

Payson Virtual Academy

Student Handbook

2011-2012

DRAFT

Payson Virtual Academy
Mission and Vision

District Mission:

Create confident, successful and responsible citizens by providing quality education and training in a safe and supportive environment.

School Vision:

Engaging students in interdisciplinary, integrated, and project based learning using individual interests and strengths in a virtual environment.

We promote the Six Pillars of Character

- | | |
|-------------------|------------------|
| ❖ Trustworthiness | ❖ Respect |
| ❖ Caring | ❖ Responsibility |
| ❖ Citizenship | ❖ Fairness |

Payson Unified School District is a tobacco and drug free district. Tobacco use (smoke or smokeless) and all alcohol and controlled or illegal drugs are prohibited at all times on all district property, in district vehicles, and at all school sponsored functions.

Payson Virtual Academy students, when visiting district campuses, should carry their student I.D. at all times and be able to present it when asked.

2011/12 PUSD Calendar

July 1-24	Summer Break	October 3-14	Fall Break
July 26	Student Orientation	October 10	Columbus Day Observed
July 27	First Day of School PUSD	October 25	Fall AIMS Re-Testing – Writing
August 1	Universal Screening 1	October 26	Fall AIMS Re-Testing – Reading
August 23/24	1/2 Day Students - (In-Service)	October 27	Fall AIMS Re-Testing - Mathematics
September 5	No School - Labor Day	November 2/3	1/2 Day Students (In-Service)
September 14/15	1/2 Day Students - (In-Service)	November 11	No School - Veterans Day
September 30	1 st quarter grades	November 23	1/2 Day
		November 24-25	No School – Thanksgiving Break
		December 7/8	1/2 Day Students - (In-Service)
		December 21	End Fall Semester
December 22 – January 4	Winter Break	March 12 – 23	Spring Break
January 16	No School – Martin Luther King	April 6 & 9	Spring Recess or Make-up
Day		Snow Days	
January 24/25	1/2 Day Students - (In-Service)	April 10	Stanford 10 – 9 th Grade Only
February 15/16	1/2 Day Students - (In-Service)	April 10	AIMS Testing – Mathematics
February 20	No School – Presidents' Day	April 11	AIMS Testing – Science
February 28	AIMS Testing – Writing	April 25/26	1/2 Day Students - (In-Service)
February 29	AIMS Testing – Reading	May 7	Universal Screening 2
March 5	GATE Screening	May 16	1/2 Day Students - (In-Service)
		May 25	End Semester 2 PHS
		June 30	End Academic Year

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Administrative and Guidance Services

Entry and Withdrawal from school

PUSD enrollment policies apply to virtual school students. An enrollment package is available online or through the Office of Special Services at the district office.

Enrolling ninth (9) graders may need proof of 8th grade promotion if student is not yet 16 years of age. Enrolling 10th graders may need to provide transcripts from previous schools.

Students who have not been enrolled in a Payson District school previously must provide a certified copy of a birth certificate, an immunization record or exemption to attend school on campus, and proof of Arizona residency (i.e. utility bill, such as a gas, electric, water, telephone bill; or a house payment receipt, rent receipt or lease agreement.) per ARS §15-808

You will also be asked to provide emergency contact information.

Students enrolled in Payson Virtual Academy are enrolled in the state student database SAIS and will receive a state tracking number. Students enroll and withdraw within the system the same as in any other Arizona state school.

State and federal law require we collect demographic information including ethnicity and home language. This is for statistical information only, PVA and PUSD does not discriminate with respect to admissions.

Courses and Grading system

At this time PVA is using Odysseyware as its primary course content provider. Enrolled students will receive a login user ID and password. These should be kept secure. Upon enrollment the student, parent(s) and staff will plan the course of study based on Arizona curriculum and graduation requirements as well as student interest.

Course enrollment and progress is based on content mastery. A student may plan their own schedule but should expect to login most weeks at least 5 days a week and for at least an hour for each enrolled course. Courses maybe completed at your own pace, acceleration is possible. Students struggling with course content should contact the teacher as soon as possible to prevent significant falling behind that makes it difficult to catch up. Core content classes requiring a final exam must be proctored by an approved adult either on campus or at another site. These exams will be arranged for the individual student. While course content may be adapted to accommodate individual student needs a grade will not be awarded for less than a 75% mastery of content.

NAACP eligibility

This section is not a guarantee of acceptance of PVA coursework when determining NCAA-college athletics participation eligibility. PVA and Odysseyware attempt to follow the guidelines and provide the appropriate documentation required by the NCAA organizations.

From the NCAA guidelines:

- NCAA rules require that core courses are academic, four-year college-preparatory courses. Courses taken through distance learning, online, or for credit recovery need to compare in length, content and rigor to courses taught in a traditional classroom.
- To be considered, core courses must require ongoing access between the instructor and student, as well as regular interaction for purposes of teaching, evaluating and providing assistance. This may include e-mails between the student and teacher, feedback on assignments, and the opportunity for the teacher to provide individual instruction to the student.
- To be considered, core courses must have a defined time period for completion. It should be clear whether the course is meant to be taken for an entire semester or during a more condensed time frame, such as six weeks.
- Nontraditional course titles should be listed on the high school transcript and should be clearly identified as such.

Regarding credit recovery courses:

- The credit recovery course must be comparable to the regular course. Just as the original course taken by the student should have been rigorous and college preparatory, the credit recovery course must be rigorous and college preparatory.
- The credit recovery course must meet the NCAA legislated definition of a core course.
- The credit recovery course titles should be clearly identified as such on the high school transcript.

Nontraditional courses, such as online, independent study, and correspondence courses may count as core courses if the following conditions are met:

- The course meets all requirements for a core course;
- The instructor and the student have ongoing access to one another for purposes of teaching, evaluating and providing assistance to the student throughout the duration of the course;
- The instructor and the student have regular interaction with one another for purposes of teaching, evaluating and providing assistance to the student throughout the duration of the course;
- The student's work (e.g., exams, papers, assignments) is available for evaluation and validation;
- Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies;
- The course includes a defined time period for completion; and
- The course is acceptable for any student and is placed on the high school transcript.

Academic eligibility

Students enrolled in PHS campus classes are held to the prevailing PHS standard. Eligibility is determined weekly, on Thursdays, after the first 3 weeks of the semester.

Students participating in athletics, school academic or co-curricular clubs, or other student activities are held to the PHS eligibility standard. Progress in coursework, current passing grades and teacher confirmation of status are posted weekly on Thursday's.

Students only enrolled in PVA and PVA activities will be informed of passing requirements by each course teacher. Students not making adequate progress to complete course work and earn grades will be asked to attend open lab sessions to receive academic and progress coaching from PVA staff.

Class ranking

Class rank is determined by points earned for grades in core content areas as computed by the student management system. Only 9th and 10th grade enrollees in the 2012 school year will be entered into the data base as PVA's first graduating class would be the class of 2014.

Report cards & progress reports

Progress reports are available to parents, on demand, through the Odysseyware Parent Portal. An email address is required for this access. Individual reports are available on request. Progress updates for full time students will be sent (electronic preferred) after 15 weeks of enrollment. Report cards will be generated in December and June and include courses students have completed.

Student records

Student records are kept in the PVA administration office. Official transcripts are available on request. Transfer records are requested from previous schools and stored in a cumulative file in the office (currently located at 902 W Main St.).

Discipline

Virtual School conduct rules vary slightly from on campus conduct.

On district campuses

PVA enrolled students are the guests of Payson High School or Rim Country Middle School if they attend open labs or use campus locations for testing and/or tutoring activities. As students of Payson Unified School District all students are subject to the same rules and regulations on campuses as enrolled students. Failure to abide by any PHS/RCMS student regulations or policy may result in the denial of campus use as a student. Potential disciplinary action will be determined at the time of any infraction.

The following policies are reproduced here to make expectations clear for all PVA students.

Cell Phones and Electronic Devices

Cell phones, MP3 players, and other electronic devices used in school are disruptive to the educational process and are not allowed in classrooms. They distract students from learning, wasting teaching and administrative time for discipline. In testing situations, all students may be asked to relinquish their phones until all tests are completed. Any display of electronic devices in the classroom will result in the item being confiscated and delivered to the administration office. Five discipline points will be assigned as a consequence and on the third offense, students will be assigned community work service.

If device is used for taking photos or capturing video, other consequences may be assigned. Refusal to comply with staff request of the cell phone will result in a referral for defiance of authority and short suspension from the school setting.

Teachers may request student cell phones and I-pods to be used with pre-approval by administration for educational classroom use.

Dress Code

STUDENT DRESS CODE (on campus during school hours or school activities)

Maximization of teaching and learning is a primary goal of Payson High School.

Clothing or accessories that cause or are likely to cause material disruption of teaching/learning within the school environment are prohibited. Students are expected to dress in fashions that are appropriate in an environment focused on the serious business of learning for a successful future.

School staff reserves the rights to periodically modify dress expectations in order to continually maintain an environment that is conducive to safety, order, and learning.

1. Do not wear any clothing or accessories that will cause or are likely to cause a disruption within the school environment. This includes, but is not limited to:
 - a. Any item or clothing that promotes alcohol, drinking establishments, tobacco, drug use, or that displays or promotes weapons or violence.
 - b. Any item or clothing that contains vulgar, derogatory or suggestive diagrams (silhouette of female), pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive.
 - c. Any item or clothing that is symbolic of gangs or groups associated with threatening, harassment, or discriminatory behavior based on race, religion, ethnicity or sex.
 - d. Any item or clothing that is lewd, indecent or plainly offensive.
2. Also prohibited are:

- a. “Dog collars”, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
- b. Head coverings of any kind, per the discretion of the classroom teacher. Hats are not allowed in the auditorium.
- c. Bandanas visible anywhere on one’s person.
- d. Extra long coats (trench coats, dusters).
- e. Tank tops, “Spaghetti strap”, tube tops, mesh or sheer tops, halter or bare midriff tops worn as outerwear. Shirts must have necklines not lower than a straight line from the top of underarm across the opposite underarm. Tops must extend below the top of pants and not expose the midriff. Undergarments must be covered at all times.
- f. Pants worn low on the hips so as to reveal skin or underwear.
- g. Dresses, shorts, skirts or culottes that is shorter than the extended tip of the longest finger with arms hanging naturally at the sides.
- h. Slippers or sleepwear.
- i. See-through garments or garments with slits or holes above the knees.
- j. Any item or clothing that would impair the health and safety of the student during normal school activities. For example, specific clothing requirements may be enforced in classes that use machinery or required specified clothing (culinary arts, physical education, auto shop, chemistry, etc.).

School staff and administration will enforce the dress code. Violating the dress code will result in the student being required to change/cover up and may also include the assessment of detention, community work service, Saturday school, or off campus suspension. Administration will make final determinations based on due process.

Drug-free campus

Payson Virtual Academy students have the option of attending open lab at PHS. Students who use the PHS or RCMS campus are subject to policy in force on those campuses.

Payson High School Policy

Drug Free School Policy

The following policy is established and implemented to ensure that every student at PHS understands the importance with which PHS staff and students value the character traits of responsibility and citizenship. It is also the mission of PHS and a requirement of the district to provide for a safe, disciplined, and drug-free environment that reinforces work conditions and expectations in the real world of work.

It is our intention to impress upon every student, parent, and the Payson community that PHS is seriously dedicated to establishing an environment in which students take responsibility for their actions and adhere openly to the ideal that our school is and shall remain a “drug free zone.” Therefore, the following activities may be a part of daily activities at PHS.

On a random schedule a canine trained in the detection of illegal substances may visit PHS and canvas the area to ensure that there are no illegal substances on the premises. This activity will cover the entire PHS campus, inclusive of all buildings and cars in the parking areas.

Consequence: The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. Students in violation may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution as defined in the Payson Unified School District Policy Manual (JICH, JICH-E, JICH-R) and the PHS Student Handbook.

Our message is clear –

WE HAVE ZERO TOLERANCE FOR ILLEGAL SUBSTANCES ON OUR CAMPUS.

Property

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the student(s) exists.

Items provided by the District for storage (e.g., lockers, desks) of personal property are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision.

Student lockers, desks, storage areas, etc., may be inspected at any time with or without reason, with or without notice, and without permission of the student or his/her parent/guardian.

Students are responsible for valuables brought to school.

PVA students driving to a PUSD campus are subject to school regulations for parking and vehicle use.

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Attendance Procedures and Absences

Arizona Online Instruction programs record attendance and absence in different ways than the traditional campus. Students taking courses on campus are subject to regular attendance policy of the campus. Payson Virtual Attendance is recorded in hourly units as measured by the student management system of the online curriculum.

Payson High School Attendance

An excused absence is approved by a parent/guardian and authorized school personnel in accordance with the following:

1. Short term personal illness (Oversleeping is an unexcused absence/tardy.)
2. Family emergency (Professional appointment i.e. medical, dental that cannot be arranged before or after school)
3. Preplanned family trip: Student must obtain absence form and have homework plus teacher signature notifying teacher of absence
4. Bereavement, religious holidays and college visits.
5. Long term illness (four or more days must be verified by medically qualified individual in written form)
6. Court Subpoena.

An unexcused absence is any absence from a class or lab that is not supported by one of the excused reasons. 3 unexcused absences from a class or lab will require a student conference and may result in removal from the class or lab. All out of school suspensions are unexcused.

A student who is not attending school, whether excused or unexcused, is not to be on the school campus for any reason without administrative approval.

A full time high school student is enrolled in PVA for at least 4 classes and demonstrates a minimum of 4 hours work per day for at least 100 days to earn full graduation credit. Students may access course work from any internet connection in the world, attendance is monitored by logs of time in and time out as well as activity within each registered course. Student progress will monitored and students not demonstrating minimum attendance requirements will participate in a student/parent and teacher conference. Students not demonstrating minimal activity over a 25 day period may be dropped for “non-attendance”.

School Board Policies

J-0050 © JA STUDENT POLICIES GOALS / PRIORITY OBJECTIVES

The Superintendent will establish an environment conducive to the best learning achievement for each student through meeting the following goals:

- To individualize the learning program in order to provide appropriately for each student.
- To protect and observe the legal rights of students.
- To enhance the self-image of individual students through helping them feel respected and worthy, and through a learning environment that provides positive encouragement.
- To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
- To deal with students in matters of discipline in a just and constructive manner.
- To provide, in every way feasible, for the safety, health, and welfare of students.
- To promote regular attendance and good work.

Adopted: date of manual adoption

J-2011 © JI-R
STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal. Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

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J-5350 © JLCD
MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication. District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in 15-344.01. The Superintendent may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

J-7050 © JR
STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (U.S.F.R.) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the U.S.F.R., the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations. If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.561]. The notice shall inform the parents of:

• The right of the parent or an eligible student to inspect and review the student's education records.

• The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.

• The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.

• The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.561]. The notice shall also include:

• The procedure for exercising the right to inspect and review education records.

• The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.

• The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

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HAZING

(To be displayed in school buildings and placed in student handbooks)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

J-3600 © JII
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

- A complaint/grievance may be raised regarding one (1) or more of the following:
- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student
- Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Middle school and high school students shall file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Except for elementary students, only the student may initiate a complaint/grievance under this policy. A parent or guardian

who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's concern, complaint, or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: December 14, 2009

Acceptable Use Policy and Academic Honesty

ACCEPTABLE USE OF TECHNOLOGY RESOURCES IJDND USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: date of manual adoption

Academic Honesty Policy

Education is a cooperative enterprise between teachers (school) and students. This cooperation requires trust and mutual respect, which are only possible in an environment governed by the principles of academic honesty. As an institution devoted to teaching, learning, and intellectual inquiry, Payson Virtual Academy expects all members of the school community to abide by the highest standards of academic integrity. Any violation of academic honesty undermines the student-teacher relationship, thereby wounding the whole community. The principal violations of academic honesty are plagiarism, cheating, and collusion.

Plagiarism is the act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one's own.

Cheating is the use of improper means or subterfuge to gain credit or advantage. Forms of cheating include the use, attempted use, or improper possession of unauthorized aids (electronic or other) in any examination or other academic exercise submitted for evaluation; the fabrication or falsification of data; misrepresentation of academic or extracurricular credentials; and deceitful performance on examinations. It is also cheating to submit the same work for credit in more than one course, except as authorized in advance by the course instructors.

Collusion is assisting or attempting to assist another student in an act of academic dishonesty.

At the beginning of each course, the teacher should address the students on academic integrity and how it applies to the assignments for the course. The teacher should also make every effort, through vigilance and through the nature of the assignments, to discourage and prevent dishonesty in any form.

It is the responsibility of students, independent of the teacher's responsibility, to understand the proper methods of using and quoting from source materials (as explained in standard writing handbooks), and to take credit only for work they have completed through their own individual efforts within the guidelines established by the teacher. The faculty member who observes or suspects academic dishonesty should first discuss the incident with the student. The very nature of the teacher-student relationship requires both that the teacher treat the student fairly and that the student responds honestly to the teacher's questions concerning the integrity of his or her work. If the teacher is convinced that the student is guilty of academic dishonesty, he or she shall impose an appropriate sanction in the form of a grade reduction or failing grade on the assignment in question and/or shall assign compensatory course work. The sanction may reflect the seriousness of the dishonesty and the teacher's assessment of the student's intent. In all instances where a teacher does impose a grade penalty because of academic dishonesty, he or she must submit a written report to the school administrator. This written report must be submitted within a week of the determination that the policy on academic honesty has been violated. This report shall include a description of the assignment (and any related materials, such as guidelines, syllabus entries, written instructions, and the like that are relevant to the assignment), the evidence used to support the complaint, and a summary of the conversation between the student and the teacher regarding the complaint. A copy of this notice will be sent to the student's parents or guardians.

If the student disagrees with the teacher's determination he/she may submit a written statement to the administrator including a description of the student's position concerning the charge by the teacher. A review team consisting of a teacher, administrator and parent, shall convene within two weeks to investigate the charge and review the student's statement. The review team will submit a decision to the administrator upholding or rejecting the charge. The administrator will have final say over penalties imposed.

Adapted from Holy Cross College Academic Honesty Policy.

Academic Honesty

Essays, Written Work, Test Taker Identity and Plagiarism

Payson Virtual Academy

Written Essay Expectations – online or handwritten.

There is a level of basic expectation we teachers hold in ACCEPTING your submitted response in essay format as high school students.

REMEMBER YOUR AUDIENCE

- There is an **expectation** that your written work, submitted for grading by a teacher, regardless of subject matter, whether it is Science; Social Studies; Math; English; or elective be reviewed and submitted error free to the highest degree possible. Do your writing in Google Docs or some other word processing program and review it prior to submission for complete sentences spelling and grammar.
- There is an **expectation** that you will use FORMAL English. It is inappropriate to submit formal work that contains slang, or text language: “cuz”, lower case “i”, and similar wording. Even contractions can be questionable. These choices may be fine in conversations with your friends, but are highly inappropriate for writing of any kind submitted at this level.
- There is an **expectation** that REGULAR CONVENTIONS APPLY! **ALWAYS** begin a sentence with a capital letter and end with punctuation.
- There is an **expectation** a paragraph at the secondary level is 5 -10 sentences long. It contains a topic sentence, supporting statements, and uses a variety of sentence structures and transition words.

Written responses, essays and the like submitted blank or which contain issues reflected in the above mentioned content will not be accepted for grading. These responses will be reassigned until they reflect the most basic expectations.

We, as teachers, understand the importance of these things now and in your adult life. You will fill out job applications, scholarship letters, and without a doubt, a variety of communications in your adult life. Make them reflect your level of education and courtesy to the reader.

PVA Students require a Payson Virtual Academy student identification card to be on district campuses during the school day. IDs are available at the Payson High School Library during school hours. ID's must be carried to the OPEN LAB on the high school or to the district office for students to take tests.

What is Plagiarism:

"Plagiarism is using others' ideas and words without clearly acknowledging the source of that information." - from: Plagiarism: What It is and How to Recognize and Avoid It

<http://www.indiana.edu/~wts/wts/plagiarism.html>, accessed March 12, 2002.

How to Recognize and Avoid Plagiarism:

PARAPHRASING

<p>Original Text (from <i>The Pursuit of Oblivion: A Global History of Narcotics</i> by Richard Davenport-Hines, 2002).</p>	<p>The prohibition policies of the USA have escalated into the global Wars on Drugs associated since 1969 with the Nixon, Reagan and Bush administrations. The American approach can be summarized as requiring unconditional surrender from traffickers, dealers, addicts and occasional recreational users.</p>
<p>Plagiarism (Unacceptable Paraphrase)</p>	<p>The <i>prohibitive</i> policies <i>in</i> the <i>United States</i> have <i>become</i> the <i>worldwide</i> Wars on Drugs associated since 1969 with the Nixon, Reagan and Bush administrations. The American <i>way of dealing with things</i> can be summarized as requiring <i>complete</i> surrender from <i>dealers, addicts, traffickers</i> and occasional recreational <i>drug</i> users.</p>
<p>Why is it plagiarism?</p>	<ol style="list-style-type: none"> 1) Only a few words were changed or the order of words was altered. 2) The source of the text is not cited.
<p>Acceptable Paraphrase</p>	<p>Drug policies in the United States emphasize prohibition at all levels: traffickers, dealers, addicts and occasional recreational users. Although these policies originated in the US, particularly with Republican administrations of the last 30 years, they have grown into the "global Wars on Drugs" (Davenport-Hines 15).</p>
<p>Why is it acceptable?</p>	<ol style="list-style-type: none"> 1) The passage was rewritten in the writer's own words while maintaining the meaning of the original text. 2) The source of the text is cited. <p>Note: You can use paraphrase and quotations together. This is particularly useful for phrases which you don't wish to reword because that would alter the meaning.</p>

QUOTING

Original Text (from <i>Becoming Evil: How Ordinary People Commit Genocide and Mass Killing</i> by James Waller, 2002).	In 1492, it is estimated that well over 100 million indigenous people inhabited the Western hemisphere. Two centuries later, it is estimated that the indigenous population of the Americas had been diminished by some 90 percent and was continuing to fall steadily.
Unacceptable Quote	"In 1492, it is estimated that well over 100 million indigenous people inhabited the Western hemisphere. Two centuries later the population of the Americas had been diminished by 90 percent."
Why is it plagiarism?	<ol style="list-style-type: none"> 1) The passage has not been quoted accurately. 2) The source of the quotation is not cited with a footnote.
Acceptable quotation	It is thought that in 1492 there were over one hundred million native inhabitants in the Western hemisphere. "Two centuries later, it is estimated that the indigenous population of the Americas had been diminished by some 90 percent and was continuing to fall steadily." (Waller, 37)
Why is it acceptable?	<ol style="list-style-type: none"> 1) The first sentence is an acceptable paraphrase. 2) The second sentence is quoted accurately 3) The whole passage is cited.

To Cite or not to Cite?

Needs Documentation	NO Documentation Needed
When you use or refer to someone else's words or ideas whether from a printed source (book, magazine, etc.), the Internet, television, advertisement, movie, or any other medium.	When you are writing about your own experiences, observations opinions, conclusions, etc.
When you use information from an interview with another person.	When you are using "common knowledge"-- that is, information that most people know. It might be common sense observation, folklore, shared knowledge, etc.
When you use statistics, diagrams, factual data from another source.	When you are stating generally accepted facts.
When you use ideas that others have given you in conversation or by email.	When you are reporting the results of your own experimental work or primary research.

The source used in creating this document was:

<http://www.glendale.edu/library/libins/icweb/Handouts/Plagiarism.html>