

Discipline and Non-Compliance

Student Code of Conduct and Acceptable Use Guidelines

This section describes the policies and guidelines for the use of ARVA's learning systems and exists to ensure that all students are aware of and understand their responsibilities when accessing and using ARVA resources.

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

Students enrolled in ARVA 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 ARVA instructional computing resources, which could result in his/her inability to complete learning activities.
- Suspension or expulsion from ARVA.
- 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 usernames and passwords and must not share these with anyone.
- Students must log into Class Connect sessions not scheduled via the Class Connect link within the OLS with first name and last initial only.
- Students may not interfere with other user's ability to access ARVA 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 should change their passwords frequently, at least once per semester or course is encouraged.
- Students must not publicly post any messages that were sent to them privately.
- Students must not download, transmit or post material that is intended for personal gain or profit, non-ARVA commercial activities, non-ARVA product advertising, or political lobbying on an ARVA owned instructional computing resource.
- Students may not use ARVA instructional computing resources to sell or purchase any illegal items or substances.
- Students are not allowed to upload or post any software on ARVA 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 ARVA server.

Prohibited Conduct

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

- Disregard or disrespect for directions of teachers, school staff, or administrators
- Disruption and/or interference with the normal and orderly conduct of school and school-sponsored activities
- Use of profanity, vulgar language, or obscene materials
- 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
- Bullying behaviors that are intended to harass, intimidate, ridicule, humiliate or instill fear in another individual

- Insults or attacks of any kind against another person
- Harassment (posting unwelcome messages to another person) or use of threats
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain email, viruses, or other intentionally destructive content.

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

Tobacco/Drug/Alcohol Policy

The use of tobacco, alcohol, intoxicants, or drugs in any form, including e-vapes, by students is prohibited during any school sponsored activities or live online classes. A.C.A. § 6-21-609; A.C.A. § 6-21-608

Students participating in this behavior will be subject to disciplinary action

Student Internet Safety

Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of ARVA.

Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with ARVA.

Network Etiquette

At ARVA, parents and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online.

Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s email addresses.

Discipline for Conduct Offenses

Student Offense	School Action
<p>Truancy: A student will be considered truant after 5 consecutive absences and with no contact between the parent/guardian and the school.</p>	<p>Failure to attend 5 days without excuse will result in charges of truancy reported to the ARVA's truancy officer. Additionally, any student with 10 consecutive absences, with no parent communication to the school, will be withdrawn. See truancy policy in the Attendance section.</p>
<p>Academic Dishonesty: A student becomes academically dishonest when they plagiarize words or ideas from another source and present them as their own, submit coursework that is not original, or do not conduct themselves honestly during standardized assessments.</p>	<p>ARVA students are required to attend, complete, and submit all work as their own for all school course assignments and state standardized testing. Teachers closely monitor academic integrity in all areas of student work and attendance. If a student is found to have plagiarized, cheated, or falsely identify themselves, the ARVA teacher or test examiner will intervene immediately to further research the possible infraction. A meeting may be scheduled by ARVA faculty or staff with ARVA Administration and disciplinary consequences may result. Please refer to the Academic Integrity section of the handbook for specific steps.</p>
<p>Assault, Verbal/Threats/Intimidation: Any action written, spoken, or visual that is threatening or violent toward another student or ARVA staff member or that is meant to intimidate the recipient.</p>	<p>School suspension or expulsion may occur.</p>
<p>Inappropriate Behavior or Actions during Online (Class Connect) Sessions: Behavior that is disrespectful, bullying, inconsiderate or generally inappropriate.</p>	<p>The ARVA teacher has full control over privileges within the online sessions. A student misbehaving may be removed from the session without warning. The student will have a follow-up conference regarding this matter and disciplinary consequences may follow. The school has the right to trace the IP address and retrieve contact information from any person signing into the online classrooms.</p>
<p>Inappropriate Use of the Computer A specific set of procedures, conditions and legal restrictions guide the use of school-owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer. Parents should maintain your user password confidentially and not tell others.</p>	<p>Dependent upon the misuse of the school computer, the Head of School will determine the disciplinary consequences, including loss of privileges, or expulsion.</p>

<p>Disrespectful Behavior, Inappropriate conduct and/or Insubordination Students and parents must comply with the reasonable directives of school personnel in a timely and cooperative manner. Students or parents who refuse to comply with a reasonable directive, or who use a profane means of expression toward school personnel, will be assigned a range of consequences.</p>	<p>School suspension or expulsion may occur.</p>
<p>Dress, Hats, and Backpacks/Handbags ARVA students are to dress tastefully and appropriately for weather conditions during outings or other school events. Parent support is important in the effort to maintain a productive academic atmosphere.</p> <ul style="list-style-type: none"> • Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders. • Pants, skirts, and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed. • Footwear is required always during school events. <p>Clothing or bags bearing imprinted messages or images must not promote a life-style that is inconsistent with good taste, educational values and wellness.</p>	<p>Students may be asked to change clothing, turn inside-out, or leave the premises.</p> <p>Backpacks, bags or handbags may be subject to search at school events, outings, or testing.</p> <p>An administrative meeting may follow.</p>
<p>Weapons Weapons are not permitted in any facility used by ARVA, during school events or outings. This includes during any standardized testing times. Arkansas law includes as weapons firearms, knives, cutting tools or any instrument capable of inflicting bodily injury. This means a small pocket knife in a school setting is considered a weapon and can result in a serious disciplinary action.</p>	<p>Arkansas law calls for student expulsion from school at the discretion of the Head of School for any student who possesses a weapon on school property. This action is serious because of the serious nature a weapon poses.</p>
<p>Vulgar/Obscene Language, Gestures, Displays To establish and maintain an atmosphere of propriety and decorum, students are to refrain from inappropriate, vulgar and obscene language use, gestures, and displays.</p>	<p>Depending on the severity and/or degree of exposure to others, vulgar/obscene language, gestures, or displays will result, at a minimum, in a conference with school administration. School suspension or expulsion may occur.</p>
<p>Sexual Harassment Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the work place.</p>	<p>School suspension or expulsion may occur.</p>

Problem Resolution

Arkansas Virtual Academy is committed to achieving student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. Arkansas Virtual Academy prohibits discrimination against students/ families based on disability, race, creed, color, gender, national origin, or religion.

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 email the appropriate principal by grade level.

Step 3: If the concern is not resolved at this level, please email the Academic Administrator.

Step 4: If you still have questions or concerns, please contact the Head of School.

Non-Compliances

As an open-enrollment public charter school, ARVA is required to monitor student attendance and progress, in accordance with all applicable statutes and State Board of Education rules and regulations. Arkansas Virtual Academy student attendance is recorded by the time logged within the Online School. Arkansas Virtual Academy 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. See the Uniform Grading Scale policy in this handbook for additional detail.. An ARVA parent or student may be deemed non-compliant for any of the following reasons:

- Failure to make sufficient progress as established during student conferences (15 lessons or 18 hours behind-equivalent to three days missing attendance)
- Repeated failure to complete progress and/or attendance each day during the school year
- Failure to respond to staff/teacher/administrator phone calls, emails
- Failure to accept any ARVA certified mail
- Failure to participate in scheduled parent, student, & teacher conferences
- Failure to attend required Class Connect sessions
- Failure to submit required work by deadlines
- Failure to participate in state-mandated assessments
- Failure to participate in diagnostic or interim assessments
- Falsifying progress or student work in the Online School
- Providing student(s) access to adult's Online School username/password
- Failure to participate in required intervention programs or sessions
- Failure to follow other school policies
- Failure to follow Individualized Learning Plan (ILP) requirements
- Failure to comply with agreed provisions set forth within a qualifying student's Individualized Education Program (IEP)
- 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/advisor will communicate with the parent/learning coach the concerns of the teacher by email 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 Student/Parent Handbook. Teachers will also refer to the students' Academic Improvement Plan and/or Individual Learning Plan. The teacher/advisor will conference with ARVA administration as needed for assistance.

Step 2: When a teacher/advisor makes the determination that a student/learning coach is non-compliant, the ARVA **non-compliance form #1 (see Appendix C)** will be sent to the parent via email and U.S. mail. A copy of the non-compliance form will be sent to ARVA administration via email and a copy of the non-compliance report will be placed in the student's permanent online notes. Parent/learning coach should follow instructions regarding non-compliance notice to address areas of concern. Parent/learning coach and student will have one week to show progress toward sufficiently addressing the non-compliance issues.

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's/advisor's email and letter, the teacher/advisor will send **non-compliance form # 2** to the ARVA administration and parent/learning coach. The non-compliance 2 form will inform 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 within 7 days of the form's date. Student may be required to meet teacher for one-on-one sessions. Failure to address issues 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/advisor will submit **non-compliance notice # 3** to ARVA administration. School administration will review the recommendation, and upon determining that the student has reached non-compliance #3 status, the school's truancy officer 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 student's principal will notify the parent/learning coach that the student is being removed from ARVA via a phone call. The truancy officer will also 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 homeschool, per state requirements.

Step 5: School administration will initiate the withdrawal process, and the homeroom teacher or advisor will provide the documentation. Arkansas Virtual Academy may choose not to re-enroll a previously removed, non-compliant student. (*See Re-Enrollment policy*)

There are exceptions to this process during which the steps might progress more quickly. Examples might include inappropriate language/behavior to other students/staff, no contact after issuance of non-compliance, not attending state testing, or other situations warranting immediate action.

PLEASE NOTE: Timelines for each non-compliance step may be modified based on administrative consensus. Non-compliance step timelines may be shortened or extended based on administrative review.

Manifestation Process for Non-Compliant Students:

504 and IEP

The following procedures will be followed for any student with a 504/IEP that has disciplinary action in the form of a NC1 or NC2.

1. ARVA's non-compliance policy is followed for any students regardless of disability through NC2. This is used for truancy, misconduct, and general non-compliance. Upon sending an NC2 to a student/family, the IEP case manager, 504 manager, principal, and special programs manager are advised by the CAPE.
2. A manifestation determination conference is scheduled with a 7-14 day notice. This is sent via certified mail, email, and phone call to a parent when scheduling. The special education teacher/504 coordinator will send out a meeting request to the general education teacher, special programs manager, principal, and other IEP team members as well.
3. The meeting will be held in the school required platform and a decision as to whether the act of misconduct is a manifestation of the student's disability will be determined by the team.
4. The finalized documents will be uploaded to Spedtrack and a copy of the forms will be sent to the parent.
5. The case manager will log a note in TVS to show that a manifestation was held and whether the misconduct was a manifestation of the student's disability.

6. After a manifestation is held, it is up to the administration as to whether to proceed with the NC3, based on the team's decision from the meeting.

English Language Learners:

A student who is EL is not required by state law to have a manifestation conference, but a review conference is held by the LPAC committee to determine whether the non-compliance is due to the development of the English language. Once the LPAC committee reviews the data, the decision is noted in TVS notes, and an email is sent to the principal with the team's determination.

Curriculum Lock/Course Suspend

A curriculum lock/course suspend feature has been created and added to the Online School. This feature could be used upon a parent-initiated withdrawal request or a non-compliance removal. If this occurs within your student's account in error, you should contact your student's Advisor immediately to resolve the issue.

Re-Enrollment Policy for Students Removed Due to Unresolved Non-Compliance

A student who was removed from ARVA due to unresolved non-compliance may request re-enrollment. Upon application, the Head of School will review each non-compliance removal student for re-enrollment. Arkansas Virtual Academy may not choose to re-enroll students removed due to non-compliance.

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
- 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.

"Substantial Disruption" - means without limitations that any one or more of the following occur because 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
- d) Display 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 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 building principal 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

Act 681 of 2003; Act 115 of 2007

Parent and Student Involvement

Parent Involvement

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

Parental involvement policies require an annual update developed jointly by the Parental Involvement Coordinator and the Parental Advisory Committee. The ARVA Board will review and approve these new policies by Oct. 1st of each school year. Once the ARVA Board approves the policies for district, elementary, middle, and high school, they will be emailed to parents and posted on the school's website: www.arva.org.