disruptive manner.
- My student will only access school-related websites while at the BLC (Study Island, OLS, etc.).
- My student is expected to attend any required class connect sessions while attending the BLC.
- My student is expected to bring any needed materials and supplies with them to the BLC (textbooks, student guides, notebooks, paper, pencils, flash drives, mic headsets).
- My student/s is required to wear their ID cards while at the BLC at all times
- My student/s is required to complete weekly planners, provided by Blended Learning Center, and it is the responsibility of the student to make sure a parent or guardian signs the planner each week.

**By signing this form I am agreeing to the statements highlighted above as well as acknowledging that I have read and understand the policies and expectations outlined in the Blended Learning handbook.**

**Student(s) Name:** \_\_\_\_\_

**Learning Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **VISION**

Our vision is to provide a safe, individualized learning environment where all students can succeed academically and socially.

## **MISSION**

**Arizona Virtual Academy** empowers students to reach their highest potential through partnerships between students, families, and dedicated teachers, in order to prepare them for future educational goals and careers.

**Insight Academy of Arizona** is a public online charter school that uses K12, Inc. programs and curricula to meet the needs of diverse student populations through innovative uses of technology, effective teachers and instruction, and partnerships with families and community, while specifically serving students who are struggling academically, severely academic credit deficient, and are at a higher risk for dropout. Insight empowers students to think critically and achieve academic success and personal growth with specialized support and programs. Insight Academy is accessible for all Arizona students- regardless of geographic, financial, or demographic circumstance – therefore, providing online education alternatives that are as unique as the students we serve.

## **CONTACT INFORMATION**

The Blended Learning Centers are composed of skilled, dedicated, and motivated administrators, teachers, and site staff. All AZVA and Insight teachers are highly qualified Arizona state-certified teachers. As a team, Site Coordinators and teachers work with online teachers and staff to provide support to students and Learning Coaches.

# AZVA and ISAZ Administrative Team



Kelly Van Sande	Head of School	<a href="mailto:kvansande@k12.com">kvansande@k12.com</a>
Lyndsey Witt	Deputy Head of School	<a href="mailto:lwitt@k12.com">lwitt@k12.com</a>
Natalie Lundberg	Blended Learning Principal	<a href="mailto:nlundberg@k12.com">nlundberg@k12.com</a>
Banji Judge	Blended Learning Community & Marketing Administrator	<a href="mailto:bjudge@k12.com">bjudge@k12.com</a>
Erica Cunningham	Insight Director	<a href="mailto:ecunningham@k12.com">ecunningham@k12.com</a>
Veronica Murray	AZVA High School Principal	<a href="mailto:vmurray@k12.com">vmurray@k12.com</a>
Melody Williamson	AZVA Middle School Principal	<a href="mailto:mwilliamson@k12.com">mwilliamson@k12.com</a>
Sheri Behn	AZVA K-5 Principal	<a href="mailto:sbehn@k12.com">sbehn@k12.com</a>
Brook Mosley-Schubert	Special Education Director	<a href="mailto:bmosley-schubert@k12.com">bmosley-schubert@k12.com</a>
Kimberly Young	Community Liaison	<a href="mailto:kiyoung@k12.com">kiyoung@k12.com</a>

## 2016 – 2017 AZVA Calendar

Fall Semester 2016	
Aug 3	First semester begins
Sep 5	Labor Day recess
Oct 5	End of first quarter
6-10	Fall Break
11	Second quarter begins
Nov 11	Veterans Day recess
23-25	Thanksgiving recess
Dec 16	End of second quarter
19 – Jan 3	Winter break
Spring Semester 2017	
Jan 4	Third quarter begins
16	MLK/Civil Rights Day recess
Feb 20	Presidents' Day recess
Mar 9	End of third quarter
10-17	Spring break
20	Fourth quarter begins
Apr 14 - 17	Testing recess
May 23	End of fourth quarter



## 2016 – 2017 ISAZ Calendar

Aug 1	Trimester 1 Begins
Sep 5	Labor Day Recess
Oct 25	End of Trimester 1
Oct 26 – Nov 1	Fall Break
Nov 2	Trimester 2 Begins
Nov 11	Veterans Day recess
Nov 23-25	Thanksgiving recess
Dec 16	Semester 1 ends, <i>middle school only</i>
Dec 19 – Jan 2	Winter break
Jan 3	Trimester 2 Resumes
Jan 16	MLK/Civil Rights Day recess
Feb 15	Trimester 2 Ends
Feb 16-20	Presidents' Day Recess
Feb 21	Trimester 3 Begins
Mar 13-17	Spring Break
Apr 14	Testing Recess
May 23	End of Trimester 3, End of Semester 2, <i>middle school only</i>



AZ.INSIGHTSCHOOLS.NET

# TESTING CALENDAR

## SY 2016-17

<b>AZMERIT- Fall End of Course Testing: (REQUIRED by ADE for any student in a high school level end of course class.</b>	<b>Testing Dates: to be completed in-person at school approved testing centers ONLY</b>
End of Course 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Grade English- ELA Writing	November 15 <sup>th</sup>
End of Course 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Grade English- ELA Reading Part 1 and Part 2	November 16 <sup>th</sup>
End of Course Algebra 1- Part 1 and Part 2	November 17 <sup>th</sup>
End of Course Geometry – Part 1 and Part 2	November 17 <sup>th</sup>
End of Course Algebra 2 – Part 1 and Part 2	November 17 <sup>th</sup>
Make-Up days for testing.	November 16 <sup>th</sup> – 18 <sup>th</sup>

*\*\*End of Course testing is taken by student's in the last semester of a class that requires an end of course assessment.*

<b>AzMERIT and AIMS Science Spring Testing- (REQUIRED state assessment for all students enrolled in a public or charter school. This testing <u>MUST be completed in person at district approved locations</u>)</b>  <b>AIMS Science: Paper Based</b> <b>AzMERIT: Computer Based</b>	<b>Week One: Testing Dates. Anticipated geographic areas include: Ajo, Benson, Bullhead City, Cottonwood, Camp Verde, Chinle, Colorado City, Eager, Flagstaff, Green Valley, Kingman, Lake Havasu, Page, Payson, Prescott, Quartzsite, Safford, Sierra Vista, Show Low, St. Michaels, Tucson Winslow ***</b>	<b>Week Two: Testing Dates. Anticipated geographic areas include: Apache Junction, Avondale, Coolidge, Douglas, Glendale, Globe, Maricopa, Mesa, Phoenix North Valley, Phoenix North West Valley, Phoenix West Valley, San Tan Valley, Surprise, Tempe, Yuma ***</b>
AzMERIT End of Course 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Grade English- ELA Writing **	March 28 <sup>th</sup>	April 4 <sup>th</sup>
AzMERIT Grade Level: Grades 3-8 ELA Writing	March 28 <sup>th</sup>	April 4 <sup>th</sup>
AzMERIT End of Course 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Grade English- ELA Reading Part 1 and Part 2 **	March 29 <sup>th</sup>	April 5 <sup>th</sup>
AzMERIT Grade Level: Grades 3-8 ELA Reading Part 1 and Math Part 1	March 29 <sup>th</sup>	April 5 <sup>th</sup>
AzMERIT End of Course Algebra 1- Part 1 and Part 2 **	March 30 <sup>th</sup>	April 6 <sup>th</sup>
AzMERIT End of Course Geometry – Part 1 and Part 2 **	March 30 <sup>th</sup>	April 6 <sup>th</sup>
AzMERIT End of Course Algebra 2 – Part 1 and Part 2 **	March 30 <sup>th</sup>	April 6 <sup>th</sup>
AzMERIT Grade Level: Grades 3-8	March 30 <sup>th</sup>	April 6 <sup>th</sup>

ELA Reading Part 2 and Math Part 2		
AIMS Science (Paper Based Testing) Grades 4 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> Grade	March 31 <sup>st</sup>	April 7 <sup>th</sup>
Make up testing dates: (Scheduled staff testing dates)	April 10 <sup>th</sup> – April 13 <sup>th</sup> (as needed in some locations)	April 10 <sup>th</sup> – April 13 <sup>th</sup> (as needed in some locations)
Phoenix Office ONLY make up testing dates: (Testing Team members only)	April 17 <sup>th</sup> – April 21 <sup>st</sup>	April 17 <sup>th</sup> – April 21 <sup>st</sup>

*\*\*End of Course testing is taken by student's in the last semester of a class that requires an end of course assessment*

## TESTING REQUIREMENTS

All AZVA and Insight students in grades 3-12 are required to participate in state standardized testing. Students in grades 4, 8, and 10 will participate in AIMS Science and well as AzMERIT. High School students (and middle school students taking high school courses) will be required to take End-of-Course exams in Math and English for AzMERIT.

All state testing, AIMS Science and AzMERIT, is **mandatory**. Students who do not test on the required days may be withdrawn from Arizona Virtual Academy or Insight Academy of Arizona.

To access information about all things testing, please visit the testing website:  
<https://sites.google.com/site/azvainsighttesting/>

## GENERAL POLICIES

### Supplemental Information

This handbook is supplemental to any additional handbooks or discipline codes you and your student may have signed with Arizona Virtual Academy or Insight Academy of Arizona and any of its contained schools – elementary, middle, or high school. The policies detailed within this handbook are not to take the place of these other codes, rules, and/or regulations, only to further them when students attend the Blended Learning centers.

## Food/Drink

Food and drinks are not permitted near the computers. However, snacks or lunches may be eaten in the break room away from the computers.

## School Attendance Policy

Arizona Revised Statutes 15-901(A)(2) requires that all public schools offer a minimum of one-hundred-eighty (180) days of instruction between July 1 and June 30. Additionally, the statute requires a minimum number of instructional hours by grade level as shown in the following chart:

Grade Level	Yearly Hours	Required Weekly Hours	Daily Hours
Kindergarten	356	10	2
Grades 1-3	712	20	4
Grades 4-6	890	25	5
Grades 7-8	1000	27.7	5.6
Grades 9-12	890	25	5

AZVA and all Insight Learning Coaches may log instructional time for students anytime during the day beginning with the first day of the school year and ending the last day of the school year. Instructional time must directly relate to lesson objectives which are aligned to the Arizona Academic Standards.

*While AZVA and Insight provide the opportunity for families to design their own schoolwork schedule, students are still required to fulfill the attendance requirement if those are not met attending the Blended Learning center.*

## Absence from the Blended Learning Center

It is critical that students are present for class at the Blended Learning center each week. Consistent attendance helps heighten student academic achievement. In order for an absence to be excused, there must be a valid cause. **Please call the site directly or send an email to your site staff the morning of your student's absence.**

As each site is unique, some may hold waitlists. If your site holds a waitlist, the following policy may be enacted -- After three unexcused absences from Blended Learning center, withdrawal\* from the blended learning program may result.

\*Withdrawal from the blended learning program may not be a withdrawal from AZVA or ISAZ.



## **Monitor Student Progress**

According to school policies, it is the responsibility of the Learning Coach to consistently monitor student progress. In addition to progress monitoring by the Learning Coach, your site staff will also be monitoring student progress regularly, along with content teachers and virtual staff. If student progress and/or grades are falling below expectations, you may be called upon for a conference. Each student is provided with a Daily Planner which will contain information about student progress, assignments completed, upcoming assignments, and Blended Learning monthly events.

## **Use of Teen Center Equipment During School Hours**

The use of the Teen Center equipment, such as pool tables, televisions, etc., is **prohibited** during school hours, **except** during designated class breaks scheduled and supervised by the site staff.

## **Parking/Loitering**

After parking, please come directly to the Blended Learning center. Please do not loiter outside the building.

## **Contact Information**

It is essential that up-to-date emergency phone numbers are on file at all times. Please report changes to your site staff immediately.

## **HEALTH SERVICES**

### **Emergency Procedures**

As each Blended Learning center is unique, emergency policies at each center may vary. The site staff will have access to all emergency procedures and will review them with you and students at various times during the school year.

### **Student Immunization**

All students must have current immunization records on file with Arizona Virtual Academy or Insight Academy of Arizona if they are participating at a Blended Learning Center.

## Arizona Immunization Requirements:

For admission to the Blended Learning program, children in all grades must be current with the following immunizations:

- Diphtheria, Tetanus, Pertussis (DTaP, or DT or DTP)
- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B (HepB)
- Tetanus and Diphtheria Booster (Td/Tdap) - Required every five years beginning with 6th grade students who are 11 years of age. A new grade will be added each year.
- Varicella (or documented history of chicken pox)
- Menactra/MCV4 (Meningococcal) – Required for students entering 6th grade who are 11 years of age. A new grade will be added each year.

## Medications in School

It is preferred for all medications to be administered by the parent or guardian before or after the session.

**All students:** If medications are needed while at the center a waiver for permission to administer medications must be on file.

All students must turn in medications to the site staff and all medication must be in the original container. No medications may be kept in the student's possession at school. The only exception to this rule is for students who have been prescribed to use inhalers.

## Illness or Injury at School

In the event of extreme emergency, 911 will be called before the parent or guardian is notified. For non-emergency situations, the student's parent or guardian will be notified and asked to pick up the student as soon as possible. If the parent/guardian is unavailable, the emergency contact listed on the student emergency information form will be called.

## Food Allergies

All food allergies must be noted on the student emergency information form. We ask that all students and families be sensitive to the health issues of other students. Signs may be posted in the center to indicate there are children in the building with severe allergies. All Blended Learning Centers have a NO NUT PRODUCT Policy in place as we have numerous students with nut allergies. Please be careful when packing lunches and snacks. We ask that you refrain from sending any nut products to the site so it can remain a healthy environment

for all. Please respect the posted signs and immediately remove any products that may contain the indicated ingredient and refrain from purchasing.

### **Child Abuse/Neglect Reporting**

Arizona Virtual Academy and Insight Academy or Arizona are required by law to report any suspected cases of child abuse or neglect to Arizona Department of Child Safety.

### **Communicable Diseases**

All sites follow the Arizona Department of Health Services procedures if ever presented with any communicable diseases. Please visit <http://www.azdhs.gov/phs/oids/reporting/schools.htm> for more information

### **Drug Abuse Reporting**

Arizona Virtual Academy and Insight Academy of Arizona are required by law to report any suspected student drug abuse cases to Arizona state and local law enforcement agencies.

## **STUDENT SERVICES**

### **Transportation**

Transportation to and from the Blended Learning center and any planned field activities is the responsibility of the parent and student. Bus pass scholarships may be available on a limited basis to students who meet specific qualifications. Please contact your site staff for details of this program.

**\*\*\*For additional student services, please see the AZVA and Insight handbooks.**

## **BEHAVIOR GUIDELINES AND STUDENT DISCIPLINE**

### **Read the Code**

Prior to the start date for each school year, students must read the Student Code of Conduct and Acceptable Use Guidelines and agree to abide by its terms. This code is in addition to any rules and regulations set forth by the Blended Learning center's site staff.

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## **AZVA and Insight Blended Learning Center Student Code of Conduct and Acceptable Use Guidelines**

This document describes the policies and guidelines for the use of the Online School and exists to ensure that all AZVA and Insight students are aware of and understand their responsibilities when accessing and using AZVA and Insight resources.

AZVA and Insight reserve the right to update or alter this agreement at any time. Such revisions may substantially alter access to AZVA and Insight instructional computing resources. AZVA and Insight instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by AZVA or Insight.

Students enrolled in AZVA or Insight should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

### **Failure to follow these guidelines could result in the**

- Removal of student access to AZVA or Insight instructional computing resources, which could result in his/her inability to complete learning activities,
- Suspension or permanent removal from the Blended Learning Center,
- Involvement with law enforcement agencies and possible legal action.

### **Accountability**

- Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own user names and passwords, and must not share these with anyone.
- Students may not interfere with other users' ability to access AZVA or Insight, or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students must not download, transmit or post material that is intended for personal gain or profit, non-AZVA or Insight commercial activities, non-AZVA or Insight product advertising, or political lobbying on an AZVA or Insight owned instructional computing resource.
- Students may not use AZVA or Insight instructional computing resources to sell or purchase any illegal items or substances.

- Students may not upload or post any software on AZVA or Insight instructional computing resources that are not specifically required and approved for student assignments.
- Students may not post any MP3 files, compressed video, or other non-instructional files to any AZVA or Insight server.

## **Inappropriate Behavior**

Inappropriate behavior includes:

- Insults or attacks of any kind against another person,
- Use of obscene, degrading, or profane language,
- Harassment (continually posting unwelcome messages to another person) or use of threats,
- Viewing inappropriate material on the internet as determined by the site staff
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.
- Any conduct intended to obstruct, disrupt, or interfere with teaching, administrative or disciplinary functions.
- Threatening the educational institution by interference with or disruption of the school.
- Physical abuse of or threat of harm to any person on property, or at Blended Learning sponsored or supervised functions.
- Damage or threat of damage to property.
- Forceful or unauthorized entry to grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on property or during Blended Learning sponsored functions.
- Failure to comply with the lawful directions of school staff, officials, or any other law enforcement officers acting in performance of their duties.
- Engaging in any conduct constituting a breach of any federal, state, or city law.
- Carrying or possessing a weapon on the premises.

Any student who violates these policies and regulations may be subject to discipline to include: assignment of up to 10 community service hours, and/or short term or long term suspension or permanent removal from the Blended Learning center, in addition to other civil and criminal prosecution.

## **Right to Freedom from Harassment/Bullying**

Bullying and harassment of students is prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion, disability, or sexual orientation or identity. It can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, physical attacks, threats, or other written, spoken or physical actions. This includes cyber bullying via texting, voicemail, email and other means such as twittering, etc.

If a student believes that he or she has been harassed, bullied or hazed, the student should report the behavior immediately to his/her site staff. Students who engage in harassment, bullying or hazing will be subject to disciplinary and criminal sanctions.

## **Student Sexual Harassment**

Sexual harassment is a form of sexual discrimination which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Title IX. Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

### **Examples include:**

- Unwelcome leering, staring, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Unwelcome graphic verbal comments about an individual's body.
- Unwelcome sexual jokes, stories, drawings, pictures or gestures.
- Unwelcome spreading of sexual rumors.
- Unwelcome teasing or sexual remarks about a student enrolled in a predominantly single-sex class.
- Unwelcome touching of an individual's body or clothes.

## **Weapons**

Possession of a weapon on school property or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school, or at any school-sponsored activity, will be subject to disciplinary and/or legal action. Weapons are identified as articles commonly used or designed to inflict bodily harm. Examples are: firearms, knuckles, switch blade/butterfly knives, chains, clubs, stars, etc. Articles that are designed for other purposes but are being used to harm or intimidate such as

belts, files, compasses, pencils etc. may and can be considered weapons and are subject to similar disciplinary actions.

## **Dress Code**

Cleanliness, neatness, and appropriateness are the standards which will be followed by students in their personal dress and grooming. Styles that hinder the learning process, are disruptive, inappropriate or vulgar, will not be permitted. Any clothing referencing drugs, alcohol, or gangs will not be permitted on site. Clothing should cover all body parts.

Please be aware that the site staff has the right to question disruptive or inappropriate attire.

## **Cell Phones**

Using cell phones while in a class is **prohibited**. Students who need cell phones to communicate with their family are required to have their cell phone **silenced** during class time. Cell phones must remain **out of sight** and kept in a student's backpack, bag, purse, or pocket and only be taken out during designated breaks. If a call needs to be made during class time, students will gain permission from their site staff to use the classroom phone and will be expected to complete the call in a way that will not disrupt other students who are working. **If any student violates this policy multiple times, his/her cell phone may be confiscated until a parent or guardian retrieves it.** The site is equipped with a phone children can be reached at during school hours.

## **Blended Learning Center Suspension/Permanent Removal Policies**

*The following policies are in reference to suspension or permanent removal from Blended Learning program, not AZVA or ISAZ. If a student is suspended or permanently removed from the Blended Learning program, he/she should continue to attend school and complete schoolwork from home.*

A student may be removed from contact with other students as a temporary measure for violations of the student code of conduct. A student may be suspended from learning center for up to five (5) school days, after a conference with the site staff, the Blended Learning Principal, the student, and the student's parents is held. The authority to suspend a student rests with the Blended Learning Principal. If a danger to students or staff members exists, the site staff may immediately remove the student from school. In no instance shall students be released early from school unless parents have been notified.

**Please note:** Because the Individuals with Disabilities Education Act (IDEA) requires additional procedural safeguards, all district personnel administering discipline to students will always follow discipline procedures for students who meet eligibility criteria for special education.

**Suspension for five days or less:**

1. The student will receive notice, written or oral, of the reason for suspension and documented evidence of the alleged misconduct.
2. After receiving notice, the student will be asked for an explanation of the situation.
3. After verifying facts and statements, a written report will be submitted from the site staff and the student may write a statement if he/she desires.
4. The Blended Learning Principal may suspend the student for up to ten days, choose other disciplinary alternatives, exonerate the student, recommend long term suspension, permanent removal from the program, or both.

When suspension is involved, a parent must be notified before the student is allowed to leave campus.

A letter to the parents will be written within a reasonable time to explain terms and reasons for the suspension and to request a meeting to solicit their help.

**Long term suspensions:**

Long term suspension is defined as exclusion from the Blended Learning Center for time periods over 5 days up to the conclusion of the school year. Offenses for which long term suspension may be imposed are:

- ✓ Fighting or engaging in violent behavior
- ✓ Threatening an educational institution
- ✓ Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
- ✓ Making a bomb threat
- ✓ Engaging in arson.

**Long Term suspension procedures:**

1. The student will receive notice, written or oral, of the reason for suspension and the evidence the Blended Learning staff have of the alleged misconduct.
2. After receiving notice, the student will be asked for an explanation of the situation. After verifying facts and statements, a written report will be submitted from the site staff and the student may write a statement if they so desire.



3. The parent, student, site staff and the Blended Learning Principal conference will convene within 10 days of the infraction to determine disposition. Students may be suspended from the date of infraction pending the discipline conference.
4. At the conclusion of the conference the Blended Learning Principal may choose other disciplinary alternatives, exonerate the student, recommend short term suspension, suspend the student for the remainder of the current academic semester, or expel the student permanently from the program.

**Appeal process:**

Any disciplinary decision may be appealed to the Blended Learning Principal within 3 days of receiving notice whether written or oral of the disciplinary decision. The letter must describe in detail any objections to the decision rendered. After receipt of the appeal a discipline conference will be scheduled with parent, student, and Blended Learning and School administration.

## **TECHNOLOGY GUIDELINES**

**Unacceptable Uses: Personal Safety**

Students will not post personal contact information about themselves or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers. Students will not agree to meet with someone they have met online. Students should notify their parent(s) or guardian(s) and site staff if someone online has asked to meet with them. Students will promptly disclose to the site staff or adult volunteer of any message that they receive that is inappropriate, offensive or makes them feel uncomfortable.

**System Security**

Students are responsible for their individual user account, and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person. Students must immediately notify their site staff or adult volunteer if they have witnessed or identified a possible security problem.

**Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and materials posted to the Internet. Students may not use obscene, profane, lewd, vulgar, rude, defamatory, threatening or disrespectful forms of communication. This applies to verbal, and written language, diagrams, photographs, representations, videos, or any other form of communication.

Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

## **ADDITIONAL INFORMATION**

AZVA and Insight reserve the right to amend or change the codes detailed in this handbook at any time. Should you need additional information, or have any questions regarding policies outlined in this handbook, please feel free to contact the Blended Learning Principal. Contact information for the Blended Learning Principal and school specific administration can be found on **page 5** of this handbook.

# ARIZONA VIRTUAL ACADEMY/ INSIGHT ACADEMY OF ARIZONA: LEGAL NOTICES

- ☐ **Review Teacher Credentials**
- ☐ **McKinney Vento Act**
- ☐ **Student Records**
- ☐ **Family Education Rights and Privacy Act (FERPA)**

**Review Teacher Credentials** - Pursuant to A.R.S. 15-183 F., parents may review resumes of **Arizona Virtual Academy and Insight Academy of Arizona** teachers by calling the school office at (602) 476-1320.

**McKinney Vento Act** – The McKinney Vento Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster Learning Coaches or relatives other than their legal guardians.

Arizona Virtual Academy/Insight Academy of Arizona can offer school supplies to qualifying homeless youth. Determinations of qualifying students are made on a case-by-case basis.

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Learning Coaches may review the school Admission of Homeless Children and Youth policy by calling the school office at 602.476.1320.

**Student Records** – Student records are maintained at the school office. Learning Coaches/parents and/or guardians may contact the school office to obtain a copy of student records. A copying fee may be assessed. If Learning Coaches/parents and/or guardians change their address, telephone number, e-mail address, or place of employment, they are asked to notify their teacher immediately. Learning Coaches are responsible for keeping contact information current within the My Account section of the OLS. ARIZONA VIRTUAL ACADEMY/ INSIGHT ACADEMY OF ARIZONA: LEGAL NOTICES

Arizona Virtual Academy and Insight Academy of Arizona follow the Arizona State Library, Archives and Public Records retention schedule. The schedule can be found at: <http://www.lib.az.us/records/school.cfm>. General Education records have a destruction schedule and Special Education records (including placement records, referrals, evaluations, testing data and other related records) are destroyed 4 years after the fiscal year of final enrollment in the program. AZVA destroys records based on the Arizona State Library, Archives and Public Records retention schedule.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provides Learning Coaches and students over 18 years of age (“eligible students”) certain rights regarding the student’s education records.

These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. To request an inspection and review, the Learning Coach or eligible student should submit a written request to the Operations Manager that identifies the record (s) they wish to inspect. The Operations Manager makes arrangements for access and notifies the Learning Coach or eligible student of the time and place where the records may be inspected.
- (2) The right to request an amendment of the student’s education records that the Learning Coach or eligible student believes are inaccurate. Learning Coaches or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Operations Manager, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the Learning Coach or eligible student, the School notifies the Learning Coach or eligible student of the decision and advises him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the Learning Coach or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA allows disclosure without consent. One exception that permits the School to disclose information without consent is when the School discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with

whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a Learning Coach or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605**

(5) FERPA requires that the School, with certain exceptions, obtain a Learning Coach's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School may disclose "directory information" without written consent, the Learning Coach or eligible student, have advised the School in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the School to include the following information from education records in certain school publications or disclose it to certain parties. Examples include: shipment of computer and school materials to and from student's home, entry of student enrollment information into a computer database for use by school officials, honor roll or other recognition lists, sports activity sheets, such as for wrestling, showing weight and height of team members, and school yearbook.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a Learning Coach's prior written consent. In addition, federal laws requires the School to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless Learning Coaches or eligible students have advised the School in writing that they do not want their student's information disclosed without prior written consent.

The School has designated the following information as directory information: name, address, telephone number, e-mail address, photo, athletic information, honor roll status, grade level, activities and clubs, and awards.

If there are certain items the School has chosen to designate as directory information that Learning Coaches/parents or guardians do not want disclosed from their student's education records, without their prior written consent, Learning Coaches/parents or guardians are encouraged to send an e-mail identifying the

information they do not want disclosed, the student's name, and the name of the virtual academy or affiliate school in which the student is enrolled to: [directoryinformation@k12.com](mailto:directoryinformation@k12.com). This e-mail must be sent within 30 days of the first day the student attends school.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. The Arizona Department of Education may be contacted at 602-542-5393.

## **APPENDIX A**

### **Blended Learning Center Identification Card Policy**

#### **A. Lost ID Cards:**

It is solely the responsibility of the student to account for the whereabouts of his/her ID card. Any lost or stolen card should be immediately reported to the student's site staff. A new ID card will be issued at a cost of \$5.00 through either:

- Paypal at the AZVA/Insight payment website-<http://www.azva-insight-events.com/>
- Cash payments made to site staff

#### **B. Defacing ID Cards:**

The ID card continues to be the property of AZVA/Insight and shall not be defaced. No pictures, writings, stickers, markings, drawings, etc. are to be placed anywhere on the card. Depending on the amount of damages to the card, a new card may be issued at a cost of \$5.00.