Wickenburg Virtual Academy

Student/Parent Handbook

2024-2025

Wickenburg Unified School District No. 9

Wickenburg Virtual Academy

1090 South Vulture Mine Road
Wickenburg, Arizona 85390
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https://www.wickenburgschools.org/Domain/12

Principal: Mark Gorman

Program Director: Coleen Peterson

District Superintendent: Dr. Barbara Remondini

Wickenburg Unified School District School Board:

Joe Maglio, Board President

Ron Alexander, Board Member

Sandra Gill, Board Member

Susan Webster, Board Member

Vision
Every Child has Hope
Every Student is a Graduate
Every Graduate has a Dream

Mission
The mission of the Wickenburg Unified School District is to be a proponent of a comprehensive, research-based education program which focuses on effective school factors to meet the needs of our students, staff, families and the Wickenburg Unified School District Community.

Focus Statement
We are creating A+ schools where there is a laser-like focus on the Effective Elements of Instruction and moving each student to the next academic level.

Wickenburg Unified School District #9
Non-Discrimination Statement

The Wickenburg Unified School District (WUSD) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups. WUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Business, Film & TV Production, Culinary Arts, Construction, and Engineering. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. WUSD also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

All compliance coordinator(s) can be reached in care of:
Wickenburg Unified School District
101 East Coconino Street
Wickenburg, AZ 85390

- Title VI: Human Resources Specialist – 928-668-5301;
- Title IX: Wickenburg High School Athletic Director – 928-684-6609
- ADA Compliance Officer and Section 504: Director of Special Services – 928-684-6713
- Title II: Executive Director of Educational Services – 928-668-5355

El Distrito Unificado de Wickenburg (WUSD) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, y proporciona un acceso equitativo a los Boy Scouts y otros designados grupos de jóvenes. WUSD Carrera y el departamento de educación técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Negocio, fotografía, artes culinarias, la construcción y de ingeniería. La falta de conocimientos de inglés no será una barrera para la admisión o participación en actividades y programas del distrito. WUSD también no discrimina en el proceso de contratación de empleados.

Se proporciona este aviso requerido por el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, y los Americanos con Discapacidades de 1990.

Preguntas, quejas o solicitudes de información adicional con respecto a estas leyes pueden ser remitidas al coordinador de cumplimiento designado(s).

Título VI: Especialista de Recursos Humanos – 928-668-5301
Título IX: Director de Deportes de Wickenburg High School – 928-684-6609
Oficial de Cumplimiento de ADA y Sección 504: Director de los servicios de Educación Especial – 928-684-6713
Título II: Director Ejectivo Oficial de Servicios Educativos – 928-668-5355

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Dear Students, Parents/Guardians,

Welcome to digital online learning provided by Wickenburg Virtual Academy (WVA). We are a fully online school available to students throughout the state of Arizona for grades 4-12. This handbook is designed to communicate clearly what is expected of our students in order to maximize learning. We believe that given the opportunity for success, students can meet the challenge that a rigorous curriculum can present and learn in the online platform with support from their highly qualified instructors. Please know that there is also an electronic version of this handbook available on our school website that you can refer to anytime at: http://www.wickenburgschools.org/Domain/12 .

Besides offering a rigorous curriculum, we are preparing our students for the future by teaching them how to use digital tools and resources, while learning online. Many of our students have gone on to college and they have come back to tell us how grateful they were that they already learned so many online skills. Most college classes now require students to access resources online and submit at least part of their assignments electronically even though they attend a "face to face" class. These skills are also important as our students enter the workforce. We believe that we are helping our students learn technological skills that will be of benefit to them for years to come.

The WVA teachers are part of curriculum planning meetings with other WUSD teachers in their own particular subject field. This means that even though our teaching strategies might be different from the regular classroom, our content is aligned to state standards.

Here are some basic highlights of our online school:

- Students are taught by highly qualified instructors in each core class using our online curriculum and other instructional materials embedded in our website in portable document format. (PDF) This means that you can access all lessons and materials online.
- If a student is struggling, an appointment can be made for "face to face" instruction. Our teachers work to make connections with their students and help them in an online platform.We can do this long distance by Google Meet or phone call. High school students who live close enough to our Lab are also welcome to set up appointments and come in to work with their teacher in the WVA lab.
- Students of all grade levels can take part in clubs and sports offered in the district if they are in good academic standing in their WVA classes and live close enough to one of our district schools to be feasible.

In closing, we hope to help your student achieve his/her goals. We are here to partner with you!

WVA Administration & Staff

Wickenburg Virtual Academy

Certified & Classified Staff Contacts

Name	Department	Email Address
Gorman, Mark	Principal	mgorman@wusd9.org
Peterson, Coleen	Program Director	cpeterson@wusd9.org
Ruiz, Viviana	Secretary	vruiz@wusd9.org
TBD	WVA Program Assistant	

The Mission

The Mission of the Wickenburg Virtual Academy (WVA) is to provide an online education that addresses students' learning styles, promotes academic success, cultivates lifelong learners, and promotes 21st Century skills enabling students to be career and college ready. Through consistent effort, hard work, determination and communication, every student can meet the challenge of mastering high expectations.

The Vision

The Vision of the Wickenburg Virtual Academy (WVA) is to use new emerging technologies, to provide equity and access to high quality educational opportunities for every student. Through this new mode of instruction, we can strengthen the WUSD's vision which states: "*Every Child has Hope, Every Student is a Graduate, and Every Graduate has a Dream"*.

Wickenburg Virtual Academy School Calendar

Our school follows the district's school year, and the 4 day school week.

WICKENBURG UNIFIED SCHOOL DISTRICT #9

2024/2025 DISTRICT CALENDAR

July 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JULY - 3/151 School Days

4	Independence Day
15	New Teachers Report
22	All Teachers Report
22	Staff Breakfast
29	First Day of School

August 2024

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST - 20/151 School Days

23	Professional Development

September 2024

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

SEPTEMBER - 26/151 School Days

2	Labor Day
20	Professional Development

October 2024

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

OCTOBER - 51/151 School Days

3	1st Quarter Ends
7-10	Fall Break
14	40th Day
18	Professional Development

November 2024

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER - 65/151 School Days

11	Veterans Day
15	Professional Development
28	Thanksgiving

December 2024

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

DECEMBER - 77/151 School Days

19	2nd Quarter/1st Sem. Ends
23-31	Christmas Break
25	Christmas Day

1st Semester = 77 School Days

JANUARY - 92/151 School Days

1	New Year's Day
1-2	New Year's Day Observed
6	School Resumes
20	MLK Day
24	Professional Development

January 2025

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY - 107/151 School Days

13	100th Day
17	Presidents' Day
21	Professional Development

February 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH - 120/151 School Days

6	3rd Quarter Ends
10-13	Spring Break
28	Professional Development

March 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL - 138/151 School Days

April 2025

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY - 151/151 School Days

20	FF 8th Grade Celebration
21	VP 8th Grade Celebration
22	Last Student Day
22	4th Qtr./2nd Sem. Ends
22	WHS Graduation
23	Last Teacher Day/Staff Brkfst
26	Memorial Day Observed

May 2025

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

June 2025

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

151 SCHOOL DAYS

2nd Semester = 74 School Days

WUSD Governing Board Approved 12/13/22

revised 12/7/22

Wickenburg Virtual Academy

Wickenburg Virtual Academy is located at 1090 S. Vulture Mine Road, Wickenburg, AZ, and is open four (4) days per week, Monday-Thursday from 7:30 AM to 4:00 PM, with the exception of holidays and school breaks as indicated on the school and district calendar. This is also where parents can come to discuss student classes, enrollment, or other concerns. Please call for an appointment at 928-684-6717, we are happy to work with you!

Why is our Local In-District Online School an advantage for you?
Many times students wish to work independently at home using online curriculum; however, they struggle when they hit difficult spots in their studies. For students in grades 4-8, questions can be handled weekly with the online meetings scheduled with the student, learning coach, & instructor. Students enrolled in grades 9-12 many times find it easier to arrange a time to come into our Lab to work with an instructor for a couple hours if a google meeting is not enough. Our online school is designed to give the student flexibility and support so they can be successful in this online learning endeavor. Our Lab has a WVA program assistant, who works 8:00am to 4:00pm four days per week. This assistant can quickly help students with login and other technological questions, which can make student progress go smoothly. The WVA assistant can be reached using the email address: wva@wusd9.org or calling 928-684-6729 or 928-684-6717.

About Online Courses
Some of the advantages of online classes include the flexibility and convenience of when and how students do work. However, taking classes online is *significantly more challenging* than it may seem. Online courses require just as much time and energy than traditional classroom courses. Here is an example: If a student attends a traditional school from 8:00 AM to 3:30 PM they are in class approximately seven (7) hours per day and then they usually have a couple hours of homework. If this same student learns online – he/she needs to spend a *minimum* of five (5) hours per day for four (4) days each week. To be successful, most online students truly spend about 30 to 35 hours per week if they are grades 7-8 and high school level. Grades 4-5 usually work 20-25 hours per week. If students are considering online learning because they want to spend 1-2 hours per day on school, they will not be successful. That is the time it would take to do one class, not all of the classes. We ask that you think carefully when making a decision to switch to online learning.

Online learning is a collaborative venture and weekly communication with your instructor will increase your learning experience. The difference between a successful student and one who fails to finish a class is usually determined by this communication, since your instructor is trying to give you input and clarifying concepts for you in email and google classroom. These are critical pieces in our instruction and cannot be skipped. At all grade levels, a highly qualified instructor works one-on-one with each learner through email, Google Classroom, Google Meets, and other web tools to communicate with students. This constant communication helps the teacher check student progress, answer questions, and evaluate assignments and tests. The result of this two way communication between the student and teacher is an engaging, motivated method of learning. **It is critical though that they check their school student email account daily.**

Our curriculum is designed to meet Arizona State Standards and align with grade level benchmarks. Interactive online practice activities, reading & written assignments, tutorials, videos, unit reviews, quizzes and tests are included as part of our online instruction. Each course has a syllabus that includes an overview of the course, objectives, and grading procedures. Courses may include video, audio, online quizzes, tests and projects that students complete and email to the teacher.

Students also should realize that online courses require personal discipline, and effective time management skills. Students may spend more time on an online course than they typically devote to a traditional school class. Enrollment in this program is based on a student's ability to work independently, and that he or she possesses grade level academic skills in reading, writing, and math. ***If a student has an Individual Education Plan (IEP) a student study team meeting should be held to determine if this is an appropriate placement for this student. After a set monitored amount of time, if the Student Study Team (SST) determines that the online format is not academically appropriate for the student, the student will need to return to a brick and mortar school.***

Do you have what it takes to be an online student?

1. **Persistence** is perhaps the biggest key to success in online learning. Students who succeed in online learning are those who are willing to tolerate technical difficulties, seek help when needed, work daily in every class, and persist through challenges. Some hints for doing well online are:
    a. When you run into a challenge, keep trying and ask for help from your online instructor, call our school, and reach out for some assistance. We can help!
    b. Set up a manageable study schedule for yourself, and stick to it. Students who succeed are those who log in and make progress **every day**—even after the novelty of attending school virtually wears off.
    c. Communicate daily/weekly with your instructor. This is the way your teacher talks with you about your work. Communication is required and will actually save you time.

2. **Time management and Motivation.** As a student of online learning, they will be directing the learning on a day-by-day basis. Most courses are not taught in real time and there are no set times for classes. In a virtual classroom students do not necessarily "see" the teacher each day, so students must be able to manage their time well. This flexibility is one of the great benefits of online learning. However, it can also be a drawback for a student who procrastinates or is unable to stick to a routine study schedule. If students fail to accomplish goals as well as work a minimum of 25-30 hours per week, they can be dropped for "non-attendance". Those hours can be done over 7 days - and a variety of times - do whatever works best for the student and their family - but know **this amount of weekly hours is required by the State of Arizona for online instruction. A.R.S. §15-901**

    Some suggestions that will help students organize and use their time well are below:

    a. When a student begins a course, click on the Course Report that can be found on the top right hand corner of the curriculum page. If a student opens this PDF report, it will show the student EXACTLY what is assigned each week for the entire semester in the course.

b. The Course Report will show the date an assignment is due, and then the date a student actually worked on it – and how much time spent along with the score. Students/Parents can open Course Reports anytime, and printing them is a good idea. Students can use them as a guide to organize work.
c. Work is only assigned online 4 days per week to coordinate with the four (4) day school week in our district. The other three (3) days no new work is assigned but any overdue work can be opened and completed to help catch up.
d. Family emergencies and sickness happen to everyone, but it is critical to make a plan and get caught up right away. The course report will show students exactly what is needed.

3. **Communication Skills** are very important in online learning. This is how teachers can give input as to what students should be learning and explaining any concept that they might have found difficult. Student email and google classroom attendance is crucial. Please communicate, it will help students be successful and develop workplace skills.

4. **Technical Skills. The student MUST use a computer and high speed internet (not just a cell phone for work at home).**

5. **A Good Study Environment.** Another critical component of academic success online is good study environment.
   a. Please find a place where you can work without distractions. If you know you will constantly listen to conversations or media around you, pick a different spot. Put your cell phone on "silent" mode and let friends and family members know the hours that you will be participating in your school work. Again, workplace skills.
   b. Don't open social networking sites while working, such as Facebook, Instagram, Snapchat, etc. Sometimes students can be on their computer for hours and appear that they are working, but if they open different social networking sites, they can easily become distracted. Please know we check your progress each week and can see your minutes, hours, and if anything was completed or accomplished. Also, Edgenuity measures your "Idle Time". This means if you open a lesson but then do other things for a while, it will be recorded as idle time.
   c. Set up a comfortable work space. Lighting in the room should be at least as bright as the computer screen to avoid eye strain. Adjust the height of your chair, keyboard, and screen so that you are comfortable.

Standards for Student Success

Standard 1: Tools
Students will:

- Follow the Course Report for each class to ensure you complete weekly assignments. You are always able to login and see what weekly assignments are due for each class. Make a list.
- Have materials (computer, headset or earbuds, checklist/goals, pencil, paper, book, binder, etc.) ready for use every day. Also, high speed internet & a computer are a requirement for online schooling.
- Learn how to use communication tools on the computer. (Google docs, Google slides, Google sheets, and Gmail

Standard 2: Academic Involvement and Attendance
Students will:

- Take and maintain notes in an efficient manner following the format presented by the instructor. Notes must be submitted at the end of EACH unit for every core course.Notes are usually 10-20% of the course grade. They can be used on each unit test – which is why they are weighted in your final grade.
- Make effective use of time, (staying focused, reviewing daily notes, studying, asking for assistance when needed, and completing each week's goals.)
- Keep classroom appointments –whether online, phone, or in person. Even though your schedule is flexible at home, if you are coming in or meeting us online – please be there!
- Resort Weekly Attendance and submit it through Parent/StudentVue. Failure to turn in attendance hours is cause to be dropped from our online school. The state requires us to record student hours.

Standard 3: Academic Involvement – Independent Expectations
Students will:

- Meet minimum work standards set by the instructor and online curriculum system. Your teacher has set up a "minimum pass score" needed for your lessons, to help you be successful in your course completion. You may re-do them over & over and this will help you truly master the content. **Email your instructor if you need a lesson quiz or test reset.**
- Meet the weekly academic plan of assignments and tests due in your Course Report. We cannot stress enough that you MUST follow this guide to know if you are on track.
- Make arrangements to get additional help if needed, prior to the due date of assignment.
- Be sure that all "off-line" required assignments are completed each week as well as computer lessons. Many times these offline assignments are your applied project based learning where you demonstrate if you truly learned the concepts covered in that unit. There will be a place in your Edgenuity curriculum where you submit the offline work you do as assigned.

Standard 4: Assessment Preparation
Students will:

- Utilize mandatory tutoring sessions when assessment scores are below your course's passing range. (These can be by phone, Google Meet, email, or tutoring in our Lab – but reach out to get help!)

- Complete all state required tests as well as any program pre/post assessments or benchmarking tests. **THIS IS A MANDATORY STATE REQUIREMENT, and by law students are required to take these tests. Failure to comply will result in immediate withdrawal from Wickenburg Virtual Academy. Online schools are required to take part in all state assessments - so we cannot exempt students.** We will let families know testing schedules ahead of time so they can make arrangements, and we will work with families any way possible to help them make these tests. (See Parent/School Contract) A.R.S. §15-808

Enrollment Process and Guidelines for Grades 4-8

Prior to accepting enrollment for a student in grades 4-8, the director/administrator and the family must meet to go over policies and practices of Wickenburg Virtual Academy. Enrollment is limited for these grade levels and is not open for new students throughout the school year due to the nature of the course structures offered through our curriculum platform.

Immunizations

All immunizations must be up to date in order to enroll in any public school. An updated record must be on file in the student record and/or an updated exemption form. Visit www.azdhs.gov/immune for additional information.

Student Records (FERPA)

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student's educational record, with the exception of information deemed "directory information" which may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
4. To file complaints with the U.S. Department of Education.
5. To obtain a copy of Governing Board Policies by requesting a copy from the Program Director or Program Administrator. Copies of these policies may also be obtained online at www.wickenburgschools.org . Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Student Privacy Directory Information

The Title IX, *No Child Left Behind Act of 2001*, Section 9528, and WUSD Board Policy states that school administrators are required to provide information to universities, colleges and the U.S. Armed Services recruiters when such release is clearly in the student's best interests. This information includes names, addresses, and telephone listing, date of birth, class designation, participation in officially recognized activities and sports, awards and honors received, the student's photograph, and the name of the school or school district the student attended prior to enrollment in the Wickenburg Unified School District. Parents may request, in writing, that such information not be released for their child without prior written parental consent.

Identification Cards (grades 9-12)

Identification cards will be issued to each student on picture day and are required to be in possession while the student is on campus.. **Student services may not be given to any student not properly in possession of a current ID card.** The ID card is not to be altered or defaced in any way. The failure to properly identify oneself with valid ID will result in disciplinary action and may result in the student being removed from the activity. It is the student's responsibility to purchase a replacement ID card if the original is lost, stolen, altered, defaced or damaged. **Replacement cost is $5.00.**

State Attendance Policies

Attendance in WVA courses will be measured through participation in assignments, completion and submission of lessons, reading required texts, and in general correspondence with the WVA teachers, as well as hours recorded in the learning management system. The Arizona Department of Education has determined that it should take at least 112.5 hours to complete an online semester course for students in high school. Middle School students will be required to complete at least 133.5 hours per online semester. Students in grades 4 - 6 will complete at least 223 hours per subject per year. If students do not log the appropriate amount of time, credit will not be granted for the course**.** See the chart below as an example for a full year of hours per grade level/course.

The following table illustrates the FTE requirements for full-time and part-time students in AOI:

Kindergarten Programs: 346 hours				
Grade	**1.0 FTE**	**.75 FTE**	**.50 FTE**	**.25 FTE**
Grades 1-3	712 hours and 4 subjects	534 hours and 3 subjects	356 hours and 2 subjects	178 hours and 1 subject
Grades 4-6	890 hours and 4 subjects	668 hours and 3 subjects	445 hours and 2 subjects	223 hours and 1 subject
Grades 7-8	1,000 hours and 4 subjects	800 hours and 3 subjects	500 hours and 2 subjects	250 hours and 1 subject
Grades 9-12	900 hours and 4 subjects	675 hours and 3 subjects	450 hours and 2 subjects	225 hours and 1 subject

Students must be enrolled in an instructional program as required under R7-2-301 (K-8), and R7-2-302 (9-12).

A.R.S. §15-901

In accordance with STATE Law A.R.S. §15-808, steady progress in the student's classes is vital to success. Therefore, failure to show adequate progress may result in the student being required to attend weekly google meets or to come into the WVA lab. Failure to show adequate progress may also result in removal from a course or our school.

- Students and parents/guardians are required to sign a learning contract accepting the attendance and work requirements for WVA that are outlined in the next section.

If the student is failing to log in, complete assignments, and/or communicate with instructors by email – parents will:

Receive notifications by email, phone, and mail. (We are not liable if addresses, phone numbers, or email addresses are out of date.) This will be done when we see NO work, and NO login or communication for two (2) weeks. After this intervention, students will be placed on academic probation. From there, disciplinary actions will occur.

For Grades 4-8:

Parents and legal guardians must report student attendance through the ParentVue portal, logging the number of minutes the student participated in academic tasks each day of that week for each enrolled course. Academic tasks may include online research, independent instruction, and offline learning activities related to the course in which the student is enrolled.

Withdrawal/drop policy: If attendance is not submitted and/or no academic progress has been made for 10 academic days, the students will be required to attend weekly google meetings with the WVA Program Assistant until the student is back on track. If the student does not attend the meetings AND make academic progress with attendance submitted, the student courses will be disabled until the family and administration can meet. At that time, the family will be cited for truancy. If the student and family are unable to attend the meeting, the student will be withdrawn from WVA and referred back to the student's home brick and mortar school. If, after the meeting, the student still does not make academic progress and submit weekly attendance, the student will be withdrawn from WVA.
A.R.S. §15-808

For Grades 9-12:

Students are required to self-report attendance EACH week as well as make academic progress in the course. Each course requires five (5) hours per week per course. If students are not logging in for this time requirement, it is counted as an absence. Students must complete work and report attendance each week to maintain enrollment in our online school.

Withdrawal/drop policy:

- If after two weeks of inactivity in his/her course, the student will be required to attend weekly google meetings with the WVA Program Assistant or attend our Open Lab sessions until the student is back on track and attendance has been updated.
- If the student does not make academic progress and improve the grades, the courses will be disabled until the family and administration can meet. If the family does not meet or respond after five (5) academic days, the student will be withdrawn. The student will not be eligible to return to WVA for the rest of that academic year.
- If a student fails the majority of the courses assigned to the current academic block, the student will be withdrawn from WVA and not eligible to return that academic year.

The student can complete their weekly required hours as they like each week, but they need to have the correct total of hours completed for each semester class at the end of the academic block. If evenings and weekends work better for the student, this is fine, but the student will not have the advantage of emailing a teacher and getting a prompt reply immediately back since the teachers work during the regular school days.

Grades 4-8 Information

Wickenburg Virtual Academy has partnered with Edgenuity to enhance your child's educational experience. Courses in 4-8 are provided in all core areas including ELA (i.e., reading/writing), math, science, and social studies.

For grades 4-8, students will need someone at home to act as a "Learning Coach" and help direct the student in daily learning activities. Online Teachers are available to answer questions from "Learning Coaches" through email and cell phone. This helps the parent/learning coach to guide their students.

As a parent/guardian, you will be assuming the role of the Learning Coach that facilitates and supports your child through his or her courses. The role of the Learning Coach is to:

- Guide the student through the lessons.
- Discuss the concepts being taught.
- Assist with interactive tools and games.
- Oversee assignments.
- Help facilitate hands-on learning that may be in the course.
- Check for understanding of assignments.
- Keep the students on schedule.
- Ensure all components of the course are being done with fidelity (independent reading, novel studies, practice activities, etc.).
- Communicate with the teachers through the online messaging system provided through Edgenuity.

Grading Standards and Requirements

The Grading Scale use for Online Learning will be:

A = 100%- 90% Highest grade
B= 89%- 80% Above average grade
C= 79%- 70% Average grade
D= 69%- 60% Below average grade
F= 59% - 0% Below standard
W= Withdrawn (recorded on student transcript when enrolled 20 days or more.)
NC= Recorded on a student's transcript if they are enrolled in a semester for only 6 weeks or less.
INC= Incomplete (recorded on student transcript when the student has not finished the course in the allotted time). Student will have the amount of missing days added to their deadline for finishing the course in the next grading term. Failure to complete in the given amount of days or weeks will result in a grade of F.

Grades 9-12 Information

Wickenburg Virtual Academy has an on-site lab for grades 9-12 that is open four (4) days per week, Monday-Thursday from 7:30 AM to 4:00 PM, with the exception of holidays and school breaks as indicated on the school and district calendar. Students are welcome to come in and work or meet with a teacher as needed up to two days per week. ***However, students need to call and schedule a time to come in and work or receive tutoring with a specific teacher.*** Our Lab is in the front administration building of Wickenburg High School, Room M127, which is facing the guest parking lot at the front of the campus. If the student needs to have help learning the system or come to take an exam, this is where they would do that.

When Wickenburg Virtual Students are *on the Wickenburg High School campus*, please know that each student must adhere to all dress code policies, parking and driving regulations, and ALL rules and regulations found in the Wickenburg High School Handbook. (Copies can be found online at: www.wickenburgschools.org under the Wickenburg High School section.) Failure to comply with any rules in WHS Handbook or WVA Handbook will be cause for a student to lose the privilege of coming on campus for any reason during the regular school day since WVA is located on the WHS Campus. If a student has lost the privilege of coming on campus during the school day, final exams or tests must be arranged 5-7 days in advance with the WVA Director for an after school designated time.

Attending WVA Lab as an online student is a privilege, as online schooling is traditionally NOT done at school, and student may lose this privilege of attending IF time is not spent consistently working in the WVA lab. We reserve the right to deny regular Classroom Lab time to anyone, since this is an online school, and in-person attendance is a privilege.

Earning Credit for Courses

Students must master all lessons & assignments in order to progress to the end of the course.Students are required to redo work that is not passing before they can continue to the next lesson. A final exam cannot be taken if the course is not complete. Students do not have to be at school and can work from home, public library, etc. but students must take final exams on campus at the end of the course and it must be passed in order to receive credit for the online course**.**

Assessment and Final Examination Policy

- All Final Exams must be completed at an arranged and approved proctoring site.
- Final exams must be passed at a 60% minimum to receive credit for the course.
- Final exams assess student knowledge of the course material, therefore, students must finish the assigned lessons and/or assignments in order to take the Final Exam. A final exam will NOT be opened until course work is completed with the instructor.
- Rescheduling a retake of a final exam can only be done after the student has completed "re-teach" assignments from the online instructor. **Final Exams may be taken twice.**
- All textbooks and/or materials must be returned at the time of a final exam.

Proctored, in-person final exams are a state online school accountability requirement, not just our school decision.

Graduation Requirements

Students must complete one of the following diploma credit criteria in order to graduate. Wickenburg Virtual Students may apply to graduate earlier than the normal four (4) years if they earn all required credits and obtain 22 credits before the end of their normal cohort year.

Traditional Diploma	**1 Credit American History**
4 Credits English	**.5 Credit Economics**
4 Credits Math	**.5 Credit American/AZ Government**
3 Credits Science	
1 Credit World History/Geography	**1 Credit CTE or Fine Arts Arts**
	7 Electives

Graduation Exercises

Participation in graduation exercises is restricted to those students who have completed the requirements for graduation as required by the State of Arizona and the WUSD Board of Education. Classification as a senior does not imply or guarantee graduation. Participation in graduation exercises is subject to administrative discretion. Details regarding graduation exercises will be provided to seniors in January prior to graduation and continue throughout the spring semester. WVA students may participate in the WHS Graduation ceremonies if they are in good standing with WVA.

Credit Recovery by Objective (CRBO)

Students have one opportunity per core content course to participate in credit recovery by objective for a WVA failed course if they have earned at least a 50% RELATIVE grade in the course. The purpose of credit recovery by objective is to allow students the opportunity to master concepts that they failed and to bring the grade to a passing grade. The highest grade a student may receive is a D. The failing grade will be replaced on the transcript.

Course Retakes

Students have an opportunity to retake courses for which they received a failing grade. If a student received a grade of 50% or lower in a course, the entire course must be retaken. Both courses will remain on the transcript, however only the higher grade will be calculated in class rank and GPA. CRBO is not available for elective courses. CRBO must be completed during the academic year the course was taken.

Grade Improvement

If a student is unhappy with a grade earned in a course, he/she has the opportunity to improve that grade only by repeating the entire course. The new grade will be placed on the transcript as well as the old grade, but only the higher grade will be calculated in class rank and GPA.

Online Transfer Credits/Non-Accredited Schools
WUSD will accept online transfer credits earned for successful completion of coursework when transferring from a non-district school, including a home school, if the following conditions are met:

- The course or a similar course is offered in the district curriculum
- The course was provided by a school that is fully accredited or recognized by agencies approved by WUSD's accreditation agency, Cognia.

Students transferring credits from a non-accredited-program will be required to take an End of Course (EOC) assessment to receive core credit (English, Math, Science, Social Studies). The student will complete the End of Course (EOC) test. If a student receives a passing score (60%) on the Wickenburg End of Course test (EOC), the student will receive the grade obtained through the program.

Online Education Available Throughout the Year

Wickenburg Virtual Academy is a 12 month school, and courses are laid out in nine (9) week blocks and/or a 19 week format from August to December for the first semester and January to May for the second semester. Summer school sessions are available for high school students: June 1-30th, and July 1 to July 30th. We follow the WUSD Calendar for the two school semesters during the regular school year & honor all school holidays, school breaks for fall, winter, and spring. These holidays and breaks mean they are NOT counted in the students' online course pacing. However, if a student is behind in work, he/she can certainly use break and holidays to catch up.

Even though learning can take place throughout the school year, there are dates when courses end that must be followed. Online allows a more flexible due date of an assignment, for example, but deadlines are still a part of our classes and after being warned of the final cutoff date for an assignment or final exam, the student's grade can be failing.

Honors & Advanced Placement Course Weighting

Honor grades and points are only awarded for classes Wickenburg Unified School District offers to its WHS and WVA students. Transfer credits will be accepted for honor and points if the class is the same as what is offered by WUSD, i.e. student transfers with an English 9 Honors class which is offered at WHS/WVA for Honor Grade and points. Class substitution is not allowed for honor grades or points due to the variables that exist in different systems. Honor Grades and points are not awarded for postsecondary work through dual or concurrent enrollment.

National Honor Society

Wickenburg Virtual Academy students can be considered for NHS membership in the Wickenburg High School Chapter. Students must demonstrate outstanding qualities in scholarship, possess a 3.0 GPA or higher, and demonstrate service, leadership and character. References on students are solicited from faculty and administration. All decisions are made by a WHS & WVA faculty committee.

Wickenburg Virtual Academy GPA and Valedictorian/Salutatorian

The purpose of ranking students according to academic standing is to provide information requested by post-secondary institutions to determine admission and scholarship opportunities. Because our WVA Senior class is very small, we do run a Class Rank Index (CRI) to rank students from first to last place, but our students are only ranked in WVA. Although Wickenburg Virtual Academy does give extra weighting in the Grade Point Average (GPA) for honors or advanced placement classes that are offered by our school district, we also do not select a Valedictorian or Salutatorian for our school at this time due to class size.

WVA Students Applying to be WHS Concurrent Students (grades 9-12)

If a WVA student wishes to attend a class on the Wickenburg High School campus, he/she must understand this is an exception granted to very FEW students and must keep in mind the following requirements:

1. The WVA student MUST have no discipline violations for the current year as well as the previous year in the second semester.
2. The WHS class that the student is requesting MUST have room in the student enrollment for the class and hour desired. If the class is full, the request must be denied.
3. The WVA student must agree to have excellent daily attendance as well as academic work and can be dropped from the class if the student fails to abide by the 10 day maximum absence policy for a semester as well as turning in required academic work.
4. The WVA student must sign in through the WHS office each day.
5. The WVA student cannot walk around the campus other times of the school day. It is a privilege to attend a concurrent WHS class, and he/she needs to not roam the WHS campus but come back to the WVA Lab or leave campus when class is done.
6. WVA Concurrent Enrollment is usually for only one class hour, unless there are extenuating circumstances.
7. WVA Concurrent Enrollment is restricted most times to CTE or Fine Arts Courses that a WVA high school student might not be able to take online.

Concurrent Enrollment

Wickenburg High School Students can enroll in WVA online courses should they need to meet a graduation requirement that is not offered through the high school or they cannot fit it into their full-time schedule. This option is typically reserved for Seniors needed to graduate or a student deficient in credits. Should a *concurrent* student neglect to sign on for 10 consecutive days he/she may be dropped from the course.

WVA Internships

Many times our WVA students have less elective classes to choose from in their schedules throughout their four years of school. Therefore, WVA students have been approved to serve in the Elementary School Internship for grades 9 through 12 if their application is accepted, or working a volunteer or paid job as an Internship elective for grades 10, 11, & 12. These internship experiences should be focused on acquiring professional work skills as well as giving an opportunity for the student to "job shadow" an occupation as career exploration. All internship sites must be approved. Students can only earn one half credit (120 hours) per semester in work internships, but they may earn a full credit (240 hours) during the summer. Professional Elementary Internship is only available in the school year and students must dedicate two (2) academic hours – four (4) days per week with their assigned teacher/classroom. This Professional Internship earns a half credit each academic hour the student is assigned.

Eligibility Requirements for Athletics and School Activities

Wickenburg Virtual Academy students may participate in WHS athletic and school activities but they must follow all policies and procedures set by the Wickenburg High School Handbook. These policies and procedures are set for both WHS and WVA students if they are to take part in any WHS athletic or school activity. All eligibility checks and athletic or activity fees are the same as the WHS Handbook. WVA students participate in WHS sports or school activities as a privilege and must follow all requirements and rules.

Students who are participating in school sports or activities must take six (6) classes per semester for the first six semesters of high school (freshman, sophomore, and junior years) and may take four (4) classes in the last two semesters of high school if the student has the required credits as a senior in good standing.

Students must follow the same grade eligibility requirements set by the Arizona Interscholastic Association (AIA) for athletics, and WHS eligibility guidelines. If a student wishes to take part in a WHS school activity, he/she must be in good standing in both WVA attendance and grades.

WVA Discipline Guidelines for coming on WHS campus

Students of Wickenburg Virtual Academy are expected to conduct themselves in a manner that is consistent with standards expected by administration, teachers, parents, and the community. Students are responsible for their own actions. If students are uncooperative or violate the code of good citizenship in a WHS/WVA classroom, or on the WHS Campus, or at a school-sponsored activity, they will be referred to school administration and may face disciplinary action, as indicated on the discipline matrix. **Students must follow all WHS and WVA Handbook rules and regulations.**

Coming on campus is a privilege and any infraction listed in the WHS Handbook, ***including but not limited to dress code, parking/driving privileges, possession of prohibited items/substances,*** or WUSD Student Rights and Responsibilities Handbook that gives a suspension from campus for a WHS student, may be cause for a WVA student to lose the privilege of coming on campus except for arranged times for final exams. Any infraction by a WVA student that is cause for long term or expulsion listed in the Student Rights and Responsibilities Handbook may be cause for the WVA Administrator to refer the incident to the Superintendent for a long term suspension or expulsion hearing.

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined Student Rights and Responsibilities Handbook. For a complete listing of infractions and consequences, please refer to the Student Rights and Responsibilities Handbook, which is located on the district and school's website.

Student Due Process

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the local administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. Please refer to Board policy for the due process appeals procedures.

WUSD Discipline Guidelines: Grades K-12

An asterisk (*) indicates that the violation must be reported to ADE.
A double asterisk (**) indicates that the violation must be reported to ADE and a police report
NOTE: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

		Consequence	
Infraction	**Definition**	**First Offense**	**Repeated Offense**
***Alcohol Violation (use, distribution, possession, under the influence, paraphernalia)**	**The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.**	**Min: Long-Term Suspension Max: Expulsion**	**Min: Expulsion**
Arson: *Of a Structure or Property **Of an Occupied Structure	**Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703, 1704)**	**Min: Long-Term Suspension/ Restitution Max: Expulsion**	**Min: Expulsion/ Restitution**
***Assault**	**A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)**	**Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: Long-Term Suspension**	**Min: K-5: 3 Day Suspension 6-12: 5 Day Suspension Max: Expulsion**
Assault (Aggravated)	**An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)**	**Min: Long-Term Suspension Max: Expulsion**	**Min: Expulsion**

**Bomb, **Chemical or **Biological Threat	Threatening to cause harm using a bomb, explosive, arson-causing device or using chemical or biological agents. (A.R.S. §13-2911)	Min: Long-Term Suspension Max: Expulsion	Min: Expulsion
*Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Cyber-Bullying includes bullying through the misuse of technology. (A.R.S. §15-341, 1202, 2916, 2921)	Min: Conference/ Mediation Max: Long-Term Suspension	Min: 5 Day Suspension Max: Expulsion
**Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1506, 1508)	Min: 5 Day Suspension/ Restitution Max: Long-Term Suspension	Min: Expulsion/ Restitution
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal or use the ideas or words of another as one's own	Min: Loss of credit for assignment Max: 3 Day Suspension/ Loss of credit in class	Min: 3 Day Suspension/ Loss of credit Max: Long-Term Suspension
Combustible	Possession of any combustible substance or object capable of causing harm or damage, i.e. matches, lighters, firecrackers, gasoline, lighter fluid.	Min: K-5: Warning 6-12: 1 Day Suspension Max: 5 Day Suspension	Min: 3 Day Suspension Max: Expulsion
Contraband	Items stated in school handbooks or policy as prohibited.	Min: Warning Max: 3 Day Suspension	Min: Detention/1 Day Suspension Max: Long-Term Suspension

***Dangerous Item**	**Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. May include: B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Pellet Gun, Razor Blade or Box Cutter, Taser or Stun Gun, Tear Gas, or Other Dangerous Item. (A.R.S. §13-105.12)**	**Min: K-5: 1 Day Suspension 6-12: 5 Day Suspension Max: Long-Term Suspension**	**Min: Long-Term Suspension Max: Expulsion**
Disorderly Conduct	**Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)**	**Min: 3 Day Suspension Max: Long-Term Suspension**	**Min: Long-Term Suspension Max: Expulsion**
Disrespect, Defiance, Non-Compliance toward authority	**Refusal to follow directions, talks back, socially rude interaction. Intentionally resisting or disregarding the authority of district personnel. Displaying contempt or rudeness.**	**Min: Conference Max: Long-Term Suspension**	**Min: 3 Day Suspension Max: Expulsion**
Disruption	**Behavior causing interruption or disturbance in a class, on campus or at school-sponsored events.**	**Min: Conference Max: 5 Day Suspension**	**Min: 3 Day Suspension Max: Long-Term Suspension**
Dress Code Violation	**Clothing that does not fit within the dress code guidelines stated in school or district policy.**	**Min: Change of clothes Max: 1 Day Suspension**	**Min: Change of clothes Max: 3 Day Suspension**

**Drug Violation (Use, distribution, possession, under the influence)	**Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.** **School administration will consider circumstances and investigative evidence for violations involving over the counter non-prescription pharmaceuticals and have the authority to adjust consequences accordingly. (A.R.S. § 13-3411)**	**Min: Long-Term Suspension Max: Expulsion**	**Min: Expulsion**
Drug Paraphernalia	**Any apparatus or equipment used or capable of being used in storing, concealing, absorbing or consuming a drug. (A.R.S. § 13-3415)**	**Min: Long-Term Suspension Max: Expulsion**	**Min: Expulsion**
*Endangerment	**Recklessly or intentionally creating a substantial risk of injury or imminent death to another. Consequence depends on the potential severity of harm. (A.R.S. § 13-1201)**	**Min: Long-Term Suspension Max: Expulsion**	**Min: Expulsion**
*Extortion	**The act of knowingly obtaining or seeking to obtain property or services by means of a threat to cause physical injury, cause damage to property, engage in illegal conduct, or make false accusations. (A.R.S. § 13-1804)**	**Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: Long-Term Suspension**	**Min: 5 Day Suspension Max: Expulsion**
*Fighting	**When two or more persons engage in any violence toward each other in an angry or quarrelsome manner. Mutual participation involving physical violence.**	**Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: Long-Term Suspension**	**Min: Long-Term Suspension Max: Expulsion**
**Fire Alarm Misuse	**Intentionally ringing a fire alarm when there is no fire. (A.R.S. §13-2907)**	**Min: 1 Day Suspension Max: Long-Term Suspension**	**Min: 5 Day Suspension Max: Long-Term Suspension**

Gambling	**Playing games of chance for money or to bet a sum of money.**	**Min:** **1 Day Suspension** **Max:** **3 Day Suspension**	**Min:** **3 Day Suspension** **Max:** **5 Day Suspension**
*Harassment, Nonsexual	**The persistent or repeated annoying, worrying or tormenting of another. Defamation. (see also Bullying and Sexual Harassment) (A.R.S. §15-341) (A.R.S. § 13-2921)**	**Min:** **Mediation** **Max:** **Long-Term Suspension**	**Min:** **5 Day Suspension** **Max:** **Expulsion**
*Hazing	**Any act committed against another student in connection with an initiation to a school affiliated organization that causes or contributes to a substantial risk of injury, mental harm or personal degradation. (A.R.S. § 15-2301)**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**	**Min:** **Long-Term Suspension** **Max:** **Expulsion**
Indecent Exposure or Public Sexual Indecency	**Exposing genital or private areas. Engaging in sexual contact or sexual acts in public. (A.R.S. § 13-1402, 1403)**	**Min:** **3 Day Suspension** **Max:** **Long-Term Suspension**	**Min:** **5 Day Suspension** **Max:** **Expulsion**
Language, Inappropriate	**Any communication that includes swearing, name calling, or use of words or symbols in an inappropriate way. Hate messages.**	**Min:** **Warning** **Max:** **3 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**
Leaving Campus without Authorization	**Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.**	**Min:** **Detention/1 Day Suspension** **Max:** **3 Day Suspension**	**Min:** **3 Day Suspension** **Max:** **5 Day Suspension**
Lying or Forgery	**To make an untrue statement or impression with intent to deceive. The act of falsely or fraudulently marking or altering a document. Using verbal or written communication that is knowingly false or fraudulent.**	**Min:** **Conference** **Max:** **5 Day Suspension**	**Min:** **3 Day Suspension** **Max:** **Long-Term Suspension**

Minor Aggressive Act	**Non-serious but inappropriate physical contact. Hitting, poking, pushing, tussles, minor confrontations, shoving. Actions that demonstrate low level hostile behaviors.**	**Min:** **Mediation** **Max:** **Long-Term Suspension**	**Min:** **3 Day Suspension** **Max:** **Long-Term Suspension**
Negative Group Affiliation	**Attitudes and actions affiliated with gang or negative group activities.**	**Min:** **Conference** **Max:** **Long-Term Suspension**	**Min:** **3 Day Suspension** **Max:** **Expulsion**
Pornography	**The use or possession of sexually explicit images, pictures, words, devices or electronic images that offends or disturbs the educational environment.**	**Min:** **K-5: Detention** **6-12: 1 Day Suspension** **Max:** **Long-Term Suspension**	**Min:** **3 Day Suspension** **Max:** **Long-Term Suspension**
Public Display of Affection	**Kissing, hugging, fondling or touching in public.**	**Min:** **Warning** **Max:** **3 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **5 Day Suspension**
Recklessness (Horseplay/ Roughhousing)	**Unintentional, careless behavior that may pose a risk to others. Rough boisterous play or behavior.**	**Min:** **Conference** **Max:** **3 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**
**Robbery	**Using force or threatening to use force to commit a theft. (A.R.S. §13-1902)**	**Min:** **Long-Term Suspension/ Restitution** **Max:** **Expulsion**	**Min:** **Expulsion**
**Robbery (Armed)	**Robbery while armed with or threatens to use a deadly weapon, dangerous instrument or simulated deadly weapon. (A.R.S. §13-1904)**	**Min:** **Expulsion**	
**Sexual Abuse	**Intentionally or knowingly engaging in sexual contact with any person without consent of that person.** **For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.**	**Min:** **Long-Term Suspension** **Max:** **Expulsion**	**Min:** **Expulsion**

**Sexual Assault	**For definition, refer to A.R.S. §13-1406.**	**Min:** **Expulsion**	
**Sexual Harassment	**Unwelcome conduct or discrimination based on gender that includes sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature made by one individual to another.**	**Min:** **K-5: Conference** **6-12: 1 Day Suspension** **Max:** **Long-Term Suspension**	**Min:** **5 Day Suspension** **Max:** **Expulsion**
**Sexual Harassment with Contact	**Sexual harassment that includes unwanted physical contact of <u>non-sexual body parts</u>.**	**Min:** **K-5: Conference** **6-12: 1 Day Suspension** **Max:** **Long-Term Suspension**	**Min:** **5 Day Suspension** **Max:** **Expulsion**
Simulated Weapon	**An instrument displayed or represented as a weapon.**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**	**Min:** **5 Day Suspension** **Max:** **Expulsion**
Tardy	**Failure to be at a designated location at a specified time.**	**Min:** **Warning** **Max:** **3 Day Suspension**	**Min:** **Detention/1 Day Suspension** **Max:** **5 Day Suspension**
Technology, Improper use	**Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption. This includes the unauthorized access of any computer, system, or network.**	**Min:** **Conference** **Max:** **5 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**
Telecommunication / Electronic Device	**Violation of district policy or school rules related to cell phones, handheld devices, pagers, media players or other electronic items, whether operational or non-operational.**	**Min:** **Confiscation** **Max:** **Detention**	**Min:** **Confiscation** **Max:** **3 Day Suspension**

*Theft	**Taking, attempting to take or controlling money or property that belongs to another person or the school.** **(A.R.S. §13-1802)**	**Min:** **K-5: 1 Day Suspension** **6-12: 3 Day Suspension** **Restitution** **Max:** **Long-Term Suspension**	**Min:** **3 Day Suspension** **Restitution** **Max:** **Long-Term Suspension**
*Threat or Intimidation	**The intent, by word or conduct, to cause physical injury or serious damage to person or property. To frighten, compel, or deter by actual or implied threats.** **(A.R.S. §13-1202)**	**Min:** **Mediation** **Max:** **Long-Term Suspension**	**Min:** **5 Day Suspension** **Max:** **Expulsion**
*Tobacco Violation	**Refers to smoking tobacco (e.g. cigarettes, cigars, vaping) and smokeless tobacco (e.g. dip, chew, snuff, or twist), including paraphernalia. Possession of tobacco products on K-12 school grounds, vehicles or at off-campus school-sponsored events is a violation of the law. (A.R.S. § 36-798)**	**Min:** **3 Day Suspension** **Max:** **5 Day Suspension**	**Min:** **5 Day Suspension** **Max:** **Long-Term Suspension**
Transportation / Bus / Bus Stop	**Infractions while on a school bus, district vehicle or at a school bus stop may result in <u>additional consequences</u>, including suspension of bus privileges.**	**Min:** **Conference/Warning** **Max:** **10 Day Bus Suspension**	**Min:** **1 Day Bus suspension** **Max:** **Suspension of bus privileges for the remainder of the year**
Trespassing	**To enter or remain on a school campus without authorization. Includes students under suspension or expulsion.** **(A.R.S. § 15-841)** **(A.R.S. § 13-1503)**	**Min:** **Warning** **Max:** **3 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**
Truancy	**Truant means an unexcused absence for at least one class period (ditching).** **Habitually Truant means being truant for at least 5 school days during the year, ten percent of the school year or having five unexcused absences. (A.R.S. § 15-802, 803)**	**Min:** **Warning** **Max:** **3 Day Suspension**	**Min:** **Detention/1 Day Suspension** **Max:** **3 Day Suspension**

*Vandalism	**Willful destruction or defacement of school or personal property. Graffiti and Tagging. (A.R.S. § 13-1602)**	**Min:** **3 Day Suspension/ Restitution** **Max:** **Long-Term Suspension**	**Min:** **Long-Term Suspension/ Restitution** **Max:** **Expulsion**
Vehicle / Parking Lot Violation	**Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.**	**Min:** **Warning; Suspension of parking privilege** **Max:** **5 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**
Verbal Abuse/Profanity	**The use of profanity or any derogatory language stated publicly.**	**Min:** **Warning** **Max:** **3 Day Suspension**	**Min:** **1 Day Suspension** **Max:** **Long-Term Suspension**
Verbal Provocation	**Use of language or gestures that may incite a person to fight.**	**Min:** **Mediation** **Max:** **5 Day Suspension**	**Min:** **3 Day Suspension** **Max:** **Long-Term Suspension**
**Weapon: Firearm, Destructive Device	**Any firearm, loaded or unloaded, including a starter gun, firearm muffler, silencer or any destructive explosive, combustible device.** **(A.R.S. § 13-3101)**	**Min:** **Expulsion**	
**Weapon: Other	**Prohibited instruments which could be used as a weapon, including dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars.** **(A.R.S. § 13-3101)**	**Min:** **Long-Term Suspension** **Max:** **Expulsion**	**Min:** **Expulsion**

Transportation

Office of Transportation: 928-684-5342

Riding on a school bus is a privilege, not a right of students. In order for students to be transported in a safe and orderly manner, bus drivers must adhere to responsibilities dictated by the State of Arizona and Wickenburg Unified School District. Students are expected to follow certain standards of behavior. These expectations apply to all students. Transportation may be revoked at any time for misconduct on the bus or at the bus stop. Students may also be held accountable for their behavior both on the way to and their way home from the bus stop. All transportation issues should be directed to the Director of Transportation. **Please also note that WVA students are not required to work at school at all, and only must come for tests and/or final exams. Transportation should not be taken for granted, since this is definitely a privilege that we transport online students when needed to our campus and home again.**

Student Conduct on School Buses

The School Board requires students to conduct themselves properly prior to boarding the bus, on the bus, and when leaving the bus in a manner consistent with established standards for classroom behavior. Please refer to WUSD Student Rights and Responsibilities (SR&R) Handbook for Bus Discipline Procedures. A complete copy of the SR&R Handbook is available on the WUSD website at: www.wickenburschools.org or in the WVA office.

Expectations for Bus Behavior:

1. Students are to follow instructions and directions of the bus driver and show respect for other people and property.
2. Students are to stay properly seated with backs against the seat back, legs forward, and all parts of the body out of the aisle.
3. Students are to keep hands, feet and objects to themselves, inside the bus and out of the aisle.
4. Students are to use quiet voices and respectful language on the bus.
5. Food and drink are not to be brought on the bus. Water in a clear plastic container is acceptable.
6. Animals, skateboards, glass objects and pointy, sharp, dangerous or illegal items are not permitted.
7. Students are to show respect for safety by not throwing objects out of the bus windows or within the bus.
8. School rules regarding inappropriate behavior (fighting, threats, profanity, etc.) apply on the bus.
9. Students are to follow district and school policies and procedures.

Please be aware that students who choose not to follow the standards of behavior may lose the privilege of riding the bus. Students not riding their regular bus must bring a note signed by a parent.

District Policies

Fire Evacuation Drills
Fire Evacuation drills are held on a monthly basis. It is important for students to move quietly, quickly and in a calm, orderly manner to the assigned areas when the alarm sounds. Our WVA Classroom/Lab has a map indicating the emergency exit route and where we are assigned to wait for further instructions. All WVA students participate in these drills when on WHS campus.

Crisis Management
Each school within WUSD has an established Crisis Management Plan. The plans are created to meet the needs of each individual campus. The WVA students and staff follow the WHS plan and participate with them any time we have a lock-down or lock out drill. This is designed for your student's safety. In the event of an actual emergency, parents will be notified of a location from which to pick up their student. It is our hope that we never have to utilize our crisis management plan. However, it is important for parents and guardians of our students to know we are prepared.

Personal Property
The Wickenburg Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

Textbooks and Chromebooks
In compliance with Arizona Revised Statutes, Wickenburg Virtual Academy will provide free textbooks, or access to online PDF versions of books or texts, for all students. Additionally, A.R.S. §15-727 requires students to be responsible for the care of textbooks and related material. Students will be responsible for any lost or excessively damaged materials/equipment. All students must return their materials/equipment within five (5) days of withdrawing from a class whether from a schedule change or the end of the semester or school year. Students who fail to return materials and/or equipment to school prior to June 15 will be charged the full purchase price to replace lost or missing materials and/or equipment.

Use of Technology Resources
The use of the school's electronic resources and networks is a privilege, not a right, and the inappropriate use will result in a loss of those privileges. The administration, faculty and staff may request denial of all access. All students and parents are expected to sign a contract indicating their agreement to the appropriate use of electronic information services.

The network is provided for students/users to conduct research and communication for academic purposes only as determined by the district and school curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. In other words, all network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that the use meets the District intent as a tool for academic purposes. Files stored on District servers are NOT private. Communications are public and often uncensored and students may come in contact with materials that are controversial or

inaccurate from all around the world. The District utilizes a software system which cam monitor and allow faculty to interact with students when they are signed in to their school profile while off-campus. Faculty are also able to restrict sites students access while working on courses. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio, and other potentially offensive media. Students and parents will be asked to sign a Technology Use Agreement. Parents may revoke their student's privileges at any time by notifying the school in writing. However, this will adversely affect the student's ability to complete online education, and may necessitate the withdrawal of the student from his/her online classes.

The following are not permitted:

- Sending, accessing, or downloading or displaying offensive messages or pictures.
- Use of obscene language
- Harassment of others, or insulting/attacking others
- Damage to district owned computers, systems, or networks.
- Violating copyright laws and regulations
- Use of other people's passwords
- Sharing your passwords with others
- Trespassing in others' folders, work or files
- Employing the network for commercial purposes
- Providing personal information, i.e., names, addresses, phone numbers, card numbers, etc.

Sanctions:

- Violations of the above may result in a loss of access
- Violations of the above may be subject to disciplinary action including expulsion/dismissal.
- When applicable, law enforcement agencies will be involved.

Electronic Devices

Students should understand that they bring an electronic device on campus at their own risk. **WUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The school administration is under no obligation to conduct investigations for prohibited items if stolen.** The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

Students who violate this rule may forfeit the item in question and may retrieve the item at the end of the school day. Students who repeatedly violate this rule will have the item confiscated and parents/guardians will be asked to retrieve the item. The school is not responsible for forfeited items.

Academic Integrity

Students must agree to adhere to high standards and expectations. This specifically means:

- Students will work on each assignment completely on their own
- Collaboration with another classmate on any assignment will be pre-approved by the instructor.
- Students will not practice plagiarism in any form.
- Students will not allow others to copy their work or notes.
- Students will not misuse content from the Internet.

Fair Use

Fair use guidelines are suggestions developed to help educators and students to make the most of the materials used in a classroom situation. Under these guidelines, students may include materials from copyrighted sources if the use is non-profit, and if the audience is limited to the class participants and teacher. Fair Use doesn't exempt you from citing your sources, but it does help students who are working to complete a class assignment to legally include copyrighted materials in their work.

Plagiarism

Essentially, to plagiarize is to take someone else's ideas as your own. <u>This is a form of cheating and will result in disciplinary action and loss of credit for that assignment or test.</u> Please read below so students understand what plagiarism is, since it is a common problem with online work. Students cannot "google" ideas and type them as their own. Please also read directions carefully in assignments, since some are asking students to find and cite sources for information. Our teachers will test the content in projects, papers, or research to be sure that students have not taken someone's ideas as their own.

SEE DISCIPLINE MATRIX FOR CONSEQUENCES OF PLAGIARISM.

School, Student, & Parent Compact for Student Success

We believe that by taking shared responsibility for learning, we can ensure that the students enrolled in WVA will be successful learners and members of our community.
At WVA the STAFF, PARENTS, and STUDENTS pledge to WORK TOGETHER to:

- Set high standards and expectations for all students.
- Provide and support sound instruction for all students.
- Apply modern technology in our daily learning

WVA Staff Responsibilities

- WVA agrees to offer a rigorous and challenging academic program.
- WVA agrees to provide daily learning opportunities with each core teacher, where students can receive extra support and tutoring.
- WVA will set firm and fair safety and discipline policies.
- WVA Staff agrees to fully support the school policies as outlined in this handbook.
- WVA Staff agrees to check email and respond each day, Monday through Thursday within 24 hours. Email response will vary during the evening and weekends, according to a staff member's personal and family obligations.
    - All teachers are part-time will probably not respond to email questions until the next day. Teachers will post their WVA office hours to check progress and answer emails each day, so the student knows when to expect a reply.

Parent Responsibilities

- Parents will read and sign Online Enrollment Contract when completing registration.
- Parents will ensure that their students are in "attendance", defined as academic engagement the required number of hours. If goals and assignments are not met, more time each week will be required so the student can successfully pass courses and gain academic skills.
- Parents agree to actively encourage students to log in and complete school work as listed on the course syllabi for each class, and to regularly check parent email for communications.
- Parents agree to support learning at home by providing high speed internet and a computer that has the ability to run curriculum, or make arrangements to check out a district computer in a timely manner so the student does not get behind.
- Parents agree to fully support the school policies as outlined in this handbook and to communicate regularly with instructors when questions arise.
- Parents will submit weekly attendance through ParentVue.
- Parents will monitor grades through the Edgenuity Course platform for up-to-date grades.

Student Responsibilities

- Students will read and sign Online Enrollment Contract when completing registration.
- Students are required to self-report attendance each week
- The student understands that he/she must have access to a computer and internet, and care for any district Chromebook checked out - using it according to district guidelines.
- Students enrolled in WVA agree to abide by all rules listed in the Wickenburg Unified School District "Internet and E-mail User Agreement/Permission Form" that is part of the enrollment packet. Failure to abide by these rules may result in loss of credit and revoked access to WVA.
- Access to the WVA, Edgenuity, or other educational platforms are provided to students who agree to act in a responsible manner. Students are responsible for appropriate behavior/communication just as they are in classrooms or school buildings.
- The student understands that if his/her hardware and/or software fails, that he/she must assume responsibility for making necessary repairs or arrangements in a timely fashion so that coursework can be completed or make arrangements to work consistently at a library.
- The student understands that it is his/her responsibility to complete all assignments in a timely manner and that the student's grade will suffer if assignments are not completed by the course due dates.

Student Email Guidelines

Email is the most commonly used electronic communication tool. WVA students will be provided a district Gmail account. Students will log into their Google Apps for Education account by using their first initial, last name along with stu@wusd9.org They will be expected to use this account when communicating with instructors and it is required to use for virtual classes.

When using email, please be considerate of the following tips:

1. When emailing instructors, clearly state the nature of the message in the subject line of the email. Our WVA teachers will also respond within 24 hours during the school week, but they must be able to quickly see what you are needing help with. Use a Subject line in your email, such as: HOMEWORK QUESTION, CLARIFICATION ON A LESSON, COMPUTER/ACCESS PROBLEM, & NEED TO BE ABSENT-MEDICAL –are all messages that help the instructor to quickly see what the nature of your email is addressing.
2. Students who email instructor(s) Monday – Thursday ordinarily can expect an answer within 24 hours. Students who email instructor(s) over the weekend can expect a response on the next academic day. Instructors may answer much quicker many times, but are not on contract during their free time to do so.

Discussion Assignments

Discussion forums are commonly used in online courses. Used correctly, these forums can be powerful learning tools. Students gain much insight into a particular topic by reading and posting their thoughts in a structured discussion forum, and then reading others thoughts and interpretations on the same topic. Higher order thinking skills of analyzing, synthesizing, and evaluating are used as students engage in these discussions, and each student learns much more than simply reading and studying alone. In order to do this effectively, use proper "NET Etiquette".

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1. Keep messages related to topics that are pertinent to course topics. Nothing is more frustrating than having someone post an unrelated comment in the middle of an interesting dialogue.
2. Put some time and thought into your post. Carefully read the content being discussed and take time to really put together your thoughts and feelings on the subject.
3. Take time to read others' posts. Their comments can help you grasp the subject better.
4. Keep criticism constructive. Discussion forums are a good place to debate issues, but keep the focus on the issues. Never attack anyone personally.
5. Remain respectful when you disagree with someone. Using all caps, long rows of exclamation points, or large bolded fonts are the online equivalent to yelling. Most people don't appreciate a rant.
6. Re-read messages before posting them. Try to "hear" the tone in your message. Many times we don't mean to sound critical, but in online discussions people can't see your facial expressions so it is not always easy to judge the intent behind a comment.