



**ARKANSAS**  
VIRTUAL ACADEMY<sup>SM</sup>

# 2011/2012 Student/Parent Handbook

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[www.arva.org](http://www.arva.org)**

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## **Mission Statement**

*The mission of the Arkansas Virtual Academy (ARVA) is to support, guide, and assist families and colleagues in a positive way through teamwork to promote academic growth that leads to high achievement for the entire ARVA community.*

*By embracing change through teamwork and good communication, we will keep sight of our mission to assure family commitment to accomplish our purpose.*

# Welcome & Introduction

Dear Parents and Students:

Welcome to the Arkansas Virtual Academy (ARVA). ARVA is an open-enrollment public charter school of the Arkansas Department of Education (ADE). Our school blends innovative new instructional technology with a traditional curriculum for students across Arkansas. There are many benefits to our unique learning model, including a rigorous and comprehensive curriculum based on the Core Knowledge sequence, the flexibility of learning anytime and anywhere, the support of Arkansas certified teachers, and an individualized and self-paced learning program that adapts to your child's unique needs. This challenging and engaging curriculum was developed by renowned learning experts, teachers, and instructional designers and is aligned with the Arkansas Curriculum Frameworks.

The Student/Parent Handbook is a comprehensive guide to ARVA policies and procedures. Please read it carefully and refer to it throughout the school year as needed. As a charter school of the Arkansas Department of Education, ARVA is subject to the rules and regulations of the Arkansas State Board of Education and the Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAAP). These documents are available online at the Arkansas Department of Education web site at <http://www.arkansased.org>.

Our dedicated staff looks forward to working with your family during the upcoming school year. Please feel free to contact the ARVA office at any time if you have questions or concerns.

Yours in Education,

Scott Sides  
Head of School

## **ARVA Board of Directors**

Jerry C. Jones, Board Chair

Lepaine Sharp-McHenry, Vice-Chair

John Riggs IV, Secretary/Treasurer

Dr. Angela Driskill

Kevin Smith

Representative Robbie Wills

## 2011/2012 ARVA School Calendar & Testing Dates

August 15	Start of School
August 15 – 26	Scantron Pre-Test Window
August 22 – September 23	Qualls and DIBELS Screening Window – Grades K – 2
September 5	Labor Day
October 3	Work Samples Due
October 4	Writing Field Test (Grades 3,4,5,7,8)
October 4	EXPLORE Assessment, 8 <sup>th</sup> Grade
October 14	End of 1 <sup>st</sup> Nine Week Period
November 23 – 25	Thanksgiving Break
December 19 – 30	Christmas Break
January 2	New Year's Day (observed)
January 6	End of 2 <sup>nd</sup> Nine Week Period
January 6	Work Samples Due
January 16	Martin Luther King Day
January 17 – 18	Mid-Year End-of-Course Algebra Exam
February 20	President's Day
March 12	Work Samples Due
March 16	End of 3 <sup>rd</sup> Nine Week Period
March 19 – 23	Spring Break
April 2 – 13	NRT Exam Window – Grades K – 2
April 9 – 13	Augmented Benchmark Exams – Grades 3 – 8
May 7	Work Samples Due
May 8 – 9	End-of-Course Algebra Exam
May 14 – 25	Scantron Post-Test Window
May (TBA)	Graduation
May 28	Memorial Day
June 4	End of School – End of 4 <sup>th</sup> Nine Week Period

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# Academic Advancement

## Student Course Level Advancement Policy

ARVA provides six (6) core courses per student, per year to be mastered. Due to the accountability requirements for public schools, the policies of ARVA, and the design of the K12 curriculum, students are expected to complete the entire set of assigned courses before advancement to new courses may be considered. The design of ARVA and the availability of the K12 Online School (OLS) allow parents flexible schedules in regards to the delivery of instruction. All courses are expected to be completed within the school calendar year unless there are exceptional circumstances or Special Education provisions, which have been discussed, agreed upon, and approved, by the parent/guardian, teacher and ARVA administration.

Advancement of a student from one course level to the next requires the approval of ARVA administration. Sufficient progress in **all courses** is required before course level advancement in one area will be considered. Sufficient progress will be determined by the total number of hours of instruction completed, the total number of lessons completed, total number of days enrolled and the mastery level of the student on the lesson assessments.

ARVA recognizes the unique learning environment that virtual schooling provides and the opportunity this provides for some students to advance a course level (not grade level) within one school year. It is not the general policy of ARVA to allow course level advancement within the same school year. This general rule is based on state testing requirements, APSCN data (in relation to Math and Language Arts placement) and budget issues. This does not rule out the opportunity for course advancement in special situations.

When a parent requests advancement in a single course, or courses, within the same school year the teacher will evaluate the student progress in each course level and review his/her attendance record. Sufficient progress across all courses is required before course level advancement is considered. Sufficient progress will be determined by the total number of hours of instruction completed, the total number of lessons completed, and the mastery level of the student on the lesson assessments. The teacher will then present the information and request to the Academic Administrator for a final decision.

In K12 curriculum, several lessons are identified as “**optional lessons**” or “**core**”. The optional lessons are intended to provide enrichment or extra practice. ARVA requires students to complete 100% of the core K12 lessons in each subject prior to being considered for course advancement.

## Academic Improvement Plans (AIP)

Any ARVA student who is below the proficient level on state-mandated assessments will be placed on an Academic Improvement Plan. This plan will be developed by the ARVA teacher and the parent, and it will include a written report detailing supplemental or

intervention and remedial instruction, or both, in deficient academic areas. This plan could include working on test taking strategies, participating in Elluminate test preparation sessions, attending face-to-face benchmark sessions, or using websites, reading logs, and journal writing to supplement the K12 curriculum. Failure to assist your child's ARVA teacher in implementing and complying with the AIP plan could result in being retained in the grade level.

## **Additional Required Courses**

In order to meet Arkansas Department of Education regulations, the Arkansas Virtual Academy must offer other courses in addition to the K12 curriculum. These are specific to grade levels. Attendance must be maintained as well as documentation of course completion. Your ARVA teacher will discuss these requirements with you during the goal-setting conference.

Public school students, grades K-6, are required to participate in a minimum of sixty (60) minutes of physical education training and instruction and ninety (90) minutes of physical activity each week. Public school students, grades 7-8, are required to complete a minimum of sixty (60) minutes of physical education each week unless unable to participate. Families will be provided a CD with grade level lessons presented by Health.com as well as the Arkansas Department of Education standards and frameworks for physical education and health. Please discuss this with your child's teacher to develop an appropriate plan of activity for your child. Learning coaches are responsible for logging physical education activities and instruction hours into the Online School.

The Arkansas Department of Education requires that all public school students receive instruction in Arkansas History. ARVA will designate an Arkansas History week and provide educational history lessons and activities. Learning coaches are responsible for logging Arkansas History hours into the Online School.

## **Admission and Entrance Requirements**

Upon admission to ARVA, each student will be assigned to their age-appropriate grade level. Students attending the Arkansas Virtual Academy must be an Arkansas resident. For the 2011/2012 school year and afterwards, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment.

Act 29 of 2009 Regular Sessions amends Arkansas Code Annotated § 6-18-207 allowing students early enrollment into kindergarten in certain circumstances. Any child not five (5) years old on or before August 1, must meet ALL of the following requirements in order to be eligible for enrollment into a public school kindergarten program during the 2011/2012 school year.

- The child will be at least five (5) years of age no later than September 15 during the year in which he or she enrolls in kindergarten;
- Was enrolled in a state-approved prekindergarten program during the 2010/2011 school year;

- Attended a state-approved prekindergarten program for at least one hundred (100) days during the 2010/2011 school year and each subsequent year in which he or she is enrolled in a state-approved prekindergarten program. “State-approved prekindergarten program” means a prekindergarten program that is accredited and quality-approved by the Department of Human Services Division of Child Care and Early Childhood Education.

Upon acceptance to ARVA, these required documents must be completed and/or submitted by parents or legal guardians:

- Physical – *Kindergarten and first-time public school enrollees only*
- Enrollment form
- Copy of birth certificate
- Proof of residence (*e.g. current utility bill, lease, etc. showing physical address*)
- Immunizations (*contact AR Dept. of Health regarding waiver information*)
- Agreement to Use of Instructional Property
- Previous standardized test scores, if available
- Previous school report card
- Custodial paperwork, if applicable
- IEP (Individualized Educational Plan) for special education students or 504 plan, if applicable

## **Algebra I Requirements**

According to Arkansas Code Annotated §§ 6-11-105, 6-15-419, 6-15-433, 6-15-2009 as amended by Act 1307 of 2009 Regular Sessions and § 25-15-201 et seq., students *completing* Algebra I will be scheduled to take the high-stakes End-of-Course Algebra I exam. The student must obtain a passing score on the End-of-Course Algebra I exam before being allowed to receive credit. If a student does not pass the End-of-Course Algebra I exam the first time, the student will receive remediation with two subsequent attempts to pass the exam. If a student still has not passed, an alternative method of instruction and an alternative form of assessment will be administered, providing a total of four opportunities to pass the exam.

## **Assessments**

Students are required to take diagnostic assessments as directed by the student’s teacher at the beginning and end of year to measure prior knowledge. These diagnostic assessments assist the teacher in identifying academic strengths and weaknesses. This information is used to help guide academic interventions.

ARVA students are required to participate in state-mandated academic assessments. Students entering kindergarten and those entering first grade who have not been enrolled in a public school will be assessed with the Qualls Early Learning Inventory (QELI). The Qualls assessment requires that an ARVA teacher personally observe kindergarten students. ARVA will contact parents to schedule a time and location to administer this assessment.

Students entering grades kindergarten, first, second, and others as needed, will be assessed with the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) three times throughout the school year. ARVA will contact parents to schedule a time and location to administer this assessment.

Students in grades 3,4,5,7,8 will participate in a Writing Field Test on October 4. Testing sites will be announced at a later date.

Eighth grade students will participate in EXPLORE which is a college and career readiness assessment. This assessment will take place on October 4. Testing sites will be announced at a later date.

Students in grades K – 2 will be required to take the state-mandated norm-referenced test in April 2012. Grades 3 – 8 will take the augmented benchmark and norm-referenced test. Students *completing* Algebra I will be scheduled to take the End-of-Course Algebra I exam in May 2012. All testing sites will be announced later.

**Failure to participate in these assessments will result in your child’s removal from ARVA and could negatively affect the future of the Arkansas Virtual Academy.**

ARVA students will participate in the state required tests at their age appropriate grade level.

**Note – *The State Board of Education may mandate additional state testing. ARVA students are required to participate in all state-mandated assessments.***

## Attendance and Instructional Time

The *Standards for Accreditation* adopted by the Arkansas State Board of Education requires all public schools to record a minimum of one hundred seventy-eight (178) days of student/teacher interaction. The student instructional time shall average six (6) hours per day, thirty (30) hours per week or the equivalent of 1,068 hours per academic year. Students will show progress across all subjects each week unless a different educational plan has been put into place by the ARVA teacher.

Frequently asked questions regarding attendance

### **1. *When can I log attendance?***

You are able to log attendance from the first day of school, August 15, 2011, until June 4, 2012, the last day of school. Any hours logged after June 4, 2012, cannot count towards your child’s academic progress.

### **2. *What constitutes earned attendance hours?***

Attendance hours are hours that are spent in student preparation for the daily lesson and the student’s learning time.

### **3. *Where do I need to log my child's attendance and how often?***

Student attendance hours need to be logged in the attendance screen on the OLS and should be entered on the day that you teach.

### **4. *How much attendance may I log each day?***

You should log the actual number of K12 and supplemental work hours completed by the child.

### **5. *What should I do if I forgot to log my child's supplemental hours?***

If you have already entered hours for that day, and you clicked the "Submit" button, your teacher may need to add the hours for you. Contact your teacher and she/he will assist you in entering supplemental hours.

## **Change of Contact Information**

Parents are required to notify their teacher immediately of any change in name, mailing and/or shipping address, E-Mail/K-Mail, phone number, emergency contact, responsible adult, or court order designating a change in guardianship. Address changes require an updated proof of residency which can be verified with a copy of utility bill, etc. stating service address. This information is part of your child's educational record and must be kept current.

## **Child Find**

ARVA has the responsibility to identify children who have special needs by making parents aware of how to make a referral if they suspect their child has a disability. Parents should call the ARVA office at 501-664-4225 for further information or assistance. ARVA teachers have the responsibility to make a referral if they suspect a student may have a disability. A conference will be held with special education staff, the general education teacher, and the student's parent to determine if services are appropriate. A parent may refuse special education services at any time.

## **Computer Requirement and Distribution Policy**

Each ARVA family is required to have a computer that meets the minimum specifications necessary to access the K12 Online School (OLS). Families must acquire and maintain internet access throughout the year in order to participate in the school.

A computer system and printer may be loaned upon approved enrollment of the new student(s) in ARVA. This loan is based on the financial need of the family and/or those approved students whose family qualifies for the federal free or reduced meals program and who are in need of a computer system. This determination will take place during the enrollment process. Families may elect to waive the loan of a computer system.

The computer systems distributed through ARVA follow these technical specs:

Speed: 1.8 GHz or better

RAM: 2 MB (minimum)

Disk space: 80 GB or more

CDROM or DVD drive  
Monitor: 17-inch flat panel  
Audio: 16-bit sound card  
Modem: 56 kbps (minimum)  
Desktop Microphone and Headset Microphone  
Operating system: Windows XP SP2  
Microsoft® Internet Explorer version 8.0  
Adobe® Reader®  
Macromedia Flash™  
Shockwave™  
QuickTime®  
McAfee® Virus Protection

## **Computer Use Policy**

Access to the internet via computer equipment and resource networks provided to qualifying students as a result of enrollment in ARVA are intended to serve and pursue educational goals and purposes. Communications and internet access should be conducted in a responsible and professional manner reflecting the school's commitment to honest, ethical and non-discriminatory practice. Therefore the following is prohibited:

- any computer use that violates federal, state, or local law or regulation
- knowing or reckless interference with the normal operation of computers, peripherals, or networks
- the use of ARVA internet-related systems to access, transmit, store, display, or request inappropriate materials
- any use that is deemed to adversely affect ARVA

## **Confidentiality**

Every effort is used in maintaining the confidentiality of students attending the Arkansas Virtual Academy (ARVA). Parents must give permission before a student's name or image can be displayed in a public manner. Before confidential student information is transferred over the internet, it is password protected or encrypted, and can only be decrypted by another party employed or assigned by ARVA. The Arkansas Virtual Academy has appointed a Records Officer in the interest of protecting the confidentiality of personally identifiable data regarding students with disabilities. Student files are accessible only to employees of ARVA who have an interest in the education of its students. Parents and students should be careful not to share their K12 Online School (OLS) username and password with any unauthorized individuals. In any case, where a parent or teacher believes the security of the OLS has been compromised, the parent should use the tools provided in the OLS to change their username and password.

## **Constitutional Protected Prayer Policy**

The ARVA Board of Directors and ARVA administration are committed to ensure that no policies are in place which prevent, otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the guidance for Section 9524 of the

Elementary and Secondary Education Act (ESEA) as amended by No Child Left Behind (NCLB).

## **Cyber-bullying/Bullying Policy**

### ***BULLYING (Act 1437 of 2005)***

The General Assembly finds that every student in this state has the right to receive his or her public education in a public school educational environment that is reasonably free from substantial intimidation, harassment, harm or threat by another student.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- a) physical harm to a public school employee or student or damage to the property of a public school employee or student;
- b) substantial interference with a student’s education or with a public school employee’s role in education;
- c) a hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- d) substantial disruption of the orderly operation of the school or educational environment

“Electronic act” - means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager;

“Harassment” - means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily substantial interference with the other’s performance in the school environment; and

“Substantial Disruption” - means without limitations that any one or more of the following occur as a result of bullying:

- a) necessary cessation of instruction or educational activities;
- b) inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- c) severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- d) exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Students who engage in bullying

- a) during school on school property, during and/or while in route to or from any school function in connection to or with any district sponsored activity or event, or
- b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment

are subject to disciplinary action, up to and including suspension or expulsion.

This section shall apply to an electronic act originated with school equipment and/or during school online activities, if the electronic act is directed specifically at students or

school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose. School employees who witness bullying, or have reliable information that a pupil has been the victim of bullying, as defined in this policy, shall report the incident to the Academic Administrator immediately.

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form. A school employee who has reported violations under the school district's policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident.

In addition, notice of this policy shall be provided to parents, students, school volunteers, and employees. Copies of this policy shall be available upon request.

Bullying and cyber-bullying are prohibited:

- a) while during school, on school equipment, at school-sponsored events,
- b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, the learning environment, and has a high likelihood of succeeding in the purpose.

Legal Reference: Act 681 of 2003; Act 115 of 2007

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

The Family Education Rights and Privacy Act (FERPA) gives parents 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 parent or eligible student should submit a written request to the office administrator that identifies the record (s) they wish to inspect. The office administrator will make arrangements for access and notify the parent 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 parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School administration, 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 parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent 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, which permits ARVA 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 ARVA 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 parent 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 is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-5920

- (5) FERPA requires that the School, with certain exceptions, obtain a parent'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, unless you, the parent or eligible student, have advised the School in writing that you do 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
- 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 parent'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 parents 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
- honor roll status
- grade level activities
- clubs awards

If there are certain items the School has chosen to designate as directory information that you do not want disclosed from your child's education records, without your prior written consent, please send an E-Mail/K-Mail identifying the information you do not want disclosed, your student's name, and any edits to the ARVA office.

## Health Screening Information

Arkansas State Law requires vision and hearing screenings at certain grade levels:

- Vision Screening (Grades K, 1, 2, 4, 6, 8)
- Hearing Screening (Grades K, 1, 2, 4, 6, 8)

Scoliosis and Body Mass Index (BMI) screenings are offered to students in certain grades. ARVA is required to offer these screenings to all students:

- Scoliosis - requires partial disrobing – (Grades 6 & 8 for girls and Grade 8 for boys)
- Body Mass Index (BMI) – (Grades K, 2, 4, 6, 8)

### Permission to Screen

A parent/guardian of the named student must give permission for health screenings to be conducted.

### Declining of Permission to Screen

A parent/guardian of the named student may **DECLINE** all screenings **BUT** understands that they will be responsible for obtaining vision and hearing screening for the named

student from a health care provider or local health unit. The parent/guardian also understands that official documentation stating that the named student has received the required vision and hearing screening must be provided to the school as soon as these services can be arranged.

## **Immunizations**

Arkansas Code Annotated § 20-7-109, § 6-18-702, § 6-60-501 - 504, and § 20-78-206 requires all children enrolling in a public school to be immunized in accordance with the Arkansas Department of Health Rules and Regulations pertaining to Kindergarten through 12<sup>th</sup> grade immunization. Parents must submit copies of the child's immunization records prior to being admitted to ARVA.

The Arkansas State Board of Health, beginning 2010-2011 school year, has updated the Rules and Regulations for the Immunization Requirements. Students entering into seventh grade are required to receive a Tdap (Tetanus/Diphtheria/Pertussis) - whooping cough - vaccine Booster.

The two-year minimum interval allowed within the Rules and Regulations is being followed by the state of Arkansas. If a student has already received a Tdap vaccine or has received a Tetanus vaccine within the last two years, the Tdap vaccination will not be required at this time. The parent/guardian must furnish ARVA documentation to prove that the student has received a Tdap or a Tetanus shot in the past two years.

Parents wishing to receive an exemption from the state immunization requirements must request and obtain an exemption form of the Arkansas Department of Health via email [immunization.section@arkansas.gov](mailto:immunization.section@arkansas.gov) then provide ARVA with documentation of approved exemption from the Department of Health prior to enrollment. For additional information visit the following website <http://www.healthy.arkansas.gov>.

## **Internet Service Provider (ISP) Reimbursement Policy**

Families shall acquire internet access in order to participate in the school. ARVA will reimburse a stipend to qualifying families for internet access at the rate approved by the ARVA Board. Eligibility is based on the financial need of the family and/or those approved students whose family qualifies for the federal free or reduced meals program. There will be one ISP reimbursement per qualifying family. Families may elect to waive this stipend.

A reimbursement check will be mailed to the address provided on the OLS for those families enrolled through the end of the school year. Address changes must be submitted through the child's ARVA teacher. ISP reimbursement will be pro-rated according to enrollment date. The ISP reimbursement will occur annually, and the check will be mailed in June. Students who withdraw before the last day of school will not receive an ISP reimbursement.

Internet reimbursement may not be provided to families who fail to comply with the attendance, progress and teacher communication policies.

## Non-Compliance

As an open-enrollment public charter school, the Arkansas Virtual Academy is required to monitor student attendance and progress, in accordance with all applicable statutes and State Board of Education rules and regulations. ARVA student attendance is recorded by the time “logged in” on the “Online School” (OLS). ARVA student progress is recorded by the mastery of lessons. ARVA teachers and administration will monitor student attendance and progress, which will be a determining factor in student advancement to the next curricular level and continued enrollment in ARVA. Sufficient progress is determined by the number of days enrolled and the number of lessons to be completed by the end of the school year.

The Arkansas State Board of Education recognizes two types of absences: excused and unexcused. Excused absence logged time can be made up with the permission of the public school (ARVA) teacher. The ARVA teacher will be required to document the reason for the excused absence and when the work/day will be made up. The following are reasons a student may have excused absences:

- illness of the student (more than two (2) consecutive days will require a doctor’s note)
- serious illness or death in the immediate family
- appearance in court
- school/community/church activities
- doctor, dental or other medical appointments
- other reasons not listed may be considered for an excused absence if the parent/guardian makes a request to the teacher at least 10 school days in advance of the absence

An unexcused absence means the student was absent for some reason other than the ones listed above. After four (4) unexcused absences, the teacher will schedule a conference with the parent/guardian, student and the ARVA Principal (Academic Administrator) to discuss and implement an action attendance plan to ensure attendance compliancy for the remaining school year.

An ARVA parent or student may also be deemed non-compliant for any of the following reasons:

- failure to make sufficient progress as established during the student goal-setting conference (15 lessons or 18 hours behind-equivalent to three (3) days missing attendance)
- repeated failure to log completed progress and attendance in a timely manner
- failure to respond to teacher/administrator phone calls, E-Mails and/or K-Mails
- failure to accept any ARVA certified mail
- failure to participate in scheduled parent, student, & teacher conferences
- failure to attend Elluminate sessions as indicated in AIP or as required by teacher
- failure to submit required work samples by deadlines
- failure to participate in state-mandated assessments

- failure to participate in required benchmark training sessions
- falsifying attendance and/or progress in the OLS
- providing student(s) access to adult's OLS username/password
- failure to follow other school policies
- failure to follow Academic Improvement Plan (AIP) requirements
- cyber-bullying and/or inappropriate behavior in any online capacity or at any ARVA event

Non-compliance procedures:

**Step 1:** Prior to determining non-compliance the teacher will communicate with the parent/learning coach the concerns of the teacher by K-Mail and/or phone. The teacher will make every effort to support the parent/learning coach in his/her needs and to clearly and concisely communicate the policies and expectations for students and parents as outlined in the ARVA parent/student handbook. Teachers will also refer to the goals established during the student goal-setting conference. The Academic Administrator may require face-to-face assessments with the student at a neutral location. The teacher will conference with the Academic Administrator as needed for assistance.

**Step 2:** When a teacher makes the determination that a parent/learning coach is non-compliant, ARVA **non-compliance form #1** will be sent by the teacher to the parent by both K-Mail and U.S. mail. A copy of the non-compliance form will be sent to the ARVA Administration via K-Mail and a copy of the non-compliance report will be placed in the student's permanent record folder. Parent/learning coach should follow instructions regarding non-compliance notice to address areas of concern.

*NOTE: Should the same issue(s) reoccur, a non-compliance form #2 may be issued.*

**Step 3:** If the non-compliant issue is not resolved or sufficiently addressed within one week (7 calendar days) following the teacher K-Mail and letter, the teacher will send **non-compliance form # 2** to the ARVA Administration and parent/learning coach. The ARVA Administration will then contact the parent/learning coach to conduct a conference at which time the parent will be informed that failure to address the concerns will result in the student's removal from ARVA. The parent/learning coach is expected to comply with the instructions on the non-compliance notice by addressing the areas of concern in the manner designated. Parent/learning coach and student(s) may be required to attend a parent training session. Failure to address issues and attend a parent training session, if required, will lead to the final non-compliance step.

**Step 4:** If the non-compliant issue continues and is not resolved or sufficiently addressed within one week (7 calendar days) or within a reasonable time-frame following the conference, the teacher will submit **non-compliance form # 3** to the ARVA Administration. The ARVA Administration will send a letter and copy of the non-compliance report to the parent via certified-mail notifying the parent that the student is being removed from ARVA. A copy of the letter and non-compliance report will be placed in the student's file as part of their permanent school record. The ARVA Administration will conduct a final conference to notify the parent/learning coach that the student is being removed from ARVA and inform the parent of his/her legal

obligation to enroll his/her student(s) in the local public school, private school, or notify the district of his/her intent to home-school, per state requirements.

**Step 5:** The ARVA Administration will initiate the withdrawal process.

There are exceptions to this process during which the steps might progress more quickly. Such examples might include truancy, inappropriate language/behavior to other students/staff, not attending state testing, or other situations that must be rectified instantly.

## Objectionable Materials Policy

If a parent finds certain lessons, books or materials to be objectionable, they should contact their ARVA teacher and utilize the feedback option within the OLS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The assessment for the lesson in the OLS must be completed to show that the objectives have been met.

## Optional Outings

ARVA will sponsor optional outings for students and families on a regular basis that enhance the K12 curriculum/learning activities. While attendance is not mandatory, it is an opportunity to meet other school participants, have conversations, share practices that work and pursuit of academic enrichment. While credit for student outings is not offered in lieu of the regular curriculum, time can be counted as supplemental activities hours in the OLS.

Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

ARVA expects students to dress appropriately when attending outings. Examples, of inappropriate dress include, but not exclude:

- clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or suggest gang membership
- apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments
- any clothing that is excessively tight, is of transparent material, see-through material, or that is ripped or torn, or has suggestive signs or symbols
- any clothing through which underwear or any type of undergarment may be seen
- spandex, clothing which does not cover backs, clothing which permits viewing of cleavage, halter tops, tank tops with open sides, spaghetti strap tops, and muscle/tank shirts
- spikes, dog chains/chokers, ball bearing chains, wallet chains or other jewelry that increases the risk for accidents

ARVA parents and students are expected to conduct themselves appropriately at all optional student outings. Parents/guardians are responsible for the supervision of their children at all times.

## **Parent/Teacher Communication**

ARVA teachers are responsible for monitoring and validating student attendance, curricular progress and educational growth. **The teacher is the FIRST POINT of contact for all issues regarding the school.**

K-Mail and telephone are the primary sources of contact between the ARVA teacher and the parents; therefore, it is essential that parents check their K-Mail and voicemail at least twice a day. Parents should promptly reply to K-Mails or voicemails received from ARVA or K12. ARVA teachers are instructed to allow their voice mail to answer all incoming calls. This allows the teacher to thoroughly research the answer to questions or problems posed by the parent and to prioritize returning calls to make the most efficient and effective use of their time.

All communications between ARVA administration, ARVA teachers, the parent/learning coach, students, and other parties directly related to ARVA must be conducted with appropriate professionalism. Demeaning or profane language, derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communications in Email/K-Mail, and communications posted on the ARVA community board.

## **Parent/Teacher Conferences**

Parents are required to participate in scheduled conferences. The date and time of the conference will be arranged between the ARVA teacher and the learning coach. ARVA teachers will conference with both the learning coach and student. All types of conferencing will generally be held during the school day unless there are extenuating circumstances. Learning coaches are required to keep all scheduled conferences, or provide a 24 hour notice if a cancellation is necessary and reschedule a new appointment (at the time of cancellation). Failure to participate in the conference may result in implementation of the non-compliance procedure. Teacher may request face-to-face conferencing and/or observations at a neutral site for instructional diagnostic purposes.

## **Parent Involvement**

ARVA encourages all parents to become involved in school activities sponsored in their geographical area in order to help develop a stronger school community. Many opportunities for involvement are provided through ARVA sponsored events such as parent trainings, benchmark trainings, student outings, meet-and-greet sessions, and at graduation.

# Parent Responsibilities

## Beginning of year:

- report to ARVA any changes in phone, email, K-Mail, mailing or shipping address information
- acquire school supplies on list provided by ARVA
- report missing/damaged materials and computer equipment within 2 weeks of delivery
- set up learning space and organize materials
- participate in web meetings via Elluminate and phone conferences
- participate in goal-setting conference with teacher

## Daily:

- check for K-Mail and voicemail from teacher and respond
- follow and complete the scheduled daily K12 lessons as shown in the OLS
- record progress/assessment results
- record accurate daily attendance time for each K12 course and supplemental activities. Supplemental activities would include other educational activities beyond K12 curriculum.
- review K12 lessons for next day and gather all necessary materials

## Weekly:

- complete computer maintenance: clear cache, defrag the hard drive, disk clean-up, update Windows and virus software
- run virus scan
- review student work completed and gather work samples for submission; label each assignment with student's name, subject, unit, lesson and date completed
- review and prepare K12 lessons for the next week and web meetings as needed
- note any topics to discuss on next regularly scheduled conference

## As Required or Scheduled:

- student and parent conference with ARVA teacher during regularly scheduled time period
- collect and submit work samples
- report computer problems immediately to your teacher and to K12 Customer Service at 1-866-512-2273
- implement, review and revise Academic Improvement Plan with ARVA teacher

- attend SPED conferences: IEP/504 placement meetings (if your child is identified with special needs) and report any changes/meetings to your teacher immediately
- review and update student progress and established goals with ARVA teacher
- complete parent surveys for K12 and ARVA
- attend training sessions, web meetings and testing workshops
- report contact information changes immediately (address, email, K-Mail, phone) to child's teacher
- attend outings (**Optional**)

#### **End-of-Year:**

- gather returnable materials and prepare for shipping/return to K12
- Review/discuss course placement with your teacher for the following year

## **Physical Education**

Physical education is a required course. Students, grades K-6, are required to complete a minimum of sixty (60) minutes of scheduled physical education training and instruction and ninety (90) minutes of physical activity each week. Students, grades 7-8, are required to complete a minimum of sixty (60) minutes of physical education each week.

Physical education activities should be logged in the OLS as physical education hours.

According to the Arkansas Department of Education Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools, August 2007: under Arkansas Code Annotated §6-16-132:

### **3.0 Definitions**

- 3.28 Physical Activity – Any bodily movement produced by skeletal muscles that result in energy expenditure.
- 3.29 Physical Education – A planned, sequential K-12 curriculum that provides cognitive content and learning experiences in a variety of activity areas including basic movement skills; physical fitness, rhythms, and dance; games; team, dual, and individual sports; tumbling and gymnastics; and aquatics.

## **Problem Resolution**

Follow these procedures for general information or for assistance in resolving a problem:

**Step 1:** All concerns and issues should **first** be directed to your child's teacher.

**Step 2:** If the concern is not resolved at this level, please contact the Academic Administrator at 501-664-4225.

**Step 3:** If you still have questions or concerns, please contact the Head of School at 501-664-4225.

## Progress Reports & Report Cards

The Online School (OLS) offers an ongoing report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, they may print a copy of the progress and attendance screens in the OLS account for the student. Progress reports/report cards are issued by teachers each nine weeks and copies will be K-Mailed and mailed to parents.

## Re-Enrollment Policy for Students Withdrawn Due to Excessive Absenteeism

A student who was withdrawn from ARVA due to lack of attendance may request to be re-enrolled, providing space is available, and must comply with general enrollment procedures. ARVA is under no obligation to re-enroll a student who has been withdrawn due to lack of attendance. Should the administration allow a student to re-enroll, the parent must work with their teacher to create an attendance action plan. Students who were removed from ARVA for excessive absenteeism will not be re-enrolled into ARVA.

Teachers will monitor the student's attendance action plan and provide updates to the Academic Administrator and Head of School. Non-compliance with the attendance action plan may result in withdrawal from ARVA.

## School Property

ARVA provides materials, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. All property and equipment must be returned in good, working condition upon withdrawal from the school. All printed material is copyrighted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student while enrolled in ARVA.

**Missing Materials** - The Arkansas Virtual Academy provides students with complete sets of materials for each subject. Families are provided with a packing list for each subject, and it is the responsibility of the parent/responsible adult to check the packing list against the items shipped. If items are missing, the parent/responsible adult is accountable for notifying K12 Inc. within two weeks of receiving the materials so that a missing materials report can be submitted to have the items provided. Missing materials that are reported mid-year may be considered lost materials and could result in charges to the family for replacement.

**Lost or Damaged Materials** - Materials that are lost or damaged should be reported to K12 as soon as possible. The parent/responsible adult is liable for the cost of replacing lost or damaged materials.

**Consumable Materials vs. Returnable Materials** - At the beginning of the school year, parents/responsible adults will be provided with a list of returnable items. All items on the returnable list cannot be written in and must be returned. K12 Inc. will arrange for pick up of these materials at the end of the school year. Students will be sent pre-paid shipping labels to help expedite the return shipments. The parent/responsible adult will be accountable for the replacement cost of any item on the list that is not returned. Consumable materials are not required to be returned.

**PLEASE NOTE:** When a student withdraws prior to the end of the school year, *all items*, regardless of condition, must be returned. This includes student and learning coach printed pages.

## Smart Core Curriculum Policy

In order to ensure that every student has access to a rigorous coursework, the Smart Core curriculum and the Core curriculum will be standard components of the required course of study to graduate from Arkansas public schools beginning with the 7<sup>th</sup> grade.

Each spring, 6<sup>th</sup> grade students and their parents will be informed about the Smart Core and Core curriculum. Parents will be provided the Arkansas Department of Education's Smart Core Course Code List, the Smart Core Informed Consent Form as well as the option of waiving the Smart Core and thus electing the Core curriculum. Parents will be required to sign and return their choice of curriculum for their child to the school. Parents may be informed of their curricular choices through parent/teacher conferences and the student handbook.

College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship.

The returned Smart Core Informed Consent Form or Smart Core Waiver Form become a part of the student's permanent record and are attached to the transcript documents. Students transferring to another school will have the signed Informed Consent Form transferred as a part of their permanent record.

Parents will be provided the option of changing the Informed Consent Form by notifying the Academic Administrator in writing. Appropriate school personnel including teachers and administrators will be informed and trained about the provisions of this policy.

Please refer to Appendix D.

## **Supplemental Activities**

A supplemental activity is work the student completes in addition to the K12 curriculum assigned to the student. It does not replace the K12 curriculum. Supplemental activities should represent new learning for the student or should provide practice for work that is appropriate for his/her grade level. Supplemental activities can be logged in the Online School as instructional hours. These activities can be logged into the student's daily schedule and counted toward his/hers mandatory hours of instruction. A student may receive attendance credit for a reasonable amount of hours for supplemental activities per week. To ensure that supplemental activities are appropriate and recorded properly, please discuss these with the child's ARVA teacher.

## **Student Work Samples/Semester Tests**

ARVA requires that parents maintain samples of student work for accountability purposes. Work samples are a tool that teachers utilize to assure adequate educational progress. Each family will be supplied a list of the required work samples that are to be mailed to the ARVA office at designated intervals. In addition, semester tests for each course are to be administered and sent with required work samples in January and May. Students failing to submit work samples will be considered non-compliant. Work samples and semester tests will not be returned to families. Teachers will provide families with submission guidelines.

## **Special Education Services**

The Arkansas Virtual Academy is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). ARVA is committed to providing appropriate education for all students, regardless of disability. Parents or other knowledgeable persons are able to make a referral of a student for special education services by contacting the child's ARVA teacher or the ARVA office. The ARVA Special Education Coordinator will assure compliancy with state and federal guidelines.

## **Student Extracurricular and Co-Curricular Activities**

The Arkansas Virtual Academy will provide student participation opportunities that are designed to meet the students' academic, recreational, and social interests. Activities may include, but will not be limited to, virtual clubs, service projects and scholastic activities such as spelling bees or science fairs. An adult sponsor will supervise each school-related club or organization.

Students are encouraged to participate in ARVA endorsed organizations. These are an integral part of the educational program of the Arkansas Virtual Academy and provide students the resource to share common interests. All student organizations will operate

according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability or national origin.

## **Student Organizations**

To be eligible to participate in ARVA extracurricular activities, students MUST be in compliance with the ARVA progress and attendance requirements set for that student. Teacher approval is required before final eligibility can be determined.

Student organizations will have either a service, honorary or interest orientation.

- 1) Service organizations/clubs are designed to provide service to the school or the community.
- 2) Honorary clubs are those which grant membership to students for special achievement in attaining standards in defined categories.
- 3) Interest clubs may be organized in areas of the curriculum or in other areas which supplement the educational program.

## **Extracurricular and Co-Curricular Discipline Policy**

- 1) Sponsors are responsible for maintaining discipline among student participants in ARVA clubs and activities that they sponsor, including enforcing the student conduct code set forth in this handbook and additional approved rules relevant to the club and/or activity.
- 2) Sponsors must provide student participants a written student conduct code that identifies offenses that may result in the student being excluded from further participation in the activity, whether temporarily or for the remainder of the school year. The school administration must approve the written code of conduct, and a copy will be maintained at the ARVA office. The student's parent/guardian will be given a copy of the code of conduct, and the sponsor will maintain a signed parent/guardian form.
- 3) When a sponsor is considering excluding a student from participation, whether temporarily or for the remainder of the school year, the sponsor should:
  - a) Conduct an informal conference with the student and parent during which he/she should advise the student of the alleged offense, explain the evidence that forms the basis of the allegation and allow the student to respond to that evidence.
  - b) If the sponsor then decides to exclude the student from participation, the sponsor should notify the Academic Administrator and the student's parent/guardian in writing. This written notice will include the offense for which he/she is being excluded and the term of the exclusion.
  - c) The informal conference need not occur before a student is excluded from participation where circumstances justify emergency removal pending an investigation.
  - d) The parent/guardian of a student may appeal the exclusion from participation to the Academic Administrator with a written request. If the exclusion is upheld by the Academic Administrator, the parent/guardian may appeal a decision to the Head of School and the ARVA Board. All ARVA Board decisions will be final.

## **Prohibited Conduct**

The following is a list of behaviors not permitted by the Arkansas Virtual Academy:

- 1) disregard or disrespect for directions of teachers or administrators
- 2) disruption and/or interference with the normal and orderly conduct of school and school-sponsored activities
- 3) use of profanity, vulgar language or obscene materials
- 4) engaging in insults, verbal abuses such as name calling, ethnic or racial slurs or using derogatory statements to other students, school personnel or other individuals
- 5) bullying behaviors that are intended to harass, intimidate, ridicule, humiliate or instill fear in another individual

Act 888 of 1995 requires principals to report to the police crimes committed by students on school campuses or while under school supervision.

## **Student Records**

Official student records will be maintained at the ARVA office. Please contact the ARVA office to obtain a copy of student records. A copying fee may be assessed.

## **Technology Troubleshooting**

If you are having technology issues, you should first report it to:

- K12 Technical Support - Ph: 866-512-2273
- K12 Technical Support is open 24 hours a day and 7 days a week.
- If the issue does not get resolved within 24 hours, please contact your teacher for assistance.

## **Title I School-Wide Support Services**

Arkansas Virtual Academy offers supportive, remediation services for children who are identified as having a deficit area in math. These services are offered in small group and/or individual settings through virtual instruction. The involvement of the parent is a key element in the success of the Title 1 program. ARVA provides opportunities for consistent, cooperative communication and instructional support for parents via web sessions, phone, and face-to-face conferences.

If you have a concern about your child's progress in math, please share these concerns with your general education teacher.

## **Truancy**

Responsibility for compliance with State of Arkansas attendance statutes and regulations requires ARVA to keep an accurate record of daily attendance and progress. Attendance applies to Arkansas Virtual Academy (ARVA) students in the form of regular "logged in"

participation in the educational activities of ARVA's "Online School" (OLS). An ARVA student will be considered truant if he/she fails, without a legitimate reason, to log any attendance and/or progress on the OLS after ten (10) consecutive school days. Ten consecutive unexcused absences per year will result in the removal of the student from ARVA and require legal reporting to the local juvenile authority or the prosecuting attorney.

In order to avoid potential truancy situations, communicate with your child's teacher regarding any planned vacations or illness issues that could be misinterpreted as truancy. The responsibility of student compliance with the law belongs with the parents.

## **Withdrawal/Removal from ARVA**

Students expelled from their prior school are not eligible to enroll in ARVA. Students may be removed from ARVA due to disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, or failure to comply with ARVA policies.

Parents who decide to withdraw their student from ARVA are required by the State of Arkansas to communicate their intentions to their assigned teacher prior to the withdrawal from ARVA. When a family withdraws from an open-enrollment public charter school, it is the parent's responsibility to report to the local school district to enroll their student.

All supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments.

# ARVA Parent/Student Contract

- I understand that enrollment includes full participation in all state-mandated testing on the required dates and at the assigned location. It is my responsibility to provide transportation for all required testing.
- I understand I will have the guidance and support of an Arkansas certified teacher in implementing the K12 curriculum with my student.
- I accept the responsibility to supervise my student in using the K12 curriculum. I understand that I am expected to become knowledgeable about the curriculum and the Online School (OLS).
- I accept the responsibility to actively participate in the planning, instruction, and assessment of my child using the K12 curriculum and the OLS. I understand that I will schedule an average of six (6) hours per day to accomplish this task.
- I understand that there are guidelines and policies regarding daily lesson completion and recording of scheduled OLS lessons.
- I understand that I will be expected to maintain accurate progress and attendance logs in the OLS on a daily basis.
- I understand that my child and I are required to participate in scheduled conferences with our teacher. I understand that during these conferences I am expected to have access to all materials and the computer. Scheduled conferences are expected to occur from the primary location that instruction takes place.
- I understand that I will be required to submit student work samples at designated intervals to my ARVA teacher.
- I understand that I must read and respond to K-Mails and phone calls from the ARVA teacher in a timely manner.
- I understand that if my phone number, address, email, K-Mail or emergency contacts change that I must inform the ARVA teacher in a timely manner.
- I understand that ARVA students are required to have full-time adult supervision and participation during instruction/learning in order to be enrolled in the school.
- I understand that ARVA is requesting a one year commitment.
- I understand that in order to fulfill enrollment requirements the following documents must be provided: enrollment form, copy of birth certificate, physical (if kindergarten or first time public school enrollees), proof of residency (copy of utility bill, etc. stating service address), agreement to use of instructional property, current immunization record or waiver, previous standardized test scores and report cards (if available), custodial paperwork (if applicable) and a copy of current IEP/504 plan (if applicable).
- I understand that pre and post diagnostic assessments are a requirement and must be completed within the given time-frame.
- I understand that all school policies and procedures must be met or my student will proceed through the steps of the Non-Compliance Policy, as outlined in this handbook.
- I understand and agree that it is my responsibility to secure an internet service provider, and that upon qualifying I will be reimbursed according to the school policy, as described in this handbook.
- I understand and agree that ARVA is a full-time public school and that my student may not be enrolled in any other full-time public, private or charter school while enrolled in ARVA.

Parent/Guardian Signature: \_\_\_\_\_

## Appendix A – Study Island



Study Island is designed to help your child master the Arkansas Academic Content Standards specific to your child’s grade. Study Island’s focus on the standards enables students to improve their performance in all skill areas tested on the state-mandated Arkansas assessments, which leads to improved performance.

For Study Island Tech Support Phone: 800-419-3191 or  
Email: [support@studyisland.com](mailto:support@studyisland.com)


***Do Not Call K12 Tech Support for Assistance with Study Island!***


### **Fast Facts**

- ↻ Every student has his/her own username and password.
- ↻ The program is divided into sections based on subject. Arkansas Virtual Academy students will have access to those subject areas in which they will be assessed.
- ↻ Each section is made up of topics, each of which corresponds to an Arkansas Academic Content Standard.
- ↻ Each topic contains lessons, practice questions, and explanations.
- ↻ Most topics are accompanied by a lesson which includes some brief information about the material covered by the questions in the topic.
- ↻ Although not necessary, it is helpful for students to view the lesson before beginning the topic.

### **Extra Information**

- ↻ Study Island records all student activity and makes this information available in the form of reports. These reports can be accessed by clicking one of the report links located in the menu bar on the left hand side of the screen.
- ↻ There is a Game Mode that may be accessed in Session Options. The default setting is the Test Mode, so in order to play games; the Game Mode must be selected from the list.
- ↻ In Session Option, you can also print worksheets for extra practice.

 A warning icon beside a topic means the student had problems mastering this section and needs additional help.

 A dropdown icon under a topic means the student had problems, and there is a remedial lesson available.

## Getting Started

You can access Study Island from any computer with an internet connection and a standard web browser. Because it is a “low frills” website, it works equally well with both dial-up and high speed connections.

### **Study Island’s Web Address Is:**

[www.studyisland.com](http://www.studyisland.com)


Your student’s **login name** is in the following format: [firstname.lastname@arva](#)


The **initial password** is: **arva**


Once you are logged in, it will ask your student to change the password. Please write down the new password and put it in a safe place.


Now, enjoy spending time on Study Island!


### I’ve Signed In, Now What?

 After signing in on Study Island’s home page, select a subject area by clicking on the appropriate subject tab.

 Click “Pretest” in order to begin the pretest for your section. You must complete 10 pretest questions before moving on to other topics.

 Once you complete the pretest you may work through the remainder of the topics in any order you like. You must pass all topics before taking the Post Test.

 To pass a topic, you must satisfy the particular passing requirements based on a minimum number of questions answered and a minimum percentage correct. A blue ribbon is displayed next to all passed topics.

 Once you have passed all the topics in the subject, you have to pass the Post Test for that subject. You can ignore this step if the subject doesn’t have a Post Test listed.

## Appendix B - Elluminate *Live!*

Elluminate *Live!* is a rich collaborative environment for online meetings. Teachers will use this tool throughout the year with students and parents. This will provide real-time, remote one-on-one, small group, or large group teaching or training.

**Important Note: *While students are engaged in live web conferencing sessions, such as with Elluminate, the Arkansas Virtual Academy Student Code of Conduct is in effect. Abusive language, profanity, harassment, racial, religious or ethnic slurs, cheating, disruptive behavior, unauthorized access, false information, or threats constitute a violation of the student code and are subject to disciplinary action including suspension and expulsion.***

To get the maximum benefit from Elluminate *Live!*, all users should have speakers attached and turned on. A microphone can be used by participants, but it certainly is not necessary to have a microphone. Elluminate *Live!* can be accessed with dial-up or high-speed internet access.

### Tips for Participating in an Elluminate *Live!* Session

#### Preparation

- Find a comfortable place with no distractions.
- Prior to joining a session, you must configure your computer for use with Elluminate. You can do this at any time prior to the session, even days in advance, but do not wait until the last minute. The pre-configuration process can take up to 30 minutes with an older computer on a dial-up connection. This information and more is available from Elluminate Support Web Page at <http://www.illuminate.com/support/>.
- To find out more about Elluminate, you may view the 5-minute introduction by visiting the Elluminate Support Web Page and clicking on **Online Orientation**.

#### In Session

- Be sure to join the session 5-10 minutes prior to the start.
- Students should log in using first name, last initial/homeroom teacher (example: John S/Miller). Parents should log in using first and last name.
- Use the Audio Setup Wizard to test out your microphone and speakers. This can be found on the Elluminate Support Web Page and clicking on **Configuration Room**.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Remember to raise your hand when you have a question or comment when using your microphone.
- Use Direct Messaging to send messages to other participants and the moderator during the session.
- Remember that running other applications on your computer (such as internet browser) can slow your connection to Elluminate *Live!*

# Appendix C – Non-Compliance Notice

## ARVA Non-Compliance Notice # 1

Student Name	Grade
Parent Name	Date

***As your child’s teacher, I want to support and offer any help I can to make this a successful educational experience. However, at this point, there are areas of concern that must be addressed according to the ARVA Student/Parent Handbook.***

### Teacher Comments on Area(s) of Concern:

<b>Attendance</b>	
<b>OLS Progress</b>	
<b>Communications</b>	
<b>Work Samples</b>	
<b>Other</b>	

It is extremely important that you contact me to set up a conference to discuss the problems listed above. This notice is to serve as an official non-compliance notice. Please refer to the non-compliance section of the Student/Parent Handbook included in this document.

If the areas of concern are not resolved within seven (7) calendar days, I have been instructed to refer this issue to the Principal/Academic Administrator. Thank you for your prompt attention to this matter.

ARVA Teacher	Date

cc: ARVA Principal/Academic Administrator

## ARVA Non-Compliance Notice # 2

Student Name	Grade
Parent Name	Date

*Student/Parent has not met all requirements to become compliant in the following unresolved areas:*

### Teacher Comments on Area(s) of Concern:

<b>Attendance</b>	
<b>OLS Progress</b>	
<b>Communications</b>	
<b>Work Samples</b>	
<b>Other</b>	

### ARVA Pupil Services Team Recommendation:

ARVA Teacher	Date

Per Non-Compliant Procedures in Handbook:

ARVA teacher sends e-copy to ARVA Principal/Academic Administrator. Principal/Academic Administrator will contact non-compliant parent/student and give teacher an update on the status of the student.

## ARVA Non-Compliance Notice # 3 (Final)

Student Name	Grade
Parent Name	Date

*Student/Parent has not met all requirements to become compliant in the following unresolved areas:*

### Teacher Comments on Area(s) of Concern:

<b>Attendance</b>	
<b>OLS Progress</b>	
<b>Communications</b>	
<b>Work Samples</b>	
<b>Other</b>	

### ARVA Pupil Services Team Recommendation:

ARVA Teacher	Date

Per Non-Compliant Procedures in Handbook:

ARVA teacher sends e-copy to ARVA Principal/Academic Administrator. Principal/Academic Administrator will contact non-compliant parent/student and give teacher an update on the status of the student.

## Appendix D – Smart Core

### Smart Core Course Code List (Graduating Class of 2014 and After)

#### English—Four (4) Units

- **9th Grade English—1 unit**  
One unit from 410000, 510010, 510020
- **10th Grade English—1 unit**  
One unit from 411000, 510030, 511010, 511020
- **11th Grade English—1 unit**  
One unit from 412000, 512010, 512020, 517030, 517200
- **12th Grade English—1 unit**  
One unit from 413000, 513010, 513020, 517040, 517200, 519900

#### Oral Communications—½ Unit

½ unit from 414000, 414010, 514010

#### Natural Science—Three (3) Units

- **Biology—1 unit**  
One unit from 420000, 420020, 520010, 520030, 529030
- **Two (2) units from the following three (3) options:**
- **Physical Science** (choose one from 423000, 523000)
- **Chemistry** (choose one from 421000, 421020, 521010, 521030, 521040)
- **Physics** (choose one from 422000, 422020, 522000, 522010, 522030, 522060, 522070)

#### Mathematics—Four (4) Units

- **One unit must be taken at 11th or 12th grade**
- **Algebra I—1 unit**  
One unit from 430000, 530010, 530020, 530030, 530090, 530110, 530120,  
OR (BOTH 530100 and 530200)
- **Geometry—1 unit**  
One unit from 431000, 531010, 531020, 531030, 531040, 531070, 531080, 531090, OR  
(BOTH 531100 and 531200)
- **Algebra II—1 unit**  
One unit from 432000, 532010, 532020, 532030, 532040, 532050, 532060
- **Beyond Algebra II—1 unit**  
One unit from 433000, 434030, 439010, 439020, 439040, 439050, 439060, 439070,  
439080, 439090, 439100, 439110, 533010, 533020, 533070, 533130, 533140, 533150,  
533160, 534020, 534040, 534050, 534060, 539030, 539040, 539050, 539060, 539070,  
539900

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**Social Studies—Three (3) Units**

- **Civics—½ unit**  
½ unit from 472000, 472100, 472200, 572020
- **World History—1 unit**  
One unit from 471000, 471030, 571010, 571020
- **American History—1 unit**  
One unit from 470000, 470030, 570010, 570020

**Economics—½ Unit**

- Economics may be counted as a ½ unit social studies course if taught by a highly qualified social studies teacher **OR** as a ½ unit career focus elective course if taught by a highly qualified business education teacher.
- ½ unit from 474300 (Social Studies) or 492280 (Career Focus)

**Fine Arts—½ Unit**

½ unit from (450000 through 450090) or from (550010 through 559810)

**Health and Safety—½ Unit**

½ unit from 480000

**Physical Education—½ Unit**

½ unit from 485000, 585020

**Career Focus—Six (6) Units**

Six units from course codes starting with a 4 or 5 except 596100 and 596200

# Smart Core Informed Consent Form (Graduating Class of 2014 and After)

Name of Student: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Name of District: \_\_\_\_\_  
Name of School: \_\_\_\_\_

Smart Core is Arkansas's college and career ready curriculum for high school students.

College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college and career readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## Smart Core Curriculum

### English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

### Mathematics – 4 units

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math - Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics

Comparable concurrent credit college courses may be substituted where applicable.

### Natural Science – 3 units with lab experience chosen from:

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

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**Social Studies – 3 units**

- Civics – ½ unit
- World History – 1 unit
- U.S. History – 1 unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

**Fine Arts – ½ unit**

**Career Focus – 6 units**

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date



# Smart Core Waiver Form (Graduating Class of 2014 and After)

Name of Student: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Name of District: \_\_\_\_\_  
Name of School: \_\_\_\_\_

Smart Core is Arkansas's college and career ready curriculum for high school students.

College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is* the foundation for college and career readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

## Core Curriculum

### English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

### Mathematics – 4 units

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.
- A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

### Science – 3 units

- At least one unit of Biology
- At least one unit of a physical science

### Social Studies – 3 units

- Civics – ½ unit
- World History – 1 unit
- U.S. History – 1 unit

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**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

**Fine Arts – ½ unit**

**Career Focus – 6 units**

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School Official Signature**

\_\_\_\_\_  
**Date**



## Receipt of ARVA Student/Parent Handbook and ARVA Parent/Student Contract

The signature page indicates that both student and parent have received a copy of the Arkansas Virtual Academy Student/Parent Handbook and agree to the statements listed in the ARVA Parent/Student Contract.

The ARVA school administration has attempted to convey all pertinent rules, regulations and procedures that are necessary to maintain compliancy during the school year. In accordance with the *Arkansas Standards for Accreditation* all public schools are required to notify parents in writing of the school's policies and regulations. The Arkansas Virtual Academy is required to provide documentation to the Arkansas Department of Education that this information has been received by each parent/student.

*Please sign and return the "Signature Page" to the ARVA administration.*



# ARVA - Signature Page

## Receipt of ARVA Student/Parent Handbook and ARVA Parent/Student Contract

I have received a copy of the Arkansas Virtual Academy Student/Parent Handbook

I have read and accept the Arkansas Virtual Academy Parent/Student Contract

*We have read and understand all the information contained in this handbook. We agree to abide by and support the Arkansas Virtual Academy's policies and regulations as outlined the Student/Parent Handbook.*

PRINT STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Arkansas Virtual Academy  
10802 Executive Center Drive  
Benton Building, Suite 205  
Little Rock, Arkansas 72211**

**Fax: 501-664-4226**

***(This page must be returned to ARVA upon receipt.)***