

# Wickenburg Virtual Academy



**Parent/Student Handbook**

**2022-2023**

**Wickenburg Unified School District No. 9**

# Wickenburg Virtual Academy



**1090 South Vulture Mine Road  
Wickenburg, Arizona 85390**

Phone: 928-684-6717

Fax: (928) 684-6628

<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

Randy Hodges, 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 Ejecutivo 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've 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 than 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 & materials online.
- Tutoring is available in our after school tutoring sessions. Also, if a student is struggling, an appointment can be made for "face to face" instruction. We can do this long distance by Google Meet or facetime, but students who live close enough to our lab are also welcome to set up appointments and come in to work with their teacher.
- Students 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!

## **Wickenburg Virtual Academy**

### **Certified & Classified Staff Contacts**

| <b><u>Name</u></b>         | <b><u>Department</u></b>         | <b><u>Email Address</u></b>   |
|----------------------------|----------------------------------|---|
| <b>Gorman, Mark</b>        | <b>Principal</b>                 | <b><a href="mailto:mgorman@wusd9.org">mgorman@wusd9.org</a></b>           |
| <b>Peterson, Coleen</b>    | <b>Program Director</b>          | <b><a href="mailto:cpeterson@wusd9.org">cpeterson@wusd9.org</a></b>       |
| <b>Clementz, Doug</b>      | <b>Social Studies Instructor</b> | <b><a href="mailto:dclementz@wusd9.org">dclementz@wusd9.org</a></b>       |
| <b>Macias, Ranea</b>       | <b>Mathematics Instructor</b>    | <b><a href="mailto:rmacias@wusd9.org">rmacias@wusd9.org</a></b>           |
| <b>Watkins, Brandi</b>     | <b>Science Instructor</b>        | <b><a href="mailto:bwatkins@wusd9.org">bwatkins@wusd9.org</a></b>         |
| <b>Halliburton, Claire</b> | <b>English Instructor</b>        | <b><a href="mailto:challiburton@wusd9.org">challiburton@wusd9.org</a></b> |
| <b>Ruiz, Viviana</b>       | <b>Secretary</b>                 | <b><a href="mailto:vrui@wusd9.org">vrui@wusd9.org</a></b>                 |
| <b>Pursley, Kalei</b>      | <b>WVA Program Assistant</b>     | <b><a href="mailto:kpursley@wusd9.org">kpursley@wusd9.org</a></b>         |

## **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 21<sup>st</sup> 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. However, your student can work all 7 days per week, and any time of day/night. This is what helps make online education more flexible for you & your student.

## WICKENBURG UNIFIED SCHOOL DISTRICT #9 2022/2023 DISTRICT CALENDAR

**July 2022**

| 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 |

**AUGUST 2022**

| 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 |    |    |

**SEPTEMBER 2022**

| 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 |

**OCTOBER 2022**

| 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 |    |    |    |    |

**NOVEMBER 2022**

| 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 |    |    |

**DECEMBER 2022**

| 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 |

**JULY 2022**

|   |                  |
|---|------------------|
| 4 | Independence Day |
|---|------------------|

**AUGUST 2022**

|   |                     |
|---|---------------------|
| 1 | First Day of School |
|---|---------------------|

**SEPTEMBER 2022**

|   |           |
|---|-----------|
| 5 | Labor Day |
|---|-----------|

**OCTOBER 2022**

|       |                  |
|-------|------------------|
| 6     | 1st Quarter Ends |
| 10-13 | Fall Break       |

**NOVEMBER 2022**

|    |                        |
|----|------------------------|
| 10 | Veterans' Day Observed |
| 24 | Thanksgiving           |

**DECEMBER 2022**

|       |                               |
|-------|-------------------------------|
| 22    | 2nd Quarter/1st Semester Ends |
| 26-29 | Christmas Break               |
| 26    | Christmas Day Observed        |

**JANUARY 2023**

|       |                         |
|-------|-------------------------|
| 2     | New Year's Day Observed |
| 2 - 5 | Christmas Break         |
| 9     | School Resumes          |
| 16    | Martin Luther King Day  |

**FEBRUARY 2023**

|    |                 |
|----|-----------------|
| 20 | Presidents' Day |
|----|-----------------|

**MARCH 2023**

|       |                  |
|-------|------------------|
| 9     | 3rd Quarter Ends |
| 13-16 | Spring Break     |

**MAY 2023**

|    |                               |
|----|-------------------------------|
| 23 | FFES 8th Grade Celebration    |
| 24 | VPMS 8th Grade Celebration    |
| 25 | Last Student Day              |
| 25 | 4th Quarter/2nd Semester Ends |
| 25 | WHS Graduation                |
| 29 | Memorial Day Observed         |

**MAY 2023**

|    |                               |
|----|-------------------------------|
| 23 | FFES 8th Grade Celebration    |
| 24 | VPMS 8th Grade Celebration    |
| 25 | Last Student Day              |
| 25 | 4th Quarter/2nd Semester Ends |
| 25 | WHS Graduation                |
| 29 | Memorial Day Observed         |

**MAY 2023**

|    |                               |
|----|-------------------------------|
| 23 | FFES 8th Grade Celebration    |
| 24 | VPMS 8th Grade Celebration    |
| 25 | Last Student Day              |
| 25 | 4th Quarter/2nd Semester Ends |
| 25 | WHS Graduation                |
| 29 | Memorial Day Observed         |

**JANUARY 2023**

| 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 |    |    |    |

**FEBRUARY 2023**

| 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 |    |    |    |

**MARCH 2023**

| 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 |

**APRIL 2023**

| 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 |

**MAY 2023**

| 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 |    |    |

**JUNE 2023**

| 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 |

Approved by the WUSD Governing Board 01/11/2022



## Wickenburg Virtual Academy Office and Open Lab Location

Wickenburg Virtual has an on-site lab located at 1090 S. Vulture Mine Rd., Wickenburg, AZ, that is open 4 days per week, Monday- Thursday from 7:30 a.m. to 3:30 p.m., with the exception of holidays and school breaks as indicated on the school and district calendar. However, students need to call and schedule a time to come in and work or receive tutoring due to the large number of online students enrolled in our school. 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 the office of Wickenburg Virtual Academy is located. 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 K-5, questions can be handled weekly with the online meetings scheduled with the student, learning coach, & instructor. Students enrolled in grades 6-12 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 7:30 to 3:30 four days per week. This assistant can quickly help students with log in and other technological questions, which can make student progress go smoothly. The WVA assistant can be reached using the email address: [wva@wusd9.org](mailto: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 you do your 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 a.m. to 3:30 p.m. they are in class approximately 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 7 hours per day for 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 you are considering online learning because you want to spend 1-2 hours per day on school, you will not be successful. That is the time it would take to do one class, not all of your classes. We ask that you think carefully when making a decision to switch to online learning.

Also, online learning requires specific computer skills and learning strategies in order to succeed. Students must master all lessons & assignments in order to progress to the end of the course. A final exam cannot be taken if the course is not complete. You are required to redo work that is not passing before you can continue to the next lesson. You do not have to be at school and can work from home, public library, etc. but you must take your final exam here at school at the end of the course and it must be passed in order to receive credit for the online course. **Proctored, in person final exams are a state online school accountability requirement, not just our school decision.**

Online courses are written specifically for internet-based learning and frequently use multimedia components such as original audio and video files, animated tutorials and interactive activities. Using the internet to its fullest, the WVA courses also provide opportunities for online communication between teachers and students and links to national, historic, scientific, and research center digital libraries worldwide. A highly qualified instructor works one-on-one with each learner through email, Google Classrooms, and Google Meets, and other web tools to help us communicate with students. Your student can log in wherever they are and access the course material. 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 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.

### **Who is a Good Candidate for an online class?**

In an online course, you will receive your instruction by reading, writing, and performing activities specially designed by your instructor. Students “attend” class by visiting our district curriculum sites, which can be accessed from their WUSD Student Google Portal. Our curriculum link for Edgenuity, can be found on the student portal, or the WUSD folder that is located on a student’s google account if they are logged in & synch is on.

Online learning is a collaborative venture and weekly communication with your instructor, as well as classmates, 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. - **Please help us team with you and log into email each day.**

**For grades 4-5, students will need someone at home to act as a “Learning Coach” and help direct the student in daily learning activities. Our teachers are available to answer questions from “Learning Coaches” through email and cell phone. This helps the parent/learning coach to guide their students.**

### **4-5 Program/Learning Coach**

Wickenburg Virtual Academy has partnered with Edgenuity to enhance your child’s educational experience. Courses in 4-5 are provided in all core areas including ELA (i.e., reading/writing), math, science, and social studies.

As a parent, 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 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 a good placement for this student.**

### **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 on 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, you will be directing your 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 you do not necessarily “see” your teacher each day, so you must be able to manage your 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 you fail to accomplish goals as well as work a minimum of 25-30 hours per week, you can be dropped for “non-attendance”. Those hours can be done over 7 days - & a variety of times - do whatever works best for you & your family - but know **this amount of weekly hours are required by the State of Arizona for online instruction.**

Some suggestions that will help you organize and use your time well are below:

- a. When you begin a course, click on the Course Report that can be found on the top right hand corner of your curriculum page. If you open this PDF report, it will show you EXACTLY what is assigned each week for the entire semester in your course.
- b. The Course Report will show the date an assignment is due, and then the date you actually worked on it – and how much time you spent along with score. You can open Course Reports anytime, and printing them is a good idea.

Then you can use them as a guide to organize your work. If you want to print them in our lab, we are happy to help you.

- c. Work is only assigned online 4 days per week to coordinate with the 4 day school week in our district. The other 3 days no new work is assigned but any overdue work can be opened and completed to help catch up.
- d. An email is sent every Monday morning (1 a.m.) automatically to parent email with the ACTUAL grade for each class. Teachers later that day update Synergy to match these grades in Edgenuity.
- e. Family emergencies & sickness happen to everyone, but it is critical to make a plan and get caught up right away. Your course report will show you exactly what is needed.

3. **Communication Skills** are very important in online learning. This is how teachers can give you input as to what you should be learning and explaining any concept that you might have found difficult. Your email and google classroom attendance is crucial. The instructor may give additional instruction or make sure you remember assignments that are due. Please communicate, it will help you be successful and develop workplace skills. We are happy to arrange google meetings with you after you read all instructions.

4. **Technical Skills.** **First, and foremost, the student MUST use a computer and high speed internet (not just a cell phone for work at home).** **This can be a simple Chromebook, and if needed, a district one can be checked out to your student.**

5. Although it is not necessary to have advanced computer skills, students will learn basic knowledge of email, internet, as well as basic keyboarding skills. These are valuable 21<sup>st</sup> Century Workplace Skills that need to be cultivated for your success in WVA, as well as in the future:

#### **Basic Skills**

- Locate a file in google docs, google sheets - & sharing it with the instructor to turn in school assignments at times through these google tools.
- Save a google file to student's google drive- and renaming it under their name.
- Connect Chromebook to Wi-Fi at home, or other location used for schooling.
- Log into student google account, and "synch" the profile so all WUSD resources appear on task bar in WUSD folder on the top left side.

#### **Web Browser Skills**

- Use Google Chrome browser at home, & sign into your Google chrome profile. This enables your material to be synched and available wherever you work in your profile.
- Go to a specific URL or hyperlink
- Follow Google Classroom sites, open up resources and print and/or read.

#### **Email skills**

- Must be able to use WUSD student Gmail account to communicate with instructors. The student's email is usually the first initial of first name, then last name followed by a hyphen & stu, plus wusd9.org. An example of this would be: Mickey Mouse - his user name would be: [mmouse-stu@wusd9.org](mailto:mmouse-stu@wusd9.org) . Mickey's

password would be his birthdate in this format: MMDDYYYY. This is how ALL student email accounts are set up. The only exception would be if there were 2 students that were both [mmouse-stu@wusd9.org](mailto:mmouse-stu@wusd9.org). Maybe one is Mickey and the other is Minnie. Minnie Mouse's user name, if it was set up after Mickey's, would be [mmouse1-stu@wusd9.org](mailto:mmouse1-stu@wusd9.org).

- Use complete sentences, spelling and punctuation. **Emailing is not texting- please be complete in your question or communication.**
- Copy & paste text from a document into email
- Forward a message

### **Word Processing Skills or Google Docs/Drive**

- Open a new file or existing file
- Save a file or rename a file
- Save a file as a different format or with a different name (“save as”).
- Copy or cut text, and paste text
- Format text, change line spacing and use tools such as spell check or word count
- Convert files to appropriate formats (google docs, sheets, or slides are used the most at home since students are not required to purchase expensive software to work at home and can quickly “share” the work with their instructor as soon as they finish it. So we use google instead of a purchased word processing program.)
- Sharing documents so instructors can edit and return your paper by email. Google docs and Google slides are perfect for this task. (We show you how in our website.)

6. **A Good Study Environment.** Another critical component of academic success online is a good study environment.
  - a. Please find a place you can work without distractions. If you know you will constantly listen to conversations or media around you, pick a different spot. Some students come to our lab 1-2 times per week because they see that they get more done in a quiet atmosphere, plus they get questions clarified. A library could work too. Plan ahead. During any pandemic restrictions will apply, and our lab will unfortunately not be available.
  - b. 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.
  - c. 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.
  - d. 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 log in and see what weekly assignments are due for each class. Make a list.
- Have materials (computer, headset or ear buds, 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 (our dedicated Gmail for WVA is required even IF you already have a different email account. (Page 10 gives you specifics for username & password with student Gmail.)

### Standard 2: Academic Involvement and Attendance

Students will:

- Take and maintain notes in an efficient manner following the format presented by your instructor. Notes are turned in at the end of your course and are usually 10-20% of your 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!
- Fill out weekly attendance sheets and submit with parent/student signature to: [wva@wusd9.org](mailto:wva@wusd9.org) . Failure to turn in attendance hours is cause to be dropped from your online school. The state requires us to record your 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.
- Final exams must be administered in person with your instructor or a certified proctor site. Please email and set up a time that works for both of you.

### Standard 4: Assessment Preparation

Students will:

- Take good notes for each unit in your course. Also, bring your notes to take your final exams. They usually count 10-20% of your overall grade, and are required to take a final exam. We want to see that you READ the lessons and took notes on important parts of information.
- Utilize mandatory tutoring sessions when assessment scores are below your course's passing range. (These can be by phone, face time, google talk, google hangout, 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 you are required to take these tests. Failure to comply will result in immediate withdrawal. Online schools are required to take part in all state assessments - so we cannot exempt you.** We will let you know testing schedules ahead of time so you can make arrangements, and we will work with you any way possible to help you make these tests. (See Parent/School Agreement in Appendix.)

## Enrollment Process and Guidelines

1. Students and/or Parents may access the online Wickenburg School District online registration portal now, using your ParentVue account - which will help you complete the process conveniently. <http://www.wickenburgschools.org/enroll> or you may call our office at 928-684-6717 to learn how to access the online enrollment forms. If you are new to the district, you can create a new enrollment and a ParentVue account online.
2. Please note that the Enrollment Process requires these types of documentation:
  - a. Completed application packet (all areas signed)
  - b. Arizona Residency Affidavit with **1 form of residency documentation.**
  - c. Copy of Birth Certificate
  - d. Copy of immunizations
  - e. Withdrawal slip from previous school along with name, address and phone number
  - f. Copy of transcripts from previous school (if you do not have this, we will request records)
  - g. Copy of mandated state assessment results (we can request records for this too)
3. When the Enrollment Packet is submitted, we will assess it and send for transcripts/records from any previous education institution attended in the past. The parent will be contacted when records have been received and his/her registration has been assessed as to credits, classes needed, and any special learning needs. The parent and student will receive email directions for beginning school online from the WVA Program Assistant when classes are ready.
4. All freshmen and returning students are expected to participate in summer walk-through registration to pick up their schedule and obtain a new Student I.D. card and parking permit if needed. If you miss this time, please schedule an appointment to get your ID as soon as possible. You need to carry an ID card with you on the WVA/WHS campus area. New students must provide a birth certificate, immunization record and an unofficial transcript, or transfer grades, prior to enrollment. If you lose your card, a replacement ID will cost \$5.00.
5. 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](http://www.wickenburgschools.org) –under the Wickenburg High School section. Please know that 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 at 5-7 days in advance with the WVA Principal for an after school designated time.

6. 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 attendance is a privilege. Students may still request to come at a specific open lab time after school once per week, to take tests or receive tutoring as support for his/her classes IF time is used appropriately and behavior is not a problem. Arrangements must be made ahead of time for after school appointment.

### **Graduation Requirements**

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

|   |   |
|---|---|
| <b>Traditional Diploma<br/>Class of 2018 and Beyond</b> | <b>1 Credit American History</b>        |
| <b>4 Credits English</b>                                | <b>.5 Credit Economics</b>              |
| <b>4 Credits Math</b>                                   | <b>.5 Credit American/AZ Government</b> |
| <b>3 Credits Science</b>                                |   |
| <b>1 Credit World History/Geography</b>                 | <b>1 Credit CTE or Fine Arts Arts</b>   |
|   | <b>7 Electives</b>                      |

### **Online Transfers/Equivalency Test**

Students transferring credits from an online program or school will be required to take an End of Course (EOC) assessment to receive core credit in English, Math, Science, and Social Studies). The student will complete the End of Course (EOC) test within the first 5 days of the school semester/session. The test will be administered in the WVA Lab by the WVA staff. If the student receives a passing score (70%) on the Wickenburg End of Course (EOC) the student will receive the grade attained through the non-district online program.

### **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 & 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.

## **Eligibility Requirements for Athletics & 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 & WVA students if they are to take part in any WHS athletic or school activity. All eligibility checks, athletic or activity fees, or school attendance on the day of the athletic event 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 6 classes per semester for the first six semesters of high school (freshman, sophomore, and junior years) and may take 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 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**

As a student of Wickenburg Virtual Academy, you are expected to conduct yourself in a manner that is consistent with standards expected by administration, teachers, parents, and the community. You are responsible for your own actions. If you 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, you will be referred to school administration and may face disciplinary action. While many of our WVA students only come occasionally, we still need you to realize that you must follow all WHS and WVA Handbook rules and regulations. You are not exempt from following rules and will be held accountable for your behavior. Please be polite and respectful of the privilege to come to a lab and receive tutoring and resources to help you complete your classes. Coming on campus is a privilege and any infraction listed in the WHS Handbook 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 after school tutoring or 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.

## 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

| Infraction  | Definition  | Consequence   |  |
|---|---|---|--|
|   |   | First Offense   | Repeated Offense   |
| <b>*Alcohol Violation (use, distribution, possession, under the influence, paraphernalia)</b> | <b>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.</b>   | <b>Min:<br/>Long-Term Suspension<br/><br/>Max:<br/>Expulsion</b>  | <b>Min:<br/>Expulsion</b>  |
| <b>Arson:<br/>*Of a Structure or Property<br/>**Of an Occupied Structure</b>                  | <b>Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703, 1704)</b>   | <b>Min:<br/>Long-Term Suspension/<br/>Restitution<br/><br/>Max:<br/>Expulsion</b>                       | <b>Min:<br/>Expulsion/<br/>Restitution</b>   |
| <b>*Assault</b>   | <b>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)</b>                          | <b>Min:<br/>K-5: 1 Day Suspension<br/>6-12: 3 Day Suspension<br/><br/>Max:<br/>Long-Term Suspension</b> | <b>Min:<br/>K-5: 3 Day Suspension<br/>6-12: 5 Day Suspension<br/><br/>Max:<br/>Expulsion</b> |
| <b>**Assault (Aggravated)</b>   | <b>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)</b> | <b>Min:<br/>Long-Term Suspension<br/><br/>Max:<br/>Expulsion</b>  | <b>Min:<br/>Expulsion</b>  |

|  |   |   |   |
|--|---|---|---|
| <b>**Bomb,<br/>**Chemical or<br/>**Biological Threat</b> | <b>Threatening to cause harm using a bomb, explosive, arson-causing device or using chemical or biological agents.<br/>(A.R.S. §13-2911)</b>  | <b>Min:<br/>Long-Term Suspension<br/><br/>Max:<br/>Expulsion</b>  | <b>Min:<br/>Expulsion</b>   |
| <b>*Bullying</b>   | <b>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.<br/>(A.R.S. §15-341, 1202, 2916, 2921)</b> | <b>Min:<br/>Conference/<br/>Mediation<br/><br/>Max:<br/>Long-Term Suspension</b>                                  | <b>Min:<br/>5 Day Suspension<br/><br/>Max:<br/>Expulsion</b>                                    |
| <b>**Burglary or<br/>Breaking and Entering</b>           | <b>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)</b>   | <b>Min:<br/>5 Day Suspension/<br/>Restitution<br/><br/>Max:<br/>Long-Term Suspension</b>                          | <b>Min:<br/>Expulsion/<br/>Restitution</b>  |
| <b>Cheating or<br/>Plagiarism</b>                        | <b>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</b>  | <b>Min:<br/>Loss of credit for<br/>assignment<br/><br/>Max:<br/>3 Day Suspension/ Loss<br/>of credit in class</b> | <b>Min:<br/>3 Day Suspension/<br/>Loss of credit<br/><br/>Max:<br/>Long-Term<br/>Suspension</b> |
| <b>Combustible</b>                                       | <b>Possession of any combustible substance or object capable of causing harm or damage, i.e. matches, lighters, firecrackers, gasoline, lighter fluid.</b>  | <b>Min:<br/>K-5: Warning<br/>6-12: 1 Day Suspension<br/><br/>Max:<br/>5 Day Suspension</b>                        | <b>Min:<br/>3 Day Suspension<br/><br/>Max:<br/>Expulsion</b>                                    |
| <b>Contraband</b>  | <b>Items stated in school handbooks or policy as prohibited.</b>  | <b>Min:<br/>Warning<br/><br/>Max:<br/>3 Day Suspension</b>  | <b>Min:<br/>Detention/1 Day<br/>Suspension<br/><br/>Max:<br/>Long-Term<br/>Suspension</b>       |

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|--|---|---|--|
| <b>*Dangerous Item</b>                                       | 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:<br>K-5: 1 Day Suspension<br>6-12: 5 Day Suspension<br><br>Max:<br>Long-Term Suspension | Min:<br>Long-Term Suspension<br><br>Max:<br>Expulsion        |
| <b>Disorderly Conduct</b>                                    | 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:<br>3 Day Suspension<br><br>Max:<br>Long-Term Suspension                                | Min:<br>Long-Term Suspension<br><br>Max:<br>Expulsion        |
| <b>Disrespect, Defiance, Non-Compliance toward authority</b> | Refusal to follow directions, talks back, socially rude interaction. Intentionally resisting or disregarding the authority of district personnel. Displaying contempt or rudeness.  | Min:<br>Conference<br><br>Max:<br>Long-Term Suspension                                      | Min:<br>3 Day Suspension<br><br>Max:<br>Expulsion            |
| Disruption   | Behavior causing interruption or disturbance in a class, on campus or at school-sponsored events.   | Min:<br>Conference<br><br>Max:<br>5 Day Suspension  | Min:<br>3 Day Suspension<br><br>Max:<br>Long-Term Suspension |
| Dress Code Violation   | Clothing that does not fit within the dress code guidelines stated in school or district policy.  | Min:<br>Change of clothes<br><br>Max:<br>1 Day Suspension                                   | Min:<br>Change of clothes<br><br>Max:<br>3 Day Suspension    |

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|--|---|---|---|
| <p><b>**Drug Violation</b></p> <p>(Use, distribution, possession, under the influence)</p> | <p><b>Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.</b></p> <p><b>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)</b></p> | <p><b>Min:<br/>Long-Term Suspension</b></p> <p><b>Max:<br/>Expulsion</b></p>  | <p><b>Min:<br/>Expulsion</b></p>  |
| <p><b>Drug Paraphernalia</b></p>   | <p><b>Any apparatus or equipment used or capable of being used in storing, concealing, absorbing or consuming a drug. (A.R.S. § 13-3415)</b></p>  | <p><b>Min:<br/>Long-Term Suspension</b></p> <p><b>Max:<br/>Expulsion</b></p>  | <p><b>Min:<br/>Expulsion</b></p>  |
| <p><b>*Endangerment</b></p>  | <p><b>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)</b></p>   | <p><b>Min:<br/>Long-Term Suspension</b></p> <p><b>Max:<br/>Expulsion</b></p>  | <p><b>Min:<br/>Expulsion</b></p>  |
| <p><b>*Extortion</b></p>   | <p><b>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)</b></p>  | <p><b>Min:<br/>K-5: 1 Day Suspension<br/>6-12: 3 Day Suspension</b></p> <p><b>Max:<br/>Long-Term Suspension</b></p> | <p><b>Min:<br/>5 Day Suspension</b></p> <p><b>Max:<br/>Expulsion</b></p>            |
| <p><b>*Fighting</b></p>  | <p><b>When two or more persons engage in any violence toward each other in an angry or quarrelsome manner. Mutual participation involving physical violence.</b></p>  | <p><b>Min:<br/>K-5: 1 Day Suspension<br/>6-12: 3 Day Suspension</b></p> <p><b>Max:<br/>Long-Term Suspension</b></p> | <p><b>Min:<br/>Long-Term Suspension</b></p> <p><b>Max:<br/>Expulsion</b></p>        |
| <p><b>**Fire Alarm Misuse</b></p>  | <p><b>Intentionally ringing a fire alarm when there is no fire. (A.R.S. §13-2907)</b></p>   | <p><b>Min:<br/>1 Day Suspension</b></p> <p><b>Max:<br/>Long-Term Suspension</b></p>                                 | <p><b>Min:<br/>5 Day Suspension</b></p> <p><b>Max:<br/>Long-Term Suspension</b></p> |

|  |   |  |  |
|--|---|--|--|
| Gambling   | <b>Playing games of chance for money or to bet a sum of money.</b>  | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>3 Day Suspension</b>           | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>5 Day Suspension</b>     |
| *Harassment,<br>Nonsexual                          | <b>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)</b>  | <b>Min:<br/>Mediation</b><br><br><b>Max:<br/>Long-Term Suspension</b>              | <b>Min:<br/>5 Day Suspension</b><br><br><b>Max:<br/>Expulsion</b>            |
| *Hazing  | <b>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)</b> | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b>       | <b>Min:<br/>Long-Term Suspension</b><br><br><b>Max:<br/>Expulsion</b>        |
| Indecent Exposure or<br>Public Sexual<br>Indecency | <b>Exposing genital or private areas. Engaging in sexual contact or sexual acts in public. (A.R.S. § 13-1402, 1403)</b>   | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b>       | <b>Min:<br/>5 Day Suspension</b><br><br><b>Max:<br/>Expulsion</b>            |
| Language,<br>Inappropriate                         | <b>Any communication that includes swearing, name calling, or use of words or symbols in an inappropriate way. Hate messages.</b>   | <b>Min:<br/>Warning</b><br><br><b>Max:<br/>3 Day Suspension</b>                    | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b> |
| Leaving Campus<br>without Authorization            | <b>Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee.</b>  | <b>Min:<br/>Detention/1 Day Suspension</b><br><br><b>Max:<br/>3 Day Suspension</b> | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>5 Day Suspension</b>     |
| Lying or Forgery                                   | <b>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.</b>                  | <b>Min:<br/>Conference</b><br><br><b>Max:<br/>5 Day Suspension</b>                 | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b> |

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|--|--|---|--|
| Minor Aggressive Act                         | <b>Non-serious but inappropriate physical contact. Hitting, poking, pushing, tussles, minor confrontations, shoving. Actions that demonstrate low level hostile behaviors.</b>               | <b>Min:<br/>Mediation</b><br><br><b>Max:<br/>Long-Term Suspension</b>                                 | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b> |
| Negative Group Affiliation                   | <b>Attitudes and actions affiliated with gang or negative group activities.</b>  | <b>Min:<br/>Conference</b><br><br><b>Max:<br/>Long-Term Suspension</b>                                | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>Expulsion</b>            |
| Pornography                                  | <b>The use or possession of sexually explicit images, pictures, words, devices or electronic images that offends or disturbs the educational environment.</b>                                | <b>Min:<br/>K-5: Detention<br/>6-12: 1 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b> | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b> |
| Public Display of Affection                  | <b>Kissing, hugging, fondling or touching in public.</b>   | <b>Min:<br/>Warning</b><br><br><b>Max:<br/>3 Day Suspension</b>                                       | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>5 Day Suspension</b>     |
| Recklessness<br>(Horseplay/<br>Roughhousing) | <b>Unintentional, careless behavior that may pose a risk to others. Rough boisterous play or behavior.</b>   | <b>Min:<br/>Conference</b><br><br><b>Max:<br/>3 Day Suspension</b>                                    | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>Long-Term Suspension</b> |
| **Robbery                                    | <b>Using force or threatening to use force to commit a theft. (A.R.S. §13-1902)</b>  | <b>Min:<br/>Long-Term Suspension/<br/>Restitution</b><br><br><b>Max:<br/>Expulsion</b>                | <b>Min:<br/>Expulsion</b>  |
| **Robbery (Armed)                            | <b>Robbery while armed with or threatens to use a deadly weapon, dangerous instrument or simulated deadly weapon. (A.R.S. §13-1904)</b>  | <b>Min:<br/>Expulsion</b>   |  |
| **Sexual Abuse                               | <b>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.</b> | <b>Min:<br/>Long-Term Suspension</b><br><br><b>Max:<br/>Expulsion</b>                                 | <b>Min:<br/>Expulsion</b>  |

|                                       |   |   |   |
|---------------------------------------|---|---|---|
| **Sexual Assault                      | <b>For definition, refer to A.R.S. §13-1406.</b>  | <b>Min:<br/>Expulsion</b>   |   |
| **Sexual Harassment                   | <b>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.</b>            | <b>Min:<br/>K-5: Conference<br/>6-12: 1 Day Suspension<br/><br/>Max:<br/>Long-Term Suspension</b> | <b>Min:<br/>5 Day Suspension<br/><br/>Max:<br/>Expulsion</b>                  |
| **Sexual Harassment with Contact      | <b>Sexual harassment that includes unwanted physical contact of <u>non-sexual body parts</u>.</b>   | <b>Min:<br/>K-5: Conference<br/>6-12: 1 Day Suspension<br/><br/>Max:<br/>Long-Term Suspension</b> | <b>Min:<br/>5 Day Suspension<br/><br/>Max:<br/>Expulsion</b>                  |
| Simulated Weapon                      | <b>An instrument displayed or represented as a weapon.</b>  | <b>Min:<br/>1 Day Suspension<br/><br/>Max:<br/>Long-Term Suspension</b>                           | <b>Min:<br/>5 Day Suspension<br/><br/>Max:<br/>Expulsion</b>                  |
| Tardy                                 | <b>Failure to be at a designated location at a specified time.</b>  | <b>Min:<br/>Warning<br/><br/>Max:<br/>3 Day Suspension</b>  | <b>Min:<br/>Detention/1 Day Suspension<br/><br/>Max:<br/>5 Day Suspension</b> |
| Technology, Improper use              | <b>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.</b> | <b>Min:<br/>Conference<br/><br/>Max:<br/>5 Day Suspension</b>                                     | <b>Min:<br/>1 Day Suspension<br/><br/>Max:<br/>Long-Term Suspension</b>       |
| Telecommunication / Electronic Device | <b>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.</b>  | <b>Min:<br/>Confiscation<br/><br/>Max:<br/>Detention</b>  | <b>Min:<br/>Confiscation<br/><br/>Max:<br/>3 Day Suspension</b>               |



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| *Theft                          | <b>Taking, attempting to take or controlling money or property that belongs to another person or the school. (A.R.S. §13-1802)</b>   | <b>Min:<br/>K-5: 1 Day Suspension<br/>6-12: 3 Day Suspension<br/>Restitution</b><br><br><b>Max:<br/>Long-Term Suspension</b> | <b>Min:<br/>3 Day Suspension<br/>Restitution</b><br><br><b>Max:<br/>Long-Term<br/>Suspension</b>                               |
| *Threat or Intimidation         | <b>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)</b>   | <b>Min:<br/>Mediation</b><br><br><b>Max:<br/>Long-Term Suspension</b>  | <b>Min:<br/>5 Day Suspension</b><br><br><b>Max:<br/>Expulsion</b>  |
| *Tobacco Violation              | <b>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)</b> | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>5 Day Suspension</b>   | <b>Min:<br/>5 Day Suspension</b><br><br><b>Max:<br/>Long-Term<br/>Suspension</b>   |
| Transportation / Bus / Bus Stop | <b>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.</b>   | <b>Min:<br/>Conference/Warning</b><br><br><b>Max:<br/>10 Day Bus Suspension</b>  | <b>Min:<br/>1 Day Bus suspension</b><br><br><b>Max:<br/>Suspension of bus<br/>privileges for the<br/>remainder of the year</b> |
| Trespassing                     | <b>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)</b>  | <b>Min:<br/>Warning</b><br><br><b>Max:<br/>3 Day Suspension</b>  | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>Long-Term<br/>Suspension</b>   |
| Truancy                         | <b>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)</b>   | <b>Min:<br/>Warning</b><br><br><b>Max:<br/>3 Day Suspension</b>  | <b>Min:<br/>Detention/1 Day<br/>Suspension</b><br><br><b>Max:<br/>3 Day Suspension</b>   |

|                                       |  |  |  |
|---------------------------------------|--|--|--|
| *Vandalism                            | <b>Willful destruction or defacement of school or personal property. Graffiti and Tagging. (A.R.S. § 13-1602)</b>  | <b>Min:<br/>3 Day Suspension/<br/>Restitution</b><br><br><b>Max:<br/>Long-Term Suspension</b>        | <b>Min:<br/>Long-Term<br/>Suspension/<br/>Restitution</b><br><br><b>Max:<br/>Expulsion</b> |
| Vehicle / Parking Lot Violation       | <b>Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.</b>  | <b>Min:<br/>Warning; Suspension of<br/>parking privilege</b><br><br><b>Max:<br/>5 Day Suspension</b> | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>Long-Term<br/>Suspension</b>           |
| Verbal Abuse/Profanity                | <b>The use of profanity or any derogatory language stated publicly.</b>  | <b>Min:<br/>Warning</b><br><br><b>Max:<br/>3 Day Suspension</b>                                      | <b>Min:<br/>1 Day Suspension</b><br><br><b>Max:<br/>Long-Term<br/>Suspension</b>           |
| Verbal Provocation                    | <b>Use of language or gestures that may incite a person to fight.</b>  | <b>Min:<br/>Mediation</b><br><br><b>Max:<br/>5 Day Suspension</b>                                    | <b>Min:<br/>3 Day Suspension</b><br><br><b>Max:<br/>Long-Term<br/>Suspension</b>           |
| **Weapon: Firearm, Destructive Device | <b>Any firearm, loaded or unloaded, including a starter gun, firearm muffler, silencer or any destructive explosive, combustible device. (A.R.S. § 13-3101)</b>  | <b>Min:<br/>Expulsion</b>  |  |
| **Weapon: Other                       | <b>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)</b> | <b>Min:<br/>Long-Term Suspension</b><br><br><b>Max:<br/>Expulsion</b>                                | <b>Min:<br/>Expulsion</b>  |
|                                       |  |  |  |

### **Transportation**

Director of Transportation: Mike Riggin, 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, Mr. Riggin. **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 Handbook for Bus Discipline Procedures. A complete copy of the S R & R Handbook is available on the WUSD website at: [www.wickenburschools.org](http://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 and contact the WVA office by noon of the day a temporary change is being requested.

## **School Safety on Campus**

### **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 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.

### **Online Education Available Throughout the Year**

Wickenburg Virtual is a 12 month school, and courses are laid out in an 18 week format from August to December for first semester and January to May for the second semester. Our summer school sessions are: 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.

Work can be done faster than the course syllabus, but it cannot be done slower than the regular class pace. 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 course grade will be failing.

### **Immunizations**

Arizona law requires certain minimum immunizations before a student enrolls in school. A complete record of all immunizations your student has received must be furnished to the school. The record must be current and signed by a recognized medical authority as designated by the Arizona State health Department. If such a record is not furnished to the school, regulations specifically demand that we disallow the student's participation in the school until the record, or a signed statement of exemption, is in our possession. This may sound odd for an online school, but we must still turn in immunization records and show we comply, especially since all online students eventually do come in for state testing days and final exams. So, we must be sure we adhere to these state policies. Any questions, visit [www.azdhs.gov/immune](http://www.azdhs.gov/immune) for additional information.

## **Medications:**

All prescription medications must be stored in the WHS Health Center for WVA students as well as WHS ones. Please be sure to adhere to these rules or do not bring any medications to school when you plan to come to our lab for a few hours.

- Forms are available in the WHS Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.
- Inhalers and self-administered “Epi-Pens” maybe carried if the proper medication form has been filled out and placed on file in the Health Center.
- All over-the counter medications must be stored in the Health Center.
- Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

## **School Identification Cards**

Identification cards are required to be in possession of students at all times and will be issued to each student at the time of registration. Student services will 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 \$3.00.

## **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 Flexbooks or 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 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.

## **Attendance Policies**

Attendance in WVA courses will be measured through participation in assignments, completion and submission of lessons, reading required novels, and in general correspondence with the WVA teachers, as well as hours recorded in the learning management system. Attendance log sheets will be submitted each week either in hard copy form turned in or online through the google sheet on our WVA website. 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. 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:

| <b>Kindergarten Programs: 346 hours</b> |                            |                          |                          |                         |
|---|----------------------------|--------------------------|--------------------------|-------------------------|
| <b>Grade</b>                            | <b>1.0 FTE</b>             | <b>.75 FTE</b>           | <b>.50 FTE</b>           | <b>.25 FTE</b>          |
| 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).

**The student can schedule 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 18 weeks.** 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. All teachers work at school for 9 hours per day and 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. The attendance log will be submitted each week. All WVA courses are designed to be highly interactive and require that the students participate in the course content online each week, and communicate with instructors. A student's learning and ultimate success depends upon participation.

### **Drop/Withdrawal Policy**

Extended periods of non-participation in an online class will be evident in the following ways:

1. Failure to log into the course following attendance guidelines, or complete assignments.
2. Failure to communicate with instructor through email.
3. Failure to submit required lessons online or offline assignments to teachers.

In any instance where technical difficulties prevent a student from full participation in the course, students must let WVA Principal or staff know immediately. We will work with the WUSD IT department, and try to brainstorm a solution. If our lab is open (no school closures or emergencies) then one solution is for the student to ride a bus, come in and attend our school lab 1 or 2 days per week, unless disciplinary incidents prevent this from being an option. If you are failing to log in, complete assignments, and/or communicate with instructors by email – you will

- A. Receive a warning 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 4 weeks.
- B. After 4 weeks of inactivity and/or lack of progress in course curriculum, the class(es) will be deactivated.
- C. A message will be sent to parent and student informing them of deactivation. If, after 5 days, there is no response, the student will be withdrawn from school for that semester.

**For K-8 students, if, at the end of the academic school year, the student has not made academic progress (i.e. passing classes) the student will be withdrawn from Wickenburg Virtual Academy.**

## 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.

IP= In Progress (recorded on student transcript when the student has not been enrolled in course for a semester. 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. )

## Assessment and Final Examination Policy

- All Final Exams must be completed at an arranged & approved proctoring site.
- Final exams must be passed at a 60% minimum to receive credit for the course.
- Final exams assess your knowledge of the course material, therefore, you 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.

## Credit Recovery by Objective

Students have one opportunity per core content course to participate in credit recovery by objective for a failed course if they have earned at least a 50% overall 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.

## Credit Recovery

Students have an opportunity to retake courses for which they received a failing grade. If a student received a grade of 49% 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.

## 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.

Students who are requesting to take a course for grade improvement during summer months that is not offered through WVA during the summer will need to pay for all costs associated with the course. Students who wish to take this course during the school year can take it through WUSD, normally for free, unless it is an AP, Honors, or specialty class that requires an outside online vendor to provide the course.

## **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 in the WVA lab during assigned WVA teaching time, 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.

### **Parent Responsibilities**

- 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 ensure that their students are in "attendance", defined as academic engagement for 30-35 hours per week is requirement. 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 will submit weekly attendance forms by fax, mail, or email to the WVA secretary or submit attendance in online google sheet on school website: [www.wickenburgschools.org/wva](http://www.wickenburgschools.org/wva)

### **Student Responsibilities**

- 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." 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.
- Students are required to email weekly attendance hours on Monday each week.



## Academic Integrity

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

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work or notes.
- You 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. This is a form of cheating and will result in disciplinary action and loss of credit for that assignment or test. Please read below so you understand what plagiarism is, since it is a common problem with online work. You cannot "google" ideas and type them as your own. Please also read directions carefully in assignments, since some are asking you to find and cite sources for your information, and others want to know your opinion after reading class material. Our teachers will test the content in projects, papers, or research to be sure that you have not taken someone's ideas as your own.

Check these common errors to be sure you don't fall into these mistakes:

- Citing Credit on "Common Knowledge" - "That's common knowledge so I don't have to give credit to the source." If the item is a common fact, you do not have to cite your source. If, however, the fact includes some context or phrases that are someone's interpretation of those facts, you must cite the source.
- Paraphrasing and Reordering Words - "I have changed around the words so I don't have to give credit to the source." You may not need to use quotation marks when you reorganize the words from your research sources, but the original ideas are not yours. Reordering words or paraphrasing is still using someone else's ideas. Even if you paraphrase, the ideas belong to the author and you must cite the source to show you are not trying to take credit for the work of another.
- Citing facts and information references. You might think, "Those numbers are available in three books so they are facts, they are common knowledge. I don't need a citation." If someone reading the paper will wonder where the information came from, you need to cite your source. When it comes to numbers, always cite the source. If readers know the source they will be able to check how current the information is, review the research techniques of the data collector, and generally evaluate the numbers to confirm they are valid. Without the citation, a reader cannot make a valid judgment about the numbers you used.
- Poems, images, photos, stories, and publications are all property. They are owned just like a computer, car or home can be owned. This kind of property is called "Intellectual Property".

Copyright law is designed to protect Intellectual Property of others. As stated in the section on plagiarism, violation of this law is often unintentional, but it is still a form of cheating. As soon as a document is in a “fixed form”, written, added to a Web Page, and/or published in a book – it is copyrighted.

## **Electronic Devices**

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibility of ensuring that those items are not used on campus. The use of electronic devices such as cell phones, laser pointers, electronic games and other electronic devices that may create a disturbance and interfere with the normal conduct of the school are not permitted except with the acceptable educational uses listed below. If they are on and make a noise or vibrate or otherwise call attention to them, the device is creating a disruption. These items must be in the off position or silenced. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

Acceptable Educational Uses:

- Electronic devices may be used in the lab if directed by the lab staff.

Students are solely responsible for the proper use and security of any personally owned electronic device that they bring to school or school sponsored activities. Students should not share or loan electronic devices. If they do, they may be held responsible for any misuse of that device by another just as though it had remained in their possession.

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.

## **Bluetooth Speakers/Amplified Sound**

Students are not permitted to use these devices. They may use headphones only.

## **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 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.

## **TECHNICAL REQUIREMENTS AT HOME**

Students enrolled in WVA, will need to be able to work fully online at home. They will need to meet the following hardware and Internet connectivity standards with personally owned computers:

- High Speed Internet Wi-Fi connection is required.
- A Chromebook may be checked out from the WUSD IT Department for student use.
- Google Chrome (all versions)
- Use of Google Docs rather than require the purchase of Microsoft Word for home use

### **Setting Up Your Computer**

1. Your first step is to open a Google Chrome Browser and log into your Google student profile that was sent to parent email. After logging into your google chrome student account, you will see a WUSD folder on the top left side. That is where you will access Edgenuity link. You will use the username and password that was emailed to your parent in registration initial communication.

## 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”.

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.

## Constructive Debate

Discussions will not be effective without some degree of debate or disagreement. In responding to something you disagree with, it is essential that you are specific in what you want to respond to.

Example: I thought what you said about Ahab’s obsession in Moby Dick was good; however, I don’t think he was crazy....

Notice how the example cites the post, and then focuses the response on a particular point within the post that is being responded to. In your online course environment, your classmates won’t necessarily be able to reference the portion of a post you are responding to unless you tell them. So be sure to restate what you are responding to in order to give context to your contribution.

## Email

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](mailto:stu@wusd9.org). (Directions for email is found on page 10.) They will be expected to use this account when communicating with instructors and it is required to use for our digital and virtual classes. Using Gmail helps use all the google tools for writing, presentations, and spreadsheets—which are all free. By using the district Gmail and student google portal, the student is actually able to use more of Google’s tools that are not accessible on a regular individual google profile.

### 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 before 9 a.m. on Monday. Instructors may answer much quicker many times, but are not on contract during their free time to do so.
3. Keep your computer updated with virus protection. Anti-virus and anti-spyware software can scan incoming communications for troublesome files. Look for software that can update automatically.

### **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](http://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.

### **WVA Students Applying to be WHS Concurrent Students**

If a WVA student wishes to attend a class on the Wickenburg High School campus, he/she 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 login the WVA attendance book each day before attending the WHS class, and then log out again when leaving.
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 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.

### **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, check with WVA administrator for paperwork to be filled out. 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 2 academic hours – 4 days per week with their assigned teacher/classroom. These students have a two week elementary school training before being placed and then there are weekly follow up training sessions throughout the school year. This Professional Internship earns a half credit each academic hour the student is assigned.

# Appendix A

## Online Learning Agreement

This agreement acknowledges acceptance of the identified roles and responsibilities for students and parents/guardians enrolling in online courses.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

The best way to reach me is \_\_\_\_\_  email \_\_\_\_\_  phone \_\_\_\_\_

### *Student*

I have completed the *Online Learning Readiness Rubric*. I need support in the following areas:

\_\_\_\_\_

- I agree to check my school email at least twice a week to be informed about my education.
- I agree to maintain a study schedule and spend at least \_\_\_\_\_ hours a week on each online course.
- I agree to keep up with assignments, tests, and quizzes.
- I agree to communicate with my instructor regularly and whenever I have a problem.
- Other \_\_\_\_\_

### *Parent/Guardian*

- My child has access to a computer with internet connection at home.
- I can arrange for my child to have regular access to a computer with internet connection at the local library, community center, or other location.
- I request the school provide a computer or a place in school to access online learning as part of my child's school day because I do not have access to a computer for my child at home.
- I acknowledge and understand that state testing is MANDATED and my child must be present for state testing. Failure to have my student test means he/she will be withdrawn from school.
- I agree to support my child's success in online learning by
  - Checking and responding to emails from the school
  - Setting up a study space
  - Monitoring their progress
  - Helping maintain their study schedule
  - Encouraging them to communicate with the mentor and instructor whenever they have a question or a problem.

We acknowledge that we have reviewed this agreement together and understand our responsibilities.

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

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



## STUDENT ETHICS STATEMENT

Prior to beginning any course, the WVA student must sign this statement to ensure the integrity of the educational experience with WVA. Included in this statement of assurance is:

As a member of the Wickenburg Virtual Academy, I will abide by all rules and regulations published by the WVA handbook as well as any regulations published by Wickenburg High School. (WVA & WHS handbooks are found online at [www.wickenburgschools.org](http://www.wickenburgschools.org) ) I agree that I am subject to the jurisdiction of all disciplinary panels and procedures established by WVA & WHS and the Wickenburg Unified School District.

I understand that coming to the WVA Lab, located on the Wickenburg High School campus, is a privilege, not a right. I will not loiter on campus or in any parking area. If I am coming in to receive tutoring, testing, or to complete an assignment on campus, **I am required to come to M127 WVA Lab, sign in, and obtain a pass, if it is necessary to go to any other location on campus.** When my business is complete at the location specified by my pass, I will return to the WVA lab to log out, or continue work there in the lab or go home. Failure to follow these procedures may result in the student no longer being allowed to come to see teachers, work in the lab, or take WHS Concurrent classes on the WHS campus.

All assignments I submit to the instructor and all tests I take shall be solely performed by me, except where the instructor has requested that I participate in a group project. I will not submit work that is plagiarized or otherwise violates copyright laws.

As a user of the internet courses of the WVA, I agree to access the internet courses only for lawful purposes. I will respect the privacy of other users, and I will respect the integrity of the computer systems and other users' data. It is my responsibility to respect the copyright protection of licensed computer software. I will not obstruct, disrupt, or interfere with the teaching and learning occurring on the website, through computer "hacking" or any other dishonest methods. I will not harass, stalk, threaten, abuse, insult, or humiliate anyone using the WVA computer system or any other computer system utilized in my local school district. This includes, but is not limited to, demeaning written or oral comments of an ethnic, sexist, or racist nature as well as unwanted sexual advances or intimidation. I understand I may be held liable for monetary damages for any wrongful actions I undertake. Furthermore, if I use the WVA computer lab incorrectly, (not educational purposes, such as watching videos instead of working), I may no longer be allowed to come work in the lab setting. Again, lab attendance is a privilege, not a right.

As a member of the WVA community, I am solely responsible not only for adhering to all relevant laws, statutes, rules, and regulations, but also Wickenburg Unified School District standards, rules, and regulations as well.

Signed: \_\_\_\_\_  
Student Name Date

Signed: \_\_\_\_\_  
Parent/Guardian (if student is under 18 years of age) Date

## ATTENDANCE RECORD

For state attendance purposes, we must have you and your parent/guardian submit digitally or send a log of hours worked each week. If you wish to use the log, you will receive a form each 9 weeks, like the one below, with dates for the Academic Grading Period, as shown below. You will need to keep track of time you spent, both online and offline, each week on required assignments. You and your parent will sign the record each week, and fax, mail, or scan a copy to [wva@wusd9.org](mailto:wva@wusd9.org). Failure to do so will be counted as “non-attendance” and you be dropped and withdrawn from the Virtual School if you fail to send these attendance logs in each week. The example below is for the first 9 weeks of the 2021-22 Semester One.

### Wickenburg Virtual Academy

#### Fall 2022- 1st 9 weeks

Fill in the hours per day that you worked **online or worked on offline assignments:**

| Week of:                      | Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Hours per Week | Required Hrs./Week   |
|-------------------------------|---|---------|-----------|----------|--------|----------|--------|----------------|--|
| <b>Classes Set up:</b>        |   |         |           |          |        |          |        |                |  |
| <b>August 1-7</b>             |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>August 8-14</b>            |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>August 15-21</b>           |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>August 22-28</b>           |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>August 29-September 4</b>  |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>September 5-11</b>         |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>September 12-18</b>        |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>September 19-25</b>        |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>September 26 October 2</b> |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>October 3- October 9</b>   |   |         |           |          |        |          |        |                | <b>30</b>  |
| <b>Total Hours per week</b>   | Please work in Fall Break if you have missed hours OR are behind in work! |         |           |          |        |          |        |                | <b>300 Total required or 112.50 hours per class per semester- Arizona State Online Requirements.</b> |

I certify that the hours above are accurate and a true representation of my student's online work through the Virtual Academy.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent Signature & Date

\_\_\_\_\_  
Wickenburg Virtual Director Signature & Date