



**ARKANSAS**

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

*...where every student can achieve.*

# 2024-25 Student/Parent Handbook

717 W 7th St.

Little Rock, AR 72201

(501) 664-4225 Fax: (501) 664-4226 [www.arva.k12.com](http://www.arva.k12.com)

# Mission Statement

Arkansas Virtual Academy exists to build relationships, instruct with relevance and prepare students for the rigor of career and college success.

# Vision Statement

ARVA will be the most well-known and respected virtual school of choice in Arkansas.

Jess Askew, Chair of the Board  
Approved July 15, 2024

# Welcome and Introduction

Parents and Students,

Welcome to the Arkansas Virtual Academy (ARVA) family. We are so thankful that you have chosen ARVA to be a part of your student's learning journey. Arkansas Virtual Academy is an open enrollment public charter school accredited by the Arkansas Department of Education (ADE). Our school blends innovative instructional technology with a traditional curriculum for students across the state of Arkansas. There are many benefits to our unique learning model including a rigorous curriculum aligned to state standards, high quality instruction by Arkansas certified teachers, flexibility of learning anytime and anywhere, and an individualized learning program developed to meet your child's unique learning needs. Our curriculum has been developed by renowned learning experts, teachers, and instructional designers. Your student's studies are backed by rigorous subject matter aligned to meet the requirements of what is expected of an Arkansas public charter school.

The Student/Parent Handbook is a comprehensive guide to ARVA policies and procedures. Please read it carefully and refer to it throughout the school year as needed. As a charter school of the Arkansas Department of Education, ARVA is subject to the rules and regulations of the Arkansas State Board of Education and the Arkansas Educational Support and Accountability System. Documents related to the AESAS and its national counterpart the Every Student Succeeds Act are available online at the ADE website, <https://dese.ade.arkansas.gov/>

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

For Limited English Proficiency Families – See the last page of this handbook for translation details in your preferred language.

Working for your student's success,

Amy Johnson  
Head of School/Executive Director

## **ARVA Board of Directors:**

Jess Askew, Board Chair

Joel Edel, Board Vice Chair

Paige Gorman, Secretary/Treasurer

Gary McHenry

Dana Kelley

Joel Edel

Rodney Nagel

## Contents

District Policies.....	4
Admission.....	4
Attendance.....	6
Academics.....	11
Student Health and Wellness.....	15
Student Information .....	18
Computer and Internet Information.....	23
Discipline and Engagement Process.....	27
Parent and Student Engagement.....	35
Elementary Policies.....	41
High School Policies .....	50
Student Life.....	58
Licensed Drivers.....	58
Prom.....	58
Flex School Policies .....	59
Grades K-12.....	59
Face to Face Campus Policies.....	61
<b>STUDENT INTERNET/NETWORK USE AGREEMENT .....</b>	<b>62</b>
<b>PUBLICATIONS, VIDEO, INTERNET CONSENT AND RELEASE AGREEMENT .....</b>	<b>63</b>
<b>Code of Conduct .....</b>	<b>63</b>
<b>Student Dress and Grooming.....</b>	<b>64</b>
<b>Smoking, Dipping, Chewing, Vaping, Drugs, and Alcohol Policy .....</b>	<b>64</b>
<b>Dangerous Instruments.....</b>	<b>65</b>
<b>Student Discipline.....</b>	<b>65</b>
Students in violation may be removed from campus to school virtually at home, as well as other resulting actions as deemed fit by the administrative team. ....	66
<b>Additional Policies.....</b>	<b>66</b>
<b>School Communication .....</b>	<b>66</b>
<b>School to Parents Communication .....</b>	<b>66</b>
<b>Attendance .....</b>	<b>66</b>

See the attendance policies in the district section of this handbook. The policy applies for both virtual and in-person/on-campus students..... 66

**Student Religious Expression** ..... 66

**Removal from School** ..... 66

**Food Policy**..... 66

**Closed Campus Policy**..... 67

**Cell Phone Policy Violations**..... 67

**STUDENT INTERNET/NETWORK USE AGREEMENT** ..... 69

**Parent/Student Handbook Agreement** ..... 69

- **Date:** \_\_\_\_\_ ..... 69

**Permission for Transportation and Liability Waiver** ..... 69

## **District Policies**

### ***Admission***

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other person having lawful control of the person under an order of a court reside within the state and to all persons between those ages who have been legally transferred to the state for education purposes.

During the 2024/2025 school year, the Arkansas Virtual Academy will serve students in grades K-12. Subject to the McKinney-Vento Homeless Assistance Act, any student attending ARVA must have parents, foster parents, legal guardians, or other persons having lawful control of the student under an order of a court residing within Arkansas;

provided, however, (a) a student may only use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes; and (b) a foster child may remain enrolled in ARVA subject to Arkansas Code 9-28-113 even if the foster home or placement is located outside of Arkansas. Notwithstanding the above, (i) any student who is eighteen (18) years of age or older may enroll in ARVA if they reside in Arkansas separate and apart from his or her parents or guardians and (ii) any student under the age of eighteen (18) may enroll in ARVA if they live in Arkansas for a primary purpose other than that of school attendance. "Reside" means to be physically present and to maintain a permanent place of abode for an average of no less than four (4) calendar days and nights per week for a primary purpose other than school attendance. (Arkansas Code 6-18-201)

Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he or she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request of the school district and by following the required procedures in place for application and enrollment.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with the placement in the first grade; otherwise, the child shall be placed in kindergarten.

Any child may enter first grade if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he or she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade. (AR Code 6-18-207)

### School Transfers

Any K-8 student transferring from an accredited school to Arkansas Virtual Academy shall be placed into the same grade the student would have been in had the student remained at the former school. Home-schooled children and those from non-accredited schools will be evaluated by ARVA staff to determine their appropriate grade placement. High school grade classification and promotion are determined by credits earned. (*See also grade level placement in the school specific handbook sections for more details.*)

### Extraordinary Circumstances

As all incoming students move through the enrollment process, an enrollment advisor will report any extraordinary circumstances, such as hearing or vision loss or impairment, to the school's Special Programs Manager. The Special Programs Manager will partner with the parent or legal guardian to accommodate the student's educational needs.

### Enrollment Policy

Prior to final approval the following required documents must be completed and/or submitted by the parent, legal guardian or other responsible adult:

- One of the following documents to indicate the child's age:
  - Official birth certificate

- A statement by the local registrar or county recorder certifying the child’s date of birth
- An attested baptismal certificate
- A passport
- An affidavit of the date and place of birth by the child’s parent or guardian
- Previous school records
- A United States military identification
- The child’s social security number (optional); if requested, the district will assign the child a nine (9) digit number designated by the Department of Education. Student social security numbers will not be used, displayed, released, or printed without the express consent of the student’s parent or legal guardian except where transfer of educational records is allowed. Note: To receive post-secondary scholarships and grants, the student’s actual SSN will need to be submitted to their secondary level school for their permanent record.

Additional documents required for enrollment into ARVA:

- Enrollment Form
- Proof of Residence (e.g., current utility bill, lease, etc. showing physical address)
- Immunizations (contact AR Dept. of Health regarding waiver information)
- Agreement to Use of Instructional Property
- Previous School Report Card or Transcript
- Custodial/Guardianship Paperwork (if applicable)
- Individualized Education Program (IEP) for special education students or 504 Plan (if applicable)

If the number of applications exceeds available enrollment seats, ARVA will conduct a lottery for enrollment. The lottery will be blind to disabilities, race, student’s location, etc. and will be held once each year. The following categories are not subject to lottery according to the following hierarchy: 1) ARVA students returning from the previous school year; 2) Eligible siblings of ARVA students who are enrolled at the end of the current school year; 3) Applicants from schools identified by the State of Arkansas as “low-performing”. After the space allotted in each grade is filled in the order determined by the lottery, the remaining applications in rank order as established through the lottery process will be placed on a waiting list. Any applications received after the application deadline will be added to the end of the waiting list after the lottery in the order they were received. As students withdraw from or transfer out of ARVA, that space will be given to the next person on the list at that grade level only during the open enrollment window.

Any appeals for denied admission to Arkansas Virtual Academy should be directed to Rhonda Soule, at [operations@arva.org](mailto:operations@arva.org).

## **Attendance**

Arkansas Virtual Academy is an open-enrollment public charter school. Arkansas education standards require that all public-school students attend a minimum of one hundred seventy-eight (178) days of instruction each year. Please keep in mind that the school calendar may contain more than the minimum 178 days.

A day of attendance at ARVA is equal to 6 hours. For attendance to be counted as a full academic day, students must attend an average of six (6) hours per day (a minimum of 30 hours per week is required). Time towards daily attendance must come from the curriculum and instruction within the online school and live instruction. Attendance will be pulled

daily from the online platform and captures a student's log in, class attendance and course work activity. This does not mean that a student is required to be logged on for 6 hours.

By establishing a daily routine for signing on and completing course assignments in a timely manner, students will be able to successfully complete course requirements and graduate on time. Remember, communicating with teachers is the best way to stay on pace and ensure a successful on-line educational experience at ARVA.

Students must sign on and complete work each school day to be considered present. One of the most important responsibilities of students and parents is to ensure that this attendance requirement is met. Attendance is taken daily via the ARVA portal. Therefore, students must sign in daily and complete lessons each day in each course to be counted present and to avoid being dropped from the school's membership and/or losing credit in the course.

**This is the minimum requirement.** If students are unable to sign in every day during the regular school week (Monday through Friday), then Saturdays, Sundays, and holidays may be used as make-up days.

### Absences

As a public charter school, ARVA is required to monitor student attendance in accordance with all applicable statutes and State Board of Education Rules. ARVA teachers and administrators monitor student attendance regularly. All ARVA students must be legal residents of the state of Arkansas and provide proof of residence at the time of enrollment and if an address change is requested. Legal residency is defined in Arkansas Annotated Code 6-18-202. Upon written request from a parent or guardian, the teacher may document a student's absence from school for the following reasons (with appropriate documentation, as determined by the school):

- Student illness or medical care
- Quarantine
- A serious illness or death in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Religious holidays (24 hr. advance request only)
- Educational tour/trip (24 hr. advance request only)
- 4-H events

Responsibility for compliance with state attendance statutes and regulations belongs to the school and a student's activity will be monitored within the system to record daily attendance and activity. An ARVA student is considered truant if he or she fails, without a legitimate excuse, to remain active for five non-consecutive or consecutive school calendar days. After 10 days of unexcused absences, the student and parent will receive notification of potential reporting, and after 10 consecutive days of unexcused absences, the student and parent may be reported to the appropriate state agency. The school staff will follow the procedures outlined in the truancy section below to notify parents of truancy status. See the school specific sections of the handbook for school specific attendance requirements concerning credit and promotion.

After a student has missed 10 cumulative days in a semester, the student may be considered for truancy removal. If total student absences per semester become excessive, the engagement process may be initiated.

### Make Up Days

Students are allowed to log in on non-school days (weekends/holidays) to make up missed days throughout the week. However, these make up days must be completed within the same quarter as the day missed.



## Compulsory Attendance Age

Per Ark. Code Ann. Section 6-18-207, every parent, guardian, or other person having custody or charge of any child aged five through seventeen (17) years old on or before August 1 who meets residency requirements of the school district shall enroll and send the child to public, private, or parochial school or provide a home school for the child or children. Exceptions to compulsory attendance can be found in Arkansas Code Annotated Section 6-18-201, such as a kindergarten waiver.

Arkansas Virtual Academy is a **state-funded, public charter school**. Arkansas Virtual Academy does not grant permission for students to leave our school and enroll in General Education Diploma (GED) programs. Students who withdraw under these circumstances may be considered truant until enrolled in another Arkansas school or homeschool program.

## Process for Attendance Monitoring

- Students are required to follow the school calendar, which includes a minimum of 178 school days.
- Students are expected to log into the OLS (Online School), OMS (Online Middle School) or OHS (Online High School) each scheduled school calendar day. If the student is not active in the system on a school day as listed on the school calendar, the student is marked as having missing attendance. Therefore, if the school calendar indicates Monday through Friday in each week as “School Days,” activity must be completed on each day to prevent an absence from being recorded.
- Key daily attendance points include:
  1. Sign on daily (Monday through Friday)
  2. Use Saturdays, Sundays, and holidays as make-up days
  3. Notify homeroom teacher immediately when it is not possible to sign on
  4. Return telephone calls and/or respond to e-mails from all school staff.
- Students who are unable to log onto the Online School must notify the content and homeroom teacher as to the reason for the student’s absence.
- Your ARVA Homeroom Teacher will provide guidance in collecting notes for absences.

Students are not prohibited from missing school due to medical or dental treatment. If a student’s treatment will require excessive absences, the student’s parent or guardian may petition the school for additional absences or may request a 504 Plan. The petition must be made before the student accumulates the maximum number of absences allowed under the policy.

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence. No public-school student shall be eligible for enrollment in a homeschool if the student is currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences. Public school students who are under disciplinary action by the local school district shall be eligible for enrollment in a homeschool if the superintendent or local school board of directors chooses to allow the child in a homeschool. (*Arkansas Law 6-15-503*)

## Class Connect Attendance

Teachers hold regularly scheduled Class Connect (CC) instructional sessions (Please see the Class Connect Guide, Appendix B). This is a time of direct instruction. Class Connect sessions may be scheduled Monday through Friday from 8:00 am to 4:00 pm. Any Class Connect session marked as “required” for a student should be considered mandatory. Class Connect sessions and their required status will vary based upon instructional levels and student needs.

Teachers will utilize a video platform during class connect sessions called Engageli. Students are required to follow the expectations when utilizing Engageli . If a teacher needs to utilize Teams for a student session, the same expectations will apply.

- Cameras on and face in screen.
- Ensure an appropriate background as determined by ARVA administration.
- Please see ARVA dress codes and codes of conduct for expectations.
- Microphones muted, except when speaking.

Students will earn a participation grade in each live required session by having their cameras on and face in the screen, responding to teachers' questions and peer comments, participating in any live activity, and being present when required. Students who must miss a required session due to a prior engagement can reach out to the teacher to work out a solution for watching the class recording and completing any missed class work to gain credit for this participation grade.

**STUDENTS WILL BE REQUIRED TO HAVE CAMERAS ON UNLESS APPROVAL HAS BEEN GRANTED FROM THE SCHOOL ADMINISTRATOR AND /OR MEDICAL DOCUMENTATION HAS BEEN PROVIDED.**

## Truancy

Responsibility for compliance with State of Arkansas attendance statutes and regulations requires ARVA to keep an accurate record of daily attendance and progress. Attendance applies to ARVA students in the form of regular logged participation in the educational activities of ARVA's Online School.

Items to note regarding Truancy:

- A student will be considered truant after five consecutive days of missing attendance without an approved excuse given to the teacher.
- Once a student reaches 10 consecutive unexcused absences, the appropriate state agencies may be notified.
- Students who withdraw for GED purposes may be considered truant until enrolled in another Arkansas school or homeschool program.

After 10 consecutive days of unexcused absence, it will be assumed that the student no longer wishes to attend Arkansas Virtual Academy, and the student will be withdrawn from enrollment in ARVA per Arkansas law. (*Arkansas Annotated Code 6-18-213*)

Any student who fails to attend school by the tenth regular school day of the semester shall be retroactively dropped from the attendance records from the first day of the school semester. (*Arkansas Annotated Code 6-18-213*)

## Process for Withdrawal of Non-Attending Students

1. ARVA staff monitor student attendance and will notify families via email or phone call of the 3<sup>rd</sup> consecutive absence earned.
2. ARVA staff sends an email letter informing parents that their child has been absent (unexcused) for five consecutive school days. Additionally, the letter will be sent via US Mail. Parent/legal guardian should respond within 24 hours. Immediate action should be taken to correct the truancy problem.
3. The building-level administrator will likewise reach out to parent/legal guardian upon the 10<sup>th</sup> consecutive absence. If the truancy is not resolved within 24 hours after the 10<sup>th</sup> day of **consecutive** absence, the student will be withdrawn from ARVA. The parent/guardian will be notified via email and certified mail. The local school

district will be notified of the withdrawal and the student will be reported to the proper authorities for local monitoring of the student's attendance in the local district or homeschooling status.

4. After the 10<sup>th</sup> non-consecutive day of absence, the student may be reported to family court. While the student will not be removed for non-consecutive truancy alone, these absences may be considered along with other policy infractions in determining a student's compliancy status.

No public-school student shall be eligible for enrollment in a homeschool if the student is currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences. Public school students who are under disciplinary action by the local school district shall be eligible for enrollment in a homeschool if the superintendent or local school board of directors chooses to allow the child in a homeschool. (*Arkansas Law 6-15-503*) Students with current disciplinary actions at their local brick and mortar district may apply and receive approval after review by the ARVA Executive Director.

### Excused Absences

School staff documents absences as excused only for those reasons cited in the ARVA handbook section entitled Attendance, Instructional Time, and Absences. The reasons cited are extended personal illness or quarantine, health care, death in the immediate family, approved educational travel, religious holidays or religious instruction, court or governmental order, and 4-H events.

### Excused Notes for Absence

For an absence to be noted as excused, a parent or guardian must furnish, within three (3) days of the student's return to school, an email explaining the absence. The email must include the student's name, the date of the absence, the reason for the absence, and necessary documentation as requested by the school. When the teacher does not receive an email within three (3) days of an absence, such an absence becomes an unexcused absence. It is important to note that the Arkansas Department of Education does not differentiate between excused and non-excused absences. However, for the purpose of make-up work and truancy tracking, ARVA does reserve the option to record absences for the above reasons as excused.

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

### Unexcused Absences

When students are absent for reasons other than those permitted under the ARVA Attendance, Instructional Time, and Absences section, or if proper documentation is not provided, those absences will be recorded as unexcused absences.

### Excessive Absence

Students with ten (10) unexcused absences in a course (or grade level for grades K-8) in a semester will be reviewed for potential loss of credit for that course. At the discretion of the principal, after consultation with people having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Additionally, students may be reviewed for engagement processes if absences become excessive.

### Withdrawal from ARVA

Parents who decide to withdraw their student from ARVA are required by the State of Arkansas to communicate their intentions to their homeroom teacher prior to withdrawal from the school. Once the withdrawal is reported, a link for final paperwork will be sent to the family for completion to finalize the withdrawal. When a family withdraws from an open-enrollment public charter school, it is the parent's responsibility to enroll their student with the local school district or to file an intent to homeschool paperwork. However, if homeschooling, a copy of the intent to homeschool form will be requested by ARVA. All supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments to K<sup>12</sup> or their vendors. Any equipment or materials sent by ARVA must be returned to the administration office. Labels will be sent specifically for these items.

## **Academics**

### **Instruction and Support**

Students will attend class connect sessions with live instruction from teachers. These sessions will vary in requirement and regularity based on a student's instructional level and specific needs. Additionally, a student will attend video conferencing sessions for instruction, guidance counseling, and family support as needed. These sessions should be prioritized and attended with fidelity.

### **Academic Integrity**

All work submitted is assumed to have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative persons and may result in a failing grade, loss of credit, revoked access to course(s) and suspension or expulsion from ARVA. All offenses of plagiarism will be noted in the student file.

Use of Artificial Intelligence should be limited and as a tool only. Writing and submissions created solely by AI will be considered plagiarized and up for academic review.

Please note that because ARVA considers plagiarism a serious offense. Assessments, such as quizzes and tests, are a critical part of any academic program. They offer important information about the student's progress toward mastery. This information is helpful but only if accurate. It can be accurate only if the assessment represents the student's work and only his or her work. Unless otherwise instructed by the teacher or by a specific assessment, the student is expected to honor the following principles while taking assessments.

### **The student:**

- Alone will take the assessment. In other words, the student will take the assessment independent of any assistance.
- Will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- Will treat the assessment as “closed book”—meaning that he or she may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless the teacher or the specific assessment otherwise instructs. For example, the student is specifically told to refer to certain pages in a book as part of the assessment, we'll treat the assessment as “single browser”—meaning that during the assessment you may not log in a second time to your course or open your course or related materials on another browser on another computer.

- Answers will represent his or her work and *only* his or her work, free of any outside assistance. The student will not plagiarize in any way.
- Not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

The student will be asked to submit written assignments for teachers to grade. The student's written work should be completely free of plagiarism. Plagiarism is copying another person's work or ideas without providing direct reference to the author, original print material or website. Put simply, always give credit where credit is due. The student must ask his or her teacher if he or she has questions regarding citing sources. Remember that ARVA utilizes web tools to check for student plagiarism.

Students are responsible for their own work on unit tests and final exams. Students are not allowed to use notes, quizzes, or textbooks on unit tests or on the final exams. Students are not permitted to share work with other students on unit tests or final exams. If a student does not complete his or her own work or shares work with others on unit tests and/or final exams, he or she will not receive credit for the work and is at risk of suspension or expulsion from ARVA.

### Verifying Mastery

It is important that students master and retain their work and not just mark through assignments. If at any time it becomes clear that a student has not mastered work that is marked complete, the lessons may need to be repeated. In addition, students should utilize their own student accounts and should not have access to teacher guides or answer keys. If a student's work ever shows evidence of intentional or unintentional academic dishonesty, the student lessons will be marked incomplete, and the student must complete the work again. In addition, the student will need to meet with his or her teacher(s) for required online meetings via Class Connect. These required meetings will be used by the teacher to assess student mastery. They will be scheduled by the teacher(s) and will continue on an "as needed" basis.

### Student Course Level Advancement Policy

Arkansas Virtual Academy (ARVA) provides courses for students in accordance with Arkansas Standards for Accreditation. Due to the accountability requirements for public schools, the policies of ARVA, and the design of the K<sup>12</sup> curriculum, students are expected to complete the entire set of assigned courses before advancement to new courses may be considered. All courses are expected to be completed within the school calendar year unless there are exceptional circumstances or Special Education provisions, which have been discussed, agreed upon, and approved by the parent/guardian, involved teachers, and ARVA administration. Additionally, each school level has its own requirements for advancement. Please refer to the appropriate school level section of the handbook for specifics concerning student course level advancement.

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

### Assessment and Intervention

Students will be assessed using a variety of assessments. These assessment results will help instructors to gauge the mastery and understanding of concepts for each, individual student. Analyzing this data allows the teacher to address

student needs more accurately for increased student success. Teachers will implement instructional strategies, one on one interventions, focused small groups, and enrichment opportunities to best meet the students' needs. At a minimum, students will be identified regularly for needed interventions.

## Assessments

Arkansas Virtual Academy students will participate in the state required tests according to grade level and course placement. State testing is completed in person or virtually based on state guidelines. If in person, it is the family's responsibility to provide transportation to the location.

Testing windows will be released to students and families once dates are approved and provided by the Arkansas Department of Education. Once dates are set, families should make it a top priority to plan appointments, vacations, etc. around these dates as state testing is a mandatory event.

Students are required to take diagnostic assessments as directed by the student's teacher throughout the year. These assessments assist the teacher in identifying academic strengths and areas needing remediation. This information is used to help guide academic interventions. Students who do not participate in required assessments may be retained at the current grade level. (*Arkansas Annotated Code 6-15-433; 6-15-404*)

Students are required to attend mandated state testing and school-based assessments. All state assessment details will be provided as they are released from the Arkansas Department of Education.

All assessments and screener results will be shared with learning coaches to determine the appropriate learning goals for students. These results will be shared via email and conferences may be held to better understand the specific needs of students. Teachers, students, and learning coaches will work together to ensure overall success of the educational program.

### *ACT Test*

The ACT Test is a standardized exam that is used by U.S. colleges in their admissions process. The ACT assesses a student's college readiness in the subject areas of English, Mathematics, Reading and Science.

### *DIBELS*

DIBELS assessments may be used for grades K-2 and 3-5 for diagnostic reading skills and to progress monitor the growth of early literacy in each student. These assessments assist instruction and will be utilized regularly throughout the school year.

### *Star 360*

Star assessments provide a stable growth tool for teachers and families. The assessment provides results and growth for literacy, math and reading and will be utilized for diagnostic and post-year assessments, as well as monthly progress monitoring and remediation needs. Star 360 is an online assessment that will be administered several times throughout the school year.

### *ATLAS Assessment*

The ATLAS assessment is required by the Arkansas Department of Education for all students in grades K-8 and for High School Students enrolled in English 9, English 10, Algebra I, Geometry, and Biology. The assessment is aligned to Arkansas State Standards and serves as a summative evaluation of the students learning throughout the year.

### *Dyslexia Screener*

Screeners will be administered with fidelity and include the following: phonological awareness, sound symbol recognition, alphabet knowledge, decoding skills, rapid naming skills, and encoding (A.C.A. 6-41-603). While results of the initial screening will identify struggling learners, they may not provide all the information needed to develop an instructional plan, including appropriate interventions. Additional information may be needed to pinpoint areas of basic early reading skills that need more support.

According to Ark. Code Ann. 6-41-603, a school district will screen: 1) Each student in kindergarten through grade two (K-2); 2) Kindergarten through grade 2 (K-2) students who transfer to a new school and have not been screened; 3) Kindergarten through grades 2 (K-2) students who transfer from another state and cannot present documentation that the student has had similar screening; 4) a student in grade three or higher experiencing difficulty, as noted by a classroom teacher

Exemptions: 1) Students with an existing dyslexia diagnosis, 2) Students with a sensory impairment. Initial screening is not required for all students in grades three and higher. However, Ark. Code Ann. 6-41-603 states that a student in grades three or higher experiencing difficulty, as noted by a classroom teacher, in phonological and phonemic awareness, sound symbol recognition, alphabet knowledge, decoding skills, and encoding skills should be screened using assessments chosen by the school. The school-based decision-making team should meet to review student initial screeners to determine whether characteristics of dyslexia exist.

### *English Language Screeners*

Students in grades K-12 who have reported a language other than English on the Home Language Survey are required to complete the face-to-face ELPA21 screener. This must occur within 30 days from the first day of school and must be completed within two weeks thereafter until the end of the school year. ARVA will notify learning coaches regarding location, time, and screening details. Screening results will be reviewed by our Language Proficiency Assessment Committee (LPAC) to determine the appropriate English speakers as other language (ESOL) placement. Parents will be notified of the screener results to better understand specific areas of focus.

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

### Response to Intervention

Response to Intervention (RTI) is a multi-component, general education model, designed to identify students who may be at risk for learning or behavior challenges, to offer support, and to monitor progress. Students identified and placed into the RTI program are required to participate in intervention and skill building sessions. Additionally, students will be monitored and provided with support.

### Special Education Services

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

To ensure compliance, the Individualized Education Program (IEP) team must maintain timelines of completing the eligibility process for services. Required signed documents must be submitted to the Special Education Teacher for services to be implemented; therefore, it is critical for signed documents to be returned immediately upon receipt and

completion of the conference. Until the required documents have been signed and returned, special education and related services cannot begin in a timely manner required under IDEA.

Learning coaches are responsible for ensuring student attendance at therapy sessions set forth within the IEP. Learning coaches are also responsible for ensuring student attendance in Class Connect sessions required to fulfill provisions of the IEP. Class Connect attendance is mandatory and is required for compliance and enrollment.

### Objectionable Content Policy

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

## ***Student Health and Wellness***

It is the desire of Arkansas Virtual Academy to address the needs of the whole student. In so doing, ARVA will provide state required screenings, resources, and assistance where possible to families and students.

### Homeless Students Policy

Arkansas Virtual Academy will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Family Resource Coordinator (FRC) will serve as the school's local educational liaison. Responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated based on their status as homeless and such other duties as are prescribed by law and this policy. The homeless liaison for Arkansas Virtual Academy is Michele Newnum, 501-664-4225 ext. 2041.

Students shall be considered homeless if they lack a fixed, regular, and adequate night-time residence or one of the following:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or are awaiting foster care placement,
2. Having a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
3. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings,
4. Are migratory children who are living in circumstances described in 1 through 3.

### Immunizations

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

The Arkansas State Board of Health has updated the Rules and Regulations for the Immunization Requirements.



## Recent Changes to School Immunization Requirements

- Children who will be 11 years of age or older on or before September 1 of each school year will be required to receive a Tdap shot to attend public or private school in Arkansas. This new requirement became effective September 1, 2014. Previously a Tdap shot was required for students entering Grade 7. Only one Tdap is required, so children who have already received the shot will not need another. See immunization information on the next page.

Immunization requirements by grade are listed in the charts below. The information is also available at <https://www.healthy.arkansas.gov/images/uploads/rules/ImmunizationRequirements.pdf>.

Vaccine ► Grade ▼	Diphtheria, Tetanus, Pertussis (DTaP/DTaP/Tdap)	Polio (OPV – Oral or IPV – Inactivated)	MMR**** (Measles, Mumps, and Rubella)	Hep B	Meningococcal (MCV4)	Varicella	Hepatitis A
<b>Kindergarten</b>	4 doses (with 1 dose on or after 4 <sup>th</sup> birthday)	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday and a minimum interval of 6 months between the 2 <sup>nd</sup> and 3 <sup>rd</sup> dose)  <b>OR</b> 4 doses with 1 dose on or after 4 <sup>th</sup> birthday and a minimum interval of 6 months between the 3 <sup>rd</sup> and 4 <sup>th</sup> dose	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)	3 doses	None	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)  *****A medical professional history of disease may be accepted in lieu of receiving vaccine.	1 dose on or after 1 <sup>st</sup> birthday
<b>Grade 7</b>	4 doses (with 1 dose on or after 4 <sup>th</sup> birthday)  <b>AND</b> 1 dose of Tdap ****  <b>OR</b> 3 doses***** for persons 7 years of age or older who are not fully immunized (including persons who cannot document prior vaccination)	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday with a minimum interval of 6 months between the 2 <sup>nd</sup> and 3 <sup>rd</sup> dose)  <b>OR</b> 4 doses with 1 dose on or after 4 <sup>th</sup> birthday and a minimum interval of 6 months between the 3 <sup>rd</sup> and 4 <sup>th</sup> dose	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)	2** or 3*** doses (11-15 year olds could be on a 2-dose schedule)	1 dose	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)  <b>OR</b> *****A medical professional history of disease may be accepted in lieu of receiving vaccine.	None

\*Doses of vaccine required for school entry may be less than the number of doses required for age-appropriate immunization.

\*\*An alternative two-dose hepatitis B schedule for 11-15 year-old children may be substituted for the three-dose schedule. Only a FDA-approved alternative regimen vaccine for the two-dose series may be used to meet this requirement. If you are unsure if a particular child's two-dose schedule is acceptable, please contact the Immunization Section for assistance at 501-661-2169.

\*\*\* 3<sup>rd</sup> dose of hepatitis B should be given at least 8 weeks after the 2<sup>nd</sup> dose, at least 16 weeks after the 1<sup>st</sup> dose, and it should not be administered before the child is 24 weeks (168 days) of age. (All 3<sup>rd</sup> doses of hepatitis B vaccine given earlier than 6 months of age before 6/21/96 are valid doses and should be counted as valid until 6/21/2014.)

\*\*\*\* Tdap vaccine can be administered regardless of the interval since the last tetanus and diphtheria toxoid-containing vaccine.

Vaccine ► Grade ▼	Diphtheria, Tetanus, Pertussis (DTaP/DTaP/Tdap)	Polio (OPV – Oral or IPV – Inactivated)	MMR**** (Measles, Mumps, and Rubella)	Hep B	Meningococcal (MCV4)	Varicella	Hepatitis A
<b>Grades 1 – 12</b>	4 doses (with 1 dose on or after 4 <sup>th</sup> birthday)  <b>AND</b> 1 dose of Tdap for ages 11 years (as of September 1 <sup>st</sup> each year) and older  <b>OR</b> 3 doses***** for persons 7 years of age or older who are not fully vaccinated (including persons who cannot document prior vaccination)	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday with a minimum interval of 6 months between the 2 <sup>nd</sup> and 3 <sup>rd</sup> dose)  <b>OR</b> 4 doses with 1 dose on or after 4 <sup>th</sup> birthday and a minimum interval of 6 months between the 3 <sup>rd</sup> and 4 <sup>th</sup> dose	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)	2** or 3*** doses (11-15 year olds could be on a 2-dose schedule)	Second dose at age 16 years (as of September 1 <sup>st</sup> each year) with a minimum interval of 8 weeks since 1 <sup>st</sup> dose  <b>OR</b> 1 dose if not vaccinated prior to age 16 years (If first dose is administered at age 16 years or older, no second dose required.)	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)  <b>OR</b> *****A medical professional history of disease may be accepted in lieu of receiving vaccine.	<b>Grade 1 only:</b> 1 dose on or after 1 <sup>st</sup> birthday

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

### Student Health Information Release

Please review the Authorization to Disclose Health Information in Appendix F. By completing the survey designating receipt of the handbook, parents/learning coaches are agreeing that ARVA may access health information for establishing and confirming immunization history. If you prefer to withhold this permission, please contact the ARVA office with your preference.

### Hearing/Vision Screening Information

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

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

All new or transfer students to ARVA are required to have a hearing and vision screening regardless of grade.

Scoliosis and Body Mass Index (BMI) screenings are offered to students in certain grades. The Arkansas Virtual Academy is required to offer these screenings to the following:

- Scoliosis - Requires Partial Disrobing – (Grades 6 & 8 for girls and Grade 8 for boys)
- Body Mass Index (BMI) – (Grades K, 2, 4, 6, 8, 10)
- Screenings are required unless parents complete an opt out survey. The survey will be sent during the first semester.

### Permission to Screen

The Arkansas Virtual Academy will hold hearing and vision screenings at designated sites during the school year. Dates and locations will be communicated to families. The screenings will be walk-in, and students will be served in order of arrival. Parents do have the option of taking their student to a primary care physician or their local health unit and provide documentation of completion of screening to ARVA. A parent/guardian of the named student must give permission for hearing and vision screenings to be conducted.

### Declining Permission to Screen

A parent/guardian of the named student may **DECLINE** all screenings **BUT** understands that they will be responsible for obtaining vision and hearing screenings for the named student from a health care provider or local health unit. The parent/guardian also understands that official documentation stating that the named student has received the required vision and hearing screening must be provided to the school as soon as these services can be arranged.

### Suicide Prevention

At ARVA we believe that the health and well-being of our students is of the highest priority. To this end, we have developed a suicide prevention public awareness program to support our students. This program includes:

- staff training describing how to recognize suicidal signs and the steps to take if a staff member suspects suicidal behavior, including how to work with the family and when to refer for further support.
- role and age-appropriate training for students, learning coaches, and parents to better understand how to recognize warning signs as well as how to seek help.
- one-on-one support for the family through our school level counselors.
- sharing available resources with families, such as *The National Suicide Prevention Lifeline*, 800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) as well as student and family training through the Cook Center.

## Treatment Facilities

If an ARVA student should need to enter a treatment facility for behavioral, mental health or other reasons, the student's or teacher must be notified immediately. The student may need to be listed as a public-school student with the facility so that proper attendance tracking to the Arkansas Department of Education can be managed. If so, student will be withdrawn from ARVA's enrollment, but their seat will be held for 10 consecutive days. If the stay is extended, the student will be withdrawn from ARVA unless the facility agrees to allow the student to enroll with ARVA and provide a learning coach for the student while in-patient. It is imperative that Arkansas Virtual Academy, a public school, monitors and correctly reports attendance of its students to the Arkansas Department of Education. Provided the student was previously compliant and enrollment is still open, the student may request re-enrollment upon discharge.

## Student Information

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

The Family Education Rights and Privacy Act (FERPA) gives parents and students over 18 years of age ("eligible students") certain rights regarding the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access

To request an inspection and review, the parent or eligible student should submit a written request to the office administrator that identifies the record(s) they wish to inspect. The office administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school administration; clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA allows disclosure without consent.

One exception, which permits ARVA to disclose information without consent, is when the school discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to ARVA as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the school; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605

- (5) FERPA Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Arkansas Virtual Academy with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ARVA may disclose appropriately designated "directory information" without written consent, unless you have advised ARVA to the contrary in accordance with ARVA procedures. The primary purpose of directory information is to allow ARVA to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production.
2. The annual yearbook.
3. Honor roll or other recognition lists.
4. Graduation programs; and
5. Shipment of computer and school materials to and from student's home
6. Entry of student enrollment information into a computer database for use by school officials

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want ARVA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School Operations Manager, [operations@arva.org](mailto:operations@arva.org), in writing by the second full week of school. ARVA has

designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

If there are certain items the school has chosen to designate as directory information that you do not want disclosed from your child's education records, without your prior written consent, please send an email to [operations@arva.org](mailto:operations@arva.org) identifying the information you do not want disclosed, your student's name, and any edits to the ARVA office.

#### Protection of Pupil Rights Act (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Arkansas Virtual Academy policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Arkansas Virtual Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Arkansas Virtual Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Arkansas Virtual Academy will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Child Find

The Arkansas Virtual Academy has the responsibility to locate and identify children who are suspected of having a disability. Parents and Learning Coaches can refer their student if they suspect that the child has a disability. ARVA teachers and staff also have the responsibility to refer a student that they suspect may have a disability. Parents should call the Special Programs department in the ARVA office at 501-664-4225 for additional information or assistance with referring a student for Section 504 Services or Special Education.

## Change of Contact Information

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

## Confidentiality

Every effort is made to maintain the confidentiality of students attending ARVA. Before confidential student information is transferred over the Internet, it is password protected or encrypted and can only be decrypted by another party employed or assigned by ARVA. The Arkansas Virtual Academy has appointed a records officer in the interest of protecting the confidentiality of personally identifiable data regarding students with disabilities. Student files are accessible only to employees of ARVA who have an interest in the education of its students. Parents and students should be careful not to share their K<sup>12</sup> Online School username and password with any unauthorized individuals. In any case, where a parent or teacher believes the security of the Online School has been compromised, the parent should use the tools provided in the Online School to change their username and password.

## Non-Discrimination Policy

Arkansas Virtual Academy shall not discriminate in their educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.

## Title IX

Title IX defines sexual harassment as unlawful discrimination that includes sexual assault, domestic violence, dating violence, and stalking. Sexual harassment is conduct that:

1. Is sexual in nature
2. Is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies or limits a student's ability to access and/or participate in or benefit from a school's educational program or activity.  
"Sexual assault," "dating violence", "domestic violence", or "stalking" as those terms are defined under other Federal laws called the Clery Act and the Violence Against Women Act. Sexual harassment can be verbal, nonverbal or physical.

Any individual, who believes they may have experienced any form of sex discrimination or sexual harassment, or who believes that they have observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures from any of the following:

**Title IX Coordinator:** Rhonda Soule, Operations Manager  
717 W 7<sup>th</sup> St, Little Rock, AR 72201  
[rsoule@k12.com](mailto:rsoule@k12.com)

### Constitutionally Protected Prayer Policy

The ARVA Board of Directors and ARVA administration are committed to ensuring no policies are in place which prevent or otherwise deny participation in constitutionally protected prayer in public schools as set forth in the guidance for Section 9524 of the Elementary and Secondary Education Act (ESEA) as amended by No Child Left Behind (NCLB).

### Student Records

Student records are maintained in the ARVA district office. A copying fee may be assessed for records requested from the ARVA office. Parents are encouraged to keep a copy of any records submitted to ARVA. If parents/legal guardians change their address, telephone, cell phone, email address, or place of employment, they are asked to notify their homeroom teacher immediately. Parents are responsible for keeping contact information current within the account setup section of the Online School. If a student transfers to another school from ARVA, the policy is for the new school to contact ARVA for records. An official records request should be submitted by the new school. Schools will contact the ARVA administrative office for request of records.

### Permissions

#### **Photography, Testimonial and Interview Release**

ARVA requests permission to utilize student and learning coach photos, testimonials, and interviews. Please see the release agreement in Appendix D. If you DO NOT wish to have your student's photo, testimony or interview released for ARVA use, please contact Gina Moore ([gmoore@arva.org](mailto:gmoore@arva.org)) with a statement to this effect.

## ***Computer and Internet Information***

### Internet Safety Policy

#### **Introduction**

It is the policy of Arkansas Virtual Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [*Pub. L. No. 106-554 and 47 USC 254(h)*]

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**



To the extent practical, parents should consider using technology protection measures (or “Internet filters”) to block or filter Internet, or other forms of electronic communications, and access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Arkansas Virtual Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Arkansas Virtual Academy staff and learning coaches or parents/legal guardians to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the parent, legal guardian, or designated representative, such as learning coach.

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

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

A stipend check will be mailed to the address provided within the Online School for those families enrolled through the end of the school year. Address changes must be submitted through the child’s or teacher and must be up to date by June 1. ARVA will not re-issue any checks due to addresses not being updated in the system. Internet stipends will be pro-rated per enrollment date. The ISP stipend will occur annually, and the check will be mailed during the summer prior to the start of a new school year. Students who withdraw before the last day of school will not receive the stipend. Families do not need to complete any additional documents but must report income and number of household members during enrollment and annual registration. Updated financial documents may be requested to ensure stipend accuracy.

Internet stipends may not be provided to families who fail to comply with the attendance, progress, and ARVA staff communication policies. Additionally, families who elect to be part of the ARVA Hotspot program will not be eligible for the ISP Stipend.

### **Computer Use Policy**

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

- Any computer use that violates federal, state, or local law or regulation including copyright infringement and other unlawful behavior
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks
- The use of ARVA Internet-related systems to access, transmit, store, display, or request inappropriate materials
- Any use that is deemed to adversely affect ARVA

### Computer Requirement and Distribution Policy

Each ARVA family is required to have a computer that meets the minimum specifications necessary to access the K<sup>12</sup> Online School. Families must acquire and maintain Internet access throughout the year to participate in the school.

A computer system and printer may be loaned upon approved enrollment of the new student(s) in ARVA. K-5 families would receive one laptop computer, while every middle and high school student would receive an individual laptop. Multiple computers loaned to a single family in grades K-5 would be subject to review. This loan is based on the financial need of the family and/or those approved students whose family qualifies for the federal free-or-reduced meals program and who need a computer system. This determination will take place during the enrollment process. Families may elect to waive the loan of a computer system. Sometimes situations change, and a need may arise later. If that happens, please contact your child's homeroom teacher to determine eligibility for a computer loan.

If using a personal computer, please verify that it meets the minimum requirements for successfully launching K12 systems and curriculums. You can verify this information by reviewing the minimum requirements at <https://www.help.k12.com/s/article/K12-Computer-Technical-Requirements>.

**K<sup>12</sup> Online High School and Middle School (Desire to Learn):** We recommend using Firefox 22 or the latest version of Chrome when on the Online High School or Middle School platform. Users have reported issues with Firefox 23 and higher, IE 11 and Chrome 26 when in the Online High School.

### Internet Connections

It is highly recommended that a broadband connection be used instead of dial-up. If dial-up is all that is available to a student, contact should be made with Arkansas Virtual Academy to obtain proper settings and systems requirements for optimal use.

### Gigabyte Usage

The amount of data transferred over your Internet connection each month depends on the student's enrolled course(s). We are not able to provide this information. Please contact your Internet Service Provider if you have concerns.

### Additional Concerns

- Pop-up Blockers can affect your ability to access the Online School.
- Internet Security Products, such as Norton, can inhibit your online experience.
- Cv Software firewalls installed on your PC often will cause accessibility problems.
- Firewalls must have port 8080 open to both TCP and UDP traffic to allow access to the Online School.

- Touchscreens and Wacom tablets can interfere with accessing links in the Online School. Please see the manufacturer's support site for instructions on how to configure these devices to work consistently with Flash Player.
- PLEASE NOTE: Chromebooks and iPads are suitable for day-to-day learning and activity. However, Chromebooks are NOT compatible with the required State virtual testing.

## Technology Troubleshooting

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

- K<sup>12</sup> Technical Support - Phone: 866-512-2273 (866-K12-CARE)  
K<sup>12</sup> Technical Support is open 24 hours a day and 7 days a week.

If the issue does not get resolved within 24 hours, please contact your teacher for assistance. You may also visit [www.help.k12.com](http://www.help.k12.com) for basic troubleshooting, instructional articles, basic information, etc.

## School Property

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

**Missing Materials** - The Arkansas Virtual Academy provides students with complete sets of materials for each subject. Families are provided with a packing list for each subject, and it is the responsibility of the parent/responsible adult to check the packing list against the items shipped. If items are missing, the parent/responsible adult is accountable for notifying K<sup>12</sup> Customer Support within two weeks of receiving the materials so that a missing materials report can be submitted to have the items provided. Missing materials that are reported mid-year may be considered lost materials and could result in charges to the family for replacement.

**Lost or Damaged Materials** - Materials that are lost or damaged should be reported to K<sup>12</sup> as soon as possible. The parent or responsible adult is liable for the cost of replacing lost or damaged materials.

**Consumable Materials vs. Returnable Materials** - At the beginning of the school year, parents/responsible adults will be provided with a list of returnable items. All items on the returnable list cannot be written in and must be returned. Pre-paid shipping labels will be sent to expedite the return of materials. Shipping labels will be sent by K<sup>12</sup> for materials to be returned to K<sup>12</sup>, and shipping labels will be sent from Arkansas Virtual Academy for materials to be returned to Arkansas Virtual Academy (graphing calculators). The parent/responsible adult will be accountable for the replacement cost of any item on the list that is not returned. Consumable materials are not required to be returned.

**PLEASE NOTE:** When a student withdraws prior to the end of the school year, **all items**, regardless of condition, must be returned. This includes student and learning coach printed pages. For more assistance regarding materials, please click on the [link](https://www.help.k12.com/s/topic/0TOU00000000jwmOAA/Materials%20Lists#?tabset-26361=2). <https://www.help.k12.com/s/topic/0TOU00000000jwmOAA/Materials%20Lists#?tabset-26361=2>

## Computer Reclamations

Arkansas Virtual Academy leases computer equipment from K<sup>12</sup>. All families who are loaned computer equipment during the school year must follow the instructions below for returning the loaned computers and other equipment. Computers will be reclaimed when students leave the school or due to equipment failure.

Labels are sent via email and include instructions regarding the scheduled pick up of the equipment. To reschedule pickup, parents contact K<sup>12</sup>'s designated vendor for handling replacement computers directly. This information is included in the return instructions.

### Materials Reclamation

Arkansas Virtual Academy leases learning materials from K<sup>12</sup> and issues them to enrolled students. Upon course completion, promotion, withdrawal, or the end of the school year, K<sup>12</sup> issues UPS shipping labels to the family to return the appropriate materials to K<sup>12</sup>. Families package the materials, attach the K<sup>12</sup> provided UPS shipping labels, and take the packaged materials to a UPS Store or other UPS drop off facility.

Materials reclamation is the process where families return the material leased by the school to K<sup>12</sup>'s logistics vendor.

There are four ways reclamations might be triggered for a student's materials:

1. The student has been promoted in the course by the school.
2. The course has been dropped from the student's roster of courses by the school.
3. The student has been withdrawn from the school.
4. At the end of the year, materials reclamations are triggered for enrolled students as an end-of-year event. Emails and ground mail packets are sent to all enrolled families within two weeks of the school year ending. This allows families the option to return the materials promptly after the school year is completed.

Not all materials are required to be returned. Each family receives a specific list of the materials they are expected to return.

Families receive labels to return their course materials via emails from K<sup>12</sup> or via US mail with their reclamations list. Families should return course materials within three weeks of receiving their shipping labels.

Families are expected to:

- Appropriately package the materials in boxes (boxes the materials were shipped in originally can be re-used).
- Adhere the labels securely to the boxes.
- Take the boxes to a UPS Store or other UPS drop off location.

For their own records, it is recommended that families record the tracking numbers on the labels they were issued. This number begins with 1Z and is printed clearly on the label.

## ***Discipline and Engagement Process***

### Student Code of Conduct and Acceptable Use Guidelines

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

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

Students enrolled in ARVA should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

#### **Failure to Follow These Guidelines Could Result in the:**

- Removal of student access to ARVA instructional computing resources, which could result in his/her inability to complete learning activities.
- Suspension or expulsion from ARVA.
- Involvement with law enforcement agencies and possible legal action.

#### **Accountability**

Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.

- Students must use only their own usernames and passwords and must not share these with anyone.
- Students must log into Class Connect sessions via the Class Connect link within the OLS with first and last name only.
- Students may not interfere with other user's ability to access ARVA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students should change their passwords frequently, at least once per semester or course is encouraged.
- Students must not publicly post any messages that were sent to them privately.
- Students must not download, transmit or post material that is intended for personal gain or profit, non-ARVA commercial activities, non-ARVA product advertising, or political lobbying on an ARVA owned instructional computing resource.
- Students may not use ARVA instructional computing resources to sell or purchase any illegal items or substances.
- Students are not allowed to upload or post any software on ARVA instructional computing resources that are not specifically required and approved for student assignments.
- Students may not post any MP3 files, compressed video, or other non-instructional files to any ARVA server.

#### **Prohibited Conduct**

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

- Disregard or disrespect for directions of teachers, school staff, or administrators
- Disruption and/or interference with the normal and orderly conduct of school and school-sponsored activities
- Use of profanity, vulgar language, or obscene materials
- Engaging in insults, verbal abuses such as name calling, ethnic or racial slurs or using derogatory statements to other students, school personnel or other individuals
- Bullying behaviors that are intended to harass, intimidate, ridicule, humiliate or instill fear in another individual
- Insults or attacks of any kind against another person
- Harassment (posting unwelcome messages to another person) or use of threats
- Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.

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

### Tobacco/Drug/Alcohol Policy

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

Students participating in this behavior will be subject to disciplinary action

### Student Internet Safety

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

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

### Network Etiquette

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

Please abide by these standards:

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

### Discipline for Conduct Offenses

<b>Student Offense</b>	<b>School Action</b>
<b>Truancy:</b> A student will be considered truant after 5 consecutive absences and with no contact between the parent/guardian and the school.	Failure to attend 5 days without excuse will result in charges of truancy reported to the building level administrator. Additionally, any student with 10 consecutive absences, with no parent communication to the school, may be withdrawn. See truancy policy in the Attendance section.

<p><b>Academic Dishonesty:</b> A student becomes academically dishonest when they plagiarize words or ideas from another source and present them as their own, submit coursework that is not original, or do not conduct themselves honestly during standardized assessments.</p>	<p>ARVA students are required to attend, complete, and submit all work as their own for all school course assignments and state standardized testing. Teachers closely monitor academic integrity in all areas of student work and attendance. If a student is found to have plagiarized, cheated, or falsely identified themselves, the ARVA teacher or test examiner will intervene immediately to further research the possible infraction. A meeting may be scheduled by ARVA faculty or staff with ARVA Administration and disciplinary consequences may result. Please refer to the Academic Integrity section of the handbook for specific steps.</p>
<p><b>Assault, Verbal/Threats/Intimidation:</b> Any action written, spoken, or visual that is threatening or violent toward another student or ARVA staff member or that is meant to intimidate the recipient.</p>	<p>Administrator will be informed and appropriate actions taken, including but not limited to reporting the threat to the local authorities, removal of student from whole group classes, suspension of attending in person events, and referral to the engagement process.</p>
<p><b>Inappropriate Behavior or Actions during Online (Class Connect) Sessions:</b> Behavior that is disrespectful, bullying, inconsiderate or generally inappropriate.</p>	<p>The ARVA teacher has full control over privileges within the online sessions. A student misbehaving may be removed from the session without warning. The student will have a follow-up conference regarding this matter and disciplinary consequences may follow. The school has the right to trace the IP address and retrieve contact information from any person signing into the online classrooms.</p>
<p><b>Inappropriate Use of the Computer</b> A specific set of procedures, conditions and legal restrictions guide the use of school-owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer. Parents should maintain their user password confidentially and not tell others.</p>	<p>Dependent upon the misuse of the school computer, the Executive Director will determine the disciplinary consequences, including loss of privileges, or expulsion.</p>
<p><b>Disrespectful Behavior, Inappropriate conduct and/or Insubordination</b> Students and parents must comply with the reasonable directives of school personnel in a timely and cooperative manner. Students or parents who refuse to comply with a reasonable directive, or who use a profane means of expression toward school personnel, will be assigned a range of consequences.</p>	<p>Referral to the engagement process along with Administrator review.</p>

<p><b>Dress, Hats, and Backpacks/Handbags</b> ARVA students are to dress tastefully and appropriately for weather conditions during live class sessions, outings or other school events. Parent support is important in the effort to maintain a productive academic atmosphere.</p> <ul style="list-style-type: none"> <li>• Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders.</li> <li>• Pants, skirts, and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed. Footwear is required always during school events. Clothing or bags bearing imprinted messages or images must not promote a lifestyle that is inconsistent with good taste, educational values and wellness.</li> </ul>	<p>Students may be asked to change clothing, turn inside-out, or leave the premises.</p> <p>Backpacks, bags or handbags may be subject to search at school events, outings, or testing.</p> <p>An administrative meeting may follow.</p>
<p><b>Weapons</b> Weapons are not permitted in any facility used by ARVA, in live class connect sessions, during school events, or outings. This includes during any standardized testing times. Arkansas law includes weapons, firearms, knives, cutting tools, or any instrument capable of inflicting bodily injury. This means a small pocketknife in a school setting is considered a weapon and can result in serious disciplinary action.</p>	<p>Arkansas law calls for student expulsion from school at the discretion of the Executive Director for any student who possesses a weapon on school property. This action is serious because of the serious nature a weapon poses. The Executive Director and Administrative team will review the infraction, inform the local authorities, and determine course of action.</p>
<p><b>Vulgar/Obscene Language, Gestures, Displays</b> To establish and maintain an atmosphere of propriety and decorum, students are to refrain from inappropriate, vulgar, and obscene language use, gestures, and displays.</p>	<p>Depending on the severity and/or degree of exposure to others, vulgar/obscene language, gestures, or displays will result, at a minimum, in a conference with school administration. Student may be referred to the school engagement process.</p>
<p><b>Sexual Harassment</b> Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the workplace.</p>	<p>Administrators will review the situation and student may be referred to the school engagement process.</p>

## Problem Resolution

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

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

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

**Step 2:** If the concern is not resolved at this level, please email the appropriate principal by grade level.

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

**Step 4:** If you still have questions or concerns, please contact the Executive Director.



## Engagement Process

As an open-enrollment public charter school, ARVA is required to monitor student attendance and progress, in accordance with all applicable statutes and State Board of Education rules and regulations. Arkansas Virtual Academy student attendance is recorded by the time logged within the Online School. Arkansas Virtual Academy teachers and administration will monitor student attendance and progress, which will be a determining factor in student advancement to the next curricular level and continued enrollment in ARVA. See the Uniform Grading Scale policy in this handbook for additional detail. An ARVA parent or student may be identified for engagement support for any of the following reasons:

- Failure to make sufficient progress as established during student conferences (10 or more lessons overdue)
- 3 days of no log in
- Failure to communicate with or respond to staff/teacher/administrator phone calls, emails
- Failure to accept any ARVA certified mail
- Failure to participate in scheduled parent, student, & teacher conferences
- Failure to attend required Class Connect sessions
- Failing 3 or more courses due to no log in or overdue assignments (MS/HS)
- Failure to submit required work by deadlines
- Failure to participate in state-mandated assessments
- Failure to participate in school required assessments
- Falsifying progress or student work in the Online School
- Providing student(s) access to adult's Online School username/password
- Failure to participate in required intervention programs or sessions
- Failure to follow other school policies
- Failure to follow Individualized Learning Plan (ILP) requirements
- Failure to comply with agreed provisions set forth within a qualifying student's Individualized Education Program (IEP)

Cyber-bullying and/or inappropriate behavior in any online capacity or at any ARVA event

Engagement procedures:

**Check #1:** Homeroom teacher makes second phone call/attempt to reach the Learning Coach and/or Legal Guardian. If no contact is made, the homeroom teacher will attempt to contact all emergency contacts and save as a note in the system. The Homeroom teacher will create a Back on Track (BOT) plan that is reasonable for completion in one week and all contacts will be documented in the Teacher Running Note.

**Check #2:** Steps from Check #1 will be repeated. Additionally any special services personnel will be contacted for review. The school Administrator will contact the family and log as an Admin running Note. Administrator will also review status of siblings and contact any other building level principal needed.

**Check #3:** Steps from Check #1 are repeated and special services will review for any needed review meetings. Academic Administrator will contact the family and all Back on Track plans, documentation and outcomes will be reviewed.

**Check #4:** This final review of the student will include the Academic Administrator final review of the student, their engagement, and outcomes. The Academic Administrator will determine removal of student.

**Re-engagement:** When a student appropriately re-engages at any of the check points, they will receive continued support from the Homeroom teacher, Administrator, and Academic Administrator. Students will have weekly contact to ensure their extended engagement.

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

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

### Manifestation Process for Non-Compliant Students:

#### **504 and IEP**

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

1. ARVA's engagement policy is followed for any students regardless of disability through Check #2. This is used for truancy, misconduct, and general non-compliance. Upon escalation to Check #3, the IEP case manager, 504 manager, principal, and special programs manager are advised.
2. A manifestation determination conference is scheduled with a 5-7day notice. This is sent via email, and phone call to a parent when scheduling. The special education teacher/504 coordinator will send out a meeting request to the general education teacher, special programs manager, principal, and other IEP team members as well. This notification includes an email, a phone call attempt, and a certified letter.
3. The meeting will be held in the school required platform and a decision as to whether the act of misconduct is a manifestation of the student's disability will be determined by the team.
4. The finalized documents will be uploaded to Yellow Folder and a copy of the forms will be sent to the parent.
5. The case manager will log a note in TVS/PowerSchool to show that a manifestation was held and whether the misconduct was a manifestation of the student's disability.
6. After a manifestation is held, it is up to the administration as to whether to proceed with the NC3, based on the team's decision from the meeting.

### English Language Learners:

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

### Curriculum Lock/Course Suspend

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

## Re-Enrollment Policy for Removed Students

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

## Cyber-bullying/Bullying Policy

### BULLYING (Act 1437 of 2005)

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

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

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

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

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

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

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

Students who engage in bullying:

- a) During school-on-school property, during and/or while in route to or from any school function in connection to or with any district sponsored activity or event, or
- b) By an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion

This section shall apply to an electronic act originated with school equipment and/or during school online activities if the electronic act is directed specifically at students or school personnel and maliciously intended for disrupting school and has a high likelihood of succeeding in that purpose. School employees who witness bullying or have reliable information

that a pupil has been the victim of bullying, as defined in this policy, shall report the incident to the building principal immediately.

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

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

Bullying and cyber-bullying are prohibited:

- a) While during school, on school equipment, at school-sponsored events
- b) By an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment, whether the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, the learning environment, and has a high likelihood of succeeding in the purpose  
(Act 681 of 2003; Act 115 of 2007)

## ***Parent and Student Engagement***

### **Parent Engagement**

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

Parental engagement policies require an annual update developed jointly by the Parent and Family Engagement Coordinator and the Parent and Family Advisory Committee. The ARVA Board will review and approve these new policies by Aug. 1<sup>st</sup> of each school year. Once the ARVA Board approves the policies for district, elementary, middle, and high school, they will be emailed to parents and posted on the school's website: [www.arva.k12.com](http://www.arva.k12.com).

### **Volunteer Opportunities**

Arkansas Virtual Academy appreciates volunteer service for a variety of student outings, testing events, and extracurricular activities. If interested in participating in these activities, please reach out the Family Engagement and Support Administrator to learn more.

To provide a secure experience for all students and families, Arkansas Virtual Academy reserves the right to require background screening for volunteers.

### **Parent Responsibilities**

#### **Beginning of the year:**

- Report to ARVA any changes in phone, email, mailing or shipping address information
- Acquire basic school supplies when needed
- Participate in Strong Start provided by Arkansas Virtual Academy

- Report any missing/damaged materials and computer equipment to K<sup>12</sup> Customer Support within 2 weeks of delivery
- Set up learning space and organize materials
- Participate in online meetings via Class Connect and phone conferences
- Participate in Individualized Learning Plan (ILP) conference with teacher

**Daily:**

- Check for email and voicemail from teacher and respond
- Follow and complete the scheduled daily K<sup>12</sup> lessons as shown in the Online School
- Record progress/assessment results
- Review K<sup>12</sup> lessons for next day and gather all necessary materials

**Weekly:**

- Complete computer maintenance: clear cache, defragment the hard drive, complete disk clean-up, update Windows and virus software
- Run virus scan
- K-5 only: Review student work completed including not mastered lessons, overdue lessons, teacher-assigned assessments, and PBL projects. 6-12 only: Review student grades submitted and overdue assignments (check more frequently for students struggling to meet deadlines)
- Review and prepare K<sup>12</sup> lessons for the next week and online meetings as needed
- Note any topics to discuss at the next regularly scheduled conference

**As Required or Scheduled:**

- Student and parent conference with ARVA teacher/staff during regularly scheduled time
- Collect and submit work samples
- Report computer problems immediately to your teacher and to K<sup>12</sup> Customer Support at 1-866-512-2273 (866-K12-CARE)
- Implement, review, and revise Individualized Learning Plan (ILP) with ARVA teacher
- Participate fully in the implementation and execution of the agreed ILP
- Attend special education conferences: Individualized Education Program (IEP)/504 placement meetings (if your child is identified with special needs) and report any changes/meetings to your teacher immediately
- Ensure all provisions of the Individualized Education Plan (IEP) as appropriate within the learning coach role
- Review and update student progress and established goals with ARVA teacher
- Complete parent surveys for K<sup>12</sup> and ARVA
- Attend training sessions, meetings, and testing workshops
- Report contact information changes immediately (address, email, phone) to child's teacher

- Attend outings (optional)

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

- Gather returnable materials and prepare for shipping/return to K<sup>12</sup> for all materials except graphing calculators and supplemental hardware or software provided by Arkansas Virtual Academy
- Review/discuss course placement with your teacher for the following year

#### **Parent/Teacher Communication**

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

Email and telephone are the primary sources of contact between the ARVA teacher and the parents; therefore, it is essential that parents check their email and voicemail at least twice a day. Parents should promptly reply to emails or voicemails received from ARVA or K<sup>12</sup>. Arkansas Virtual Academy teachers are instructed to allow their voicemail to answer all incoming calls. This allows the teacher to thoroughly research the answer to questions or problems posed by the parent and to prioritize returning calls to make the most efficient and effective use of their time. Teachers are discouraged from conducting school business via texting. Talking Points is a monitored texting application that can be utilized by teachers to communicate with students and families. Clearly, texting while driving is very dangerous, and we urge that you not text while driving under any circumstance. The school would be held harmless.

All communications between ARVA administration, ARVA teachers, the parent/learning coach, students, and other parties directly related to ARVA must be conducted with appropriate professionalism. Demeaning or profane language, derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communications in email, by phone, within Class Connect, and the ARVA Facebook page. Any communications that are deemed inappropriate or disrespectful will be documented. Parental conduct must be equally kind and respectful and any legal guardian or learning coach who chooses not to conduct themselves within this expectation could face non-compliance and ultimately student removal if a respectful balance cannot be maintained.

#### **Regional Community Coordinators**

Each new ARVA student will be assigned a Regional Community Coordinator. RCC will act as a starting point of contact for each new student to assist the family with acclimating to the online school environment. The Regional Community Coordinators will assist in onboarding but will also cooperate with the homeroom teacher to ensure connectivity of the homeroom teacher as the main point of contact.

The RCC role will largely be to connect students and families together within regions. The RCC will provide face to face opportunities, operate peer tutoring groups, and provide resources as needed to families within their geographical zone. The RCC will work to identify opportunities for students and families to connect and socialize as part of their school experience, thus creating a micro-school within the regional community they serve.

The Regional Community Coordinator duties will include but are not limited to:

- Build relationships
- Serve as a single point of contact for new students
- Monitor attendance
- Provide early intervention and referral
- Provide additional resources and strategies for success
- Collaborate with teachers and support staff
- Act as a liaison for student needs
- Monitor and motivate compliance

Families can expect to hear from their RCC early and often.

For more information, please contact Gina Moore, Parent & Family Engagement Coordinator: [gmoore@arva.org](mailto:gmoore@arva.org)

### Parent/Teacher Conferences

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

### Social Media Usage

Social media is any tool or service that facilitates back-and-forth communications over the Internet. Social media applies not only to current “big names” such as Facebook®, Instagram, and Twitter™, but also applies to other platforms utilized that include user interactions, which may not be thought of as social media. Platforms such as YouTube™, Flickr™, blogs and wikis, just to name a few, are all part of social media. As technology advances, the list of platforms will change and grow.

Parents and students must not use vulgar, obscene, abusive, or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from, or links to, suggestive, lewd, or otherwise inappropriate websites. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

Part of the appeal of social media participation comes from the sense of community and the direct connection the web allows people to have. To nurture and preserve the ARVA community through social media relations, we ask for the following:

- Always respect the members of the community of which you are a part.
- Always consider and respect others’ right to privacy.
- Always be respectful in your engagement and use the appropriate tone.
- Be aware that whatever you publish via social media and/or on the Internet can be archived, found, and may be permanently associated with you, your name, and can have a permanent impact on your professional opportunities as an adult.

- Be aware that any statement which meets the definition of bullying will be punishable in accordance with the school's Cyber-bullying policy.

The ARVA Facebook® page and other social media outlets should be used to promote school community news, best practices, and events, and should not be used to advance personal agendas. If a post, profile picture, or communication is made which infringes upon the parameters of this policy, the post will be removed, and the user account associated with ARVA organized social media platforms could be blocked from further use at the discretion of ARVA administration. If you have any doubts about publishing comments, photos, etc., please contact your homeroom teacher prior to posting. The school has the right and responsibility to remove any seemingly harmful post for any reason it deems necessary. Arkansas Virtual Academy will be held harmless should any post be considered inappropriate that is not removed prior to being viewed.

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

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

Students are encouraged to participate in ARVA endorsed organizations. These are an integral part of the educational program at ARVA and provide students the resource to share common interests. All student organizations will operate according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability, or national origin.

### **Student Organizations**

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

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

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

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

- 1) Sponsors are accountable for maintaining discipline among student participants in ARVA clubs and activities that they sponsor, including enforcing the student conduct code set forth in this handbook and additional approved rules relevant to the club and/or activity.
- 2) Sponsors must provide student participants a written student conduct code that identifies offenses that may result in the student being excluded from further participation in the activity, whether temporarily or for the remainder of the school year. The school administration must approve the written code of conduct, and a copy will be maintained at the ARVA office. The student's parent/guardian will be given a copy of the code of conduct, and the sponsor will maintain a signed parent/guardian form.



- 3) When a sponsor is considering excluding a student from participation, whether temporarily or for the remainder of the school year, the sponsor should:
- a) Conduct an informal conference with the student and parent during which he/she should advise the student of the alleged offense, explain the evidence that forms the basis of the allegation and allow the student to respond to that evidence.
  - b) If the sponsor then decides to exclude the student from participation, the sponsor should notify the principal and the student's parent/guardian in writing. This written notice will include the offense for which he/she will be excluded and the term of the exclusion.
  - c) The informal conference need not occur before a student is excluded from participation where circumstances justify emergency removal pending an investigation.
  - d) The parent/guardian of a student may appeal the exclusion from participation to the principal with a written request. If the exclusion is upheld by the principal, the parent/guardian may appeal a decision to the Academic Administrator, then the Head of School and the ARVA Board. All ARVA Board decisions will be final.

### Student Outings

Arkansas Virtual Academy will sponsor a variety of outings for students and families on a regular basis that enhance the K<sup>12</sup> curriculum/learning activities. While attendance is not mandatory, it is an opportunity to meet other ARVA families and staff, have conversations, share practices that work, and provide academic enrichment.

Legal guardians or learning coaches must stay onsite with students who have medical concerns or known life-threatening allergies so that appropriate care and observation may be provided.

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

Arkansas Virtual Academy students are expected to dress appropriately when attending outings. Examples of inappropriate dress have been provided below, but are not limited to:

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

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

## Parent/Student Contract

Parents are required to sign an agreement with the “I understand” statements within the Parent/Student Contract. (See the contract in Appendix A.) By completing the survey showing receipt of the handbook, parents are also agreeing to the statements within the contract.

# Elementary Policies

Grades K-5

## Admission

See also District Admission Policies

## School Transfers

Any K-5 student transferring from an accredited school to Arkansas Virtual Academy shall be placed into the same grade the student would have been in had the student remained at the former school. Home-schooled children and those from non-accredited schools will be evaluated by ARVA staff to determine their appropriate grade placement.

## Academics

### Arkansas History

The Arkansas Department of Education standards require that all public-school students receive instruction in Arkansas History as applicable by grade. Students in 4<sup>th</sup> grade will have an Arkansas history course to work through in the Online School, and there will be additional emphasis of one unit of Arkansas History in 5<sup>th</sup> grade. 5<sup>th</sup> grade students will be provided additional resources for Arkansas History and teachers in 5<sup>th</sup> grade will be holding some live sessions to focus on the history of Arkansas. At the end of the school year, learning coaches are responsible for completing a survey stating that the student completed the appropriate number of hours in 5<sup>th</sup> Grade Arkansas History.

### Health and Safety

Families will be provided grade-level health and safety educational lessons. These lessons shall provide content and learning experiences in nutrition, disease prevention, human growth and development, healthy life skills, personal health and safety, community health and promotion, decision-making skills, interpersonal communication skills, and information regarding the use and abuse of medications, alcohol, tobacco, and other drugs. Students are required to have 45 minutes of instruction in health and 15 minutes of instruction in safety each week. Learning coaches are responsible for completing a survey at the end of each semester stating that the student has completed the appropriate number of hours for each quarter.

### Physical Education

Research has shown that active children become active adults. Physical education is a requirement for every public-school student who is physically able to participate. Public school students, grades K-5, are required to participate in a minimum of sixty (60) minutes of physical education training and instruction and ninety (90) minutes of physical activity each calendar week of the school year. Learning coaches are responsible for completing a survey at the end of each quarter stating that the student has completed the appropriate number of hours for each quarter. Per the Arkansas

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

### 3.0 Definitions

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

### Technology

Families will be provided grade-level technology lessons. Students are required to have 60 minutes of instruction each week. Learning coaches are responsible for completing a survey at the end of each semester stating that the student has completed the appropriate number of hours for each quarter.

### Student Work Samples

The Arkansas Virtual Academy requires that parents maintain samples of student work for submission to teachers for corrective feedback. Work samples are a tool that teachers utilize to ensure adequate educational progress and development. Work samples for all grades K-5 are generally submitted electronically. Students failing to submit work samples when requested will be considered non-compliance. Work samples will not be returned to families. Work samples include student projects, in class assignments, and could extend to a teacher's request for samples beyond what may be regularly collected.

### Uniform Grading Structure

Arkansas Virtual Academy parents or guardians shall be kept informed concerning the progress through course content and their student's mastery of course content. The Online School (OLS) is the electronic platform where K-5<sup>th</sup> grade students access courses and assessments. The OLS offers an ongoing report of a student's academic progress. A parent or guardian may log on to the system at any time and view this information. Students' grades shall reflect only the extent to which a student has achieved the expressed mastery of the educational objectives of the course. Our goal is to support our students to complete 100% of the assigned curriculum at 80% mastery or greater. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

**K-5 Students:** Your child's score on the uniform grading scale will be derived from the following categories


#### **K-2 Math and ELA Only ( Star Mastery)**

**Advanced** – This score is earned when a student has tested above benchmark on the state assessment.

**Proficient** – This score is earned when a student has tested at benchmark on the state assessment.

**Basic** – This score is earned when a student has tested below benchmark on the state assessment.

**Below Basic**– This score is earned when a student has tested far below benchmark on the state assessment.



## Standards Mastery Rubric

The following learning goals are designed with the idea that students learn skills and understand concepts in a progressive way. The scale is broken down into four categories, 0-4, for each standard. Each category has its own learning goal.

Using learning goals and scales can encourage students to take ownership of their learning by recognizing what they already know and creating a clear goal of what they are expected to learn.

Scale	Learning Goals		
4	Typically, very few students perform at this level.	<b>Superior Performance</b> Well beyond proficient grade level performance.	Student exceeds grade level expectations by independently applying and utilizing concepts and skills at a deeper level.
3	This level should be celebrated!!	<b>Meets the Standard</b> Solid academic performance.	Solid academic performance. Student demonstrates proficiency of grade level skills and concepts independently.
2	This level indicates ongoing growth.	<b>Partial Mastery</b> Making progress toward the standard.	Student is progressing towards an understanding of grade level concepts and skills with ongoing growth.
1	This level indicates significant support is needed from teachers and LCs.	<b>Minimal Performance</b> Making minimal progress toward the standard.	Student is making minimal progress toward the understanding of basic skills and concepts.
0	Retention may be needed	<b>No Mastery Observed</b>	Student is not completing or making any progress to show mastery of grade level skills.

**K-5 Assessment Mastery Score** = proficiency of course content where students demonstrate learning on teacher created assessments and assignments, including project-based learning activities.

Score 4 – **Superior Performance** - Well beyond proficient grade level performance. Student exceeds grade level expectations by independently applying and utilizing concepts and skills at a deeper level. (Typically, very few students perform at this level)


Score 3 – **Meets the Standard** - Solid academic performance. Student demonstrates proficiency of grade level skills and concepts independently. (This level should be celebrated!!)

Score 2 – **Partial Mastery** -Making progress toward the standard. Student is progressing towards an understanding of grade level concepts and skills with ongoing growth. (This level indicates ongoing growth)

Score 1 – **Minimal Performance** -Making minimal progress toward the standard. Student is making minimal progress toward the understanding of basic skills and concepts. (This level indicates significant support is needed from teachers and LCs.)

M - Missing (required work was not completed)

E - Exempt (based on student's start date)

 <b>ARKANSAS VIRTUAL ACADEMY™</b> <i>...where every student can succeed.</i>		<h1>OLS Progress Rubric</h1>	
Scale	Progress Goals		
4	90% to 100%+ of progress expectations are maintained.	This grade mark is earned when a student is making above adequate progress (more progress than expected or at 100% completed at the end of the school year) towards completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion. (consistently more progress than what is expected) 90% to 100%+ of progress expectations are maintained.	
3	75% to 89% of progress expectations are maintained.	This score is earned when a student is making sufficient progress toward completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion.	
2	60% to 74% of progress expectations are maintained.	This score is earned with a student is not making sufficient progress towards the completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion.	
1	0% to 59% of progress expectations are maintained.	This score is earned when a student is well below progress towards the completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion.	


**K-5 OLS Course Progress Score: Math, ELA, Science, Social Studies, Music, PE and Art**

**Score 4** – This score is earned when a student is making above adequate progress (more progress than expected or at 100% completed at the end of the school year) towards completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion. (Consistently more progress than what is expected) 90% to 100%+ of progress expectations are maintained.

**Score 3** – This score is earned when a student is making sufficient progress toward completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion. 75% to 89% of progress expectations are maintained.

**Score 2** – This score is earned with a student is not making sufficient progress towards the completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion. 60% to 74% of progress expectations are maintained.

**Score 1** – This score is earned when a student is well below progress towards the completion of the grade level OLS curriculum with content mastery demonstrated at 80% or greater on assessments in lessons and unit completion. 0% to 59% of progress expectations are maintained.

 <b>ARKANSAS VIRTUAL ACADEMY™</b> <i>...where every student can succeed.</i>		<h1>Engagement Rubric</h1>
Scale	Engagement Goals	
4	Signed in and supplies ready for all classes, goes above and beyond to help others stay on task, interacts positively with all classmates, never gives up, actively participates in all classes, asks questions regularly, completes all required assignments, takes a leadership role in class and among peers.	
3	Signed in and supplies ready for many classes, willing to help others stay on task, interacts positively with most classmates, may give up in class occasionally, actively participates in most classes, willing to ask questions, completes most required assignments.	
2	Occasionally signs in and has some supplies ready for classes, will help some students stay on task, occasionally interacts positively with classmates, may give up in class, sometimes participates in classes attended, asks few questions, may complete a few required assignments.	
1	Does not attend or is not prepared for class, not willing to work with others, gives up in class, negative towards classmates, disengaged in class, does not complete required assignments.	

**K-5 Engagement Score-** this score will be based on required class connect attendance, class participation, utilizing a working microphone and webcam during class connect sessions, and maintaining and utilizing needed supplies for class, as well as project-based learning participation. Learning coaches should be present and ready to assist students in the class connect session as needed.

**Score 4 –** Signed in and supplies ready for all classes, goes above and beyond to help others stay on task, interacts positively with all classmates, never gives up, actively participates in all classes, asks questions regularly, completes all required assignments, takes a leadership role in class and among peers.

**Score 3 –** Signed in and supplies ready for many classes, willing to help others stay on task, interacts positively with most classmates, may give up in class occasionally, actively participates in most classes, willing to ask questions, completes most required assignments.

**Score 2 –** Occasionally signs in and has some supplies ready for classes, will help some students stay on task, occasionally interacts positively with classmates, may give up in class, sometimes participates in classes attended, asks few questions, may complete a few required assignments.

**Score 1 –** Does not attend or is not prepared for class, not willing to work with others, gives up in class, negative towards classmates, disengaged in class, does not complete required assignments.

**Please note:** Assessment completion is required throughout the school year. If assessments are not completed, engagement grade on the report card will be dropped to a lower category, not to be lowered below a level 2.

**Please note:** Health, Safety, Arkansas History, PE Activity, and Technology hours are required weekly. Resources will be provided to learning coaches to ensure required hours are met. Learning coaches are responsible for completing a survey at the end of each semester verifying that students have spent the appropriate time in each subject area.

### Progress Reports and Report Cards

The Online School offers an ongoing report of a student's academic progress. A parent may log on to the system at any time and view this information. Progress reports/report cards are issued by teachers each nine weeks and copies will be sent via email with a hard copy via US mail at the end of the school year.

### Course Level Advancement Policy

The desire of ARVA Elementary is to tailor education in such a way that meets the needs of the individual learner. To do this effectively, students will be monitored for progress through coursework, complete assessments, and ongoing communications with learning coaches. ARVA provides flexibility in the possibility of finishing the current grade levels coursework and moving on to the next grade level. To move with student success and mastery in mind, there are several requirements that must be completed before ordering courses for the next grade. If a student completes his/her coursework prior to the end of the school year, the teacher will assess the student on all grade level standards to ensure the student has retained the grade level material. The teacher will conduct this assessment and will work with the student one on one to determine the appropriate course of action. If the student demonstrates grade level proficiency, the teacher will notify the administrator, requesting that the next level courses be ordered. If the student does not demonstrate proficiency, the teacher will communicate with the LC regarding standards and objectives that have not been mastered and the teacher will have the student revisit the OLS and complete these necessary units. Once this has been completed and the student has worked through the necessary units, the teacher can then reassess to evaluate the student's learning path. For students in fourth grade who have finished fifth grade curriculum, sixth grade courses will not be ordered due to the difference in the platforms. Students who finish coursework will be assessed as mentioned above, as well as a variety of data points including the summative assessment to determine if the student should be promoted to the 6<sup>th</sup> grade or move to 5<sup>th</sup> grade and repeat the 5<sup>th</sup> grade coursework. For students in fifth grade who complete their coursework, extension activities will be provided by the teacher.

### Summer Support

Summer support is available for K-5 students failing to meet expected progress. Support includes continued course work with teacher availability. Completion of continued work is not included in the semester grade but is offered for remediation and preparation for the next school year.

## Middle School Policies

Grades 6-8

### Admission

See also District Admission Policies

### School Transfers

Any 6-8 student transferring from an accredited school to Arkansas Virtual Academy shall be placed into the same grade the student would have been in had the student remained at the former school. Home-schooled children and those from non-accredited schools will be evaluated by ARVA staff to determine their appropriate grade placement.

## Academics

### Arkansas History

The Arkansas Department of Education standards require that all public-school students receive instruction in Arkansas History as applicable by grade. Arkansas History will be embedded in US History Part 1 in 7<sup>th</sup> Grade and US History Part 2 in 8<sup>th</sup> Grade per revised AR State Standards.

### Health and Wellness

Families will be provided grade-level health and wellness educational lessons. These lessons shall provide content and learning experiences in nutrition, disease prevention, human growth and development, healthy life skills, personal health and safety, community health and promotion, decision-making skills, interpersonal communication skills, and information regarding the use and abuse of medications, alcohol, tobacco, and other drugs.

### Physical Education

Research has shown that active children become active adults. Physical education is a requirement for every public-school student who is physically able to participate. Students who attend a public school organized to teach any combination of grades 6-8 are required to complete a minimum of sixty (60) minutes of physical education training and instruction each calendar week of the school year or an equivalent amount of time in each school year, with no additional requirement for physical activity.

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

#### 3.0 Definitions

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

#### Student Success Plan

A Student Success Plan, to guide the student's successful path to graduation will be created by the end of the 8th grade year. The plan will be created and monitored throughout the student's academic journey with counselor, student, and parent input and approval. The Student Success Plan will monitor the recommended sequence of courses for graduation, along with career course opportunities and will be kept up to date via annual meetings.

#### Uniform Grading Scale

Arkansas Virtual Academy parents or guardians shall be kept informed concerning the progress through course content and their student's mastery of course content. The Online Middle School is an electronic platform where 6-8<sup>th</sup> grade students access courses and assessments. The OMS offers an ongoing report of a student's academic progress. A parent or guardian may log on to the system at any time and view this information. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

#### 6<sup>th</sup> – 8<sup>th</sup> Category and Grade Weighting

The grading policy for 6<sup>th</sup> – 8<sup>th</sup> grade and high school students is based on the state's uniform grading scale as described in Arkansas Code Annotated §6-15-902. Adjustments will be made for special education students who have specified goals per an Individualized Education Program (IEP) or 504 Plan.

#### Definitions:



Grade Mark = A letter grade given to the student based upon mastery of curriculum along with class participation, work, and class assessments.

Grade Percentage = This percentage may include, but is not limited to, class participation, work, and assessments, and follows the grading scale outlined in Arkansas code. The expected goal is that the student would complete the curriculum. The grade is determined by the total points earned divided by the total point value as a percentage on the new middle school platform.

### **Graded Activities for 6<sup>th</sup>-8<sup>th</sup> Middle School Platform Courses**

Grades are determined based on how well a student performs on graded activities within each course. Graded activities include, but are not limited to:

- Practice Lessons
- Web Explorations
- Labs
- Journal Entries
- Class Discussions
- Quizzes
- Tests

Some assignments are teacher graded and others are computer graded. During the semester, students and parents can always view grades in the grade book for each course. It is important to note that these grades are updated every time an assignment is graded.

**Warning:** If a deadline has passed and the teacher has not entered a zero for that assignment, the student's grade may be temporarily inflated. Teachers may enter zeroes for missing assignments on the day an assignment is due, or within one week of the due date.

### **Late Work Policy**

Corrections will be handled by each teacher.

- Teachers will enter a zero (0) for any assignment not completed after the due date has passed.
- Due date extensions can be granted on assignments under extreme circumstances that must be communicated with the course teacher(s). It should never be assumed that these will automatically be granted. Due date extensions must be requested before the due date of the assignment and on a school day. Requests received on or past the due date or on a non-school day may not be granted.

Please be aware that because of the point values assigned to teacher-scored assignments, it is mathematically impossible to pass some courses without completing them.

The uniform grading scale for online school courses reflect class participation requirements, assignments, and assessments.

As defined by law, the following grading scale shall be used by ARVA for students in grades 6-8:

A=90-100%  
B=80-89%  
C=70-79%

D=60-69%

F=0-59%

### Semester Assessment Exemption

Students in Middle and High School may be exempted from semester exams if they meet the following requirements per course each semester:

- Attend 80% of required class connect sessions
- Cumulative course average of 80% and above
- Completion of all required testing (interims, summative, STAR360, common assessments)
- Second semester, students may be exempt from semester 2 exams if they meet the attendance criteria, complete STAR and state mandated assessments, show one year's growth on STAR and have a passing grade in the course.

### Progress Reports and Report Cards

The Online School offers an ongoing report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. Progress reports/report cards are issued by teachers each nine weeks and copies will be sent via email with a hard copy via US mail at the end of the school year.

### Course Level Advancement Policy

Advancement of a student from one grade level to the next is reviewed on a student-by-student basis and requires the approval of ARVA administration. Advancement at the Middle School level will not be approved for individual courses but will be reviewed for grade-level advancement.

### High School Course Credit

During the 7<sup>th</sup> grade year, it is possible to receive high school course credit for Algebra I, , Physical Science, Spanish I, Family Consumer Science, Survey of Agriculture, Computer Science, and Computer Business Applications. Placement in elective courses should be requested by the parent via survey sent home during the 7<sup>th</sup> grade year. For core courses (Algebra 1, and Physical Science) these can be requested by parents and/or teacher recommendation, the principal and middle school counselor will review course level progress in the corresponding requested subject, evaluate attendance, compliancy, interim and state required summative assessment results. Upon approval, the middle school principal or counselor will escalate the approved request to the high school principal and high school counselors for student course placement.

Middle school principal or counselor will review with course teachers the progress of each 8<sup>th</sup> grade student who is scheduled into a High School-credited course. Any student earning a failing grade at the end of the first 9 weeks may be removed from the courses and added to the 8<sup>th</sup> grade course (if applicable).

### Summer Support

Summer support is available for 6-8 students failing to meet grade level expectations. Support includes targeted course work with teacher availability. Completion of work is not included in the semester grade but is offered for remediation and preparation for the next school year.

# High School Policies

Grades 9-12

## Admission

See also District Admission Policies

## Admission and Entrance Requirements

### High School Enrollment Window

High school enrollment for the fall semester will remain open until the cap is met, with a short pause for State Assessment windows. All students enrolling during this period will begin school on the following Monday once enrollment is complete. Students should continue attending the school in which they are currently enrolled until their first day of school with ARVA.

If at any time during the semester cap is reached, students seeking enrollment will be placed on a wait list and considered for seats in the following semester.

### Course Add/Drop

Student requests to change courses may be denied after the first two weeks of each semester or two weeks after his/her start date. Request for course changes should be made via the appropriate grade level counselor.

### Course Approval Policy

Admission into pre-AP, AP, Honors, or dual enrollment courses will be determined based on previous course grades, classroom observations, compliance status, and previous testing data. Students may be limited to the number of pre-AP, AP, Honors, or dual enrollment courses they may take. Pre-AP, AP, dual enrollment courses, or Honors courses do not earn weighted credit.

#### *Arkansas Annotated Coded 6-16-1204*

Dual course approval is also subject to the enrollment requirements of the college or university where credit is sought. Students are required to submit a copy of the course syllabus with appropriate outline for approval before credits will be determined. Credits allowed will be determined based upon the Arkansas frameworks to which the course(s) align.

### Grade Level Placement

ARVA reserves the right to place students in the appropriate grade level based on credits earned, graduation cohort, and the long-term success for student graduation.

## Academics

### Student Success Plan

A Student Success Plan, to guide the student's successful path to graduation will be created by the end of the 8th grade year. The plan will be created and monitored throughout the student's academic journey with counselor, student, and parent input and approval. The Student Success Plan will monitor the recommended sequence of courses for graduation, along with career course opportunities and will be kept up to date via annual meetings.

### Academic Challenge Scholarships

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of

their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period out of college.

**Requirements:** 19 ACT or ACT equivalent score to qualify, FAFSA Required. For more information and deadlines: [scholarships.adhe.edu](http://scholarships.adhe.edu)

## Arkansas Required High School Courses\*

This set of unique courses must be offered even if they fall into two categories.

(DESE Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts, Appendix A, Standard 1-A.1.3)

Schools must offer the following:

- (1) One math and one literacy transitional course  
[A.C.A. § 6-15-2012(b)]
- (2) At least one Advanced Placement (AP) course in each of the core areas of English Language Arts, Mathematics, Science, and Social Studies  
(A.C.A. § 6-16-1204)
- (3) Arkansas History if not taught in the 7th or 8th grade  
(A.C.A. § 6-16-124)

Please Note:

Approved Pre-AP courses may be implemented in lieu of the corresponding courses in the required list. The Pre-AP crosswalk is located on the DESE course approval webpage.

English Language Arts (ELA)	
<b>Must offer 2 credits from below</b>	
410000 English 9	1 credit
411000 English 10	1 credit
<b>Must offer 2 credits from below</b>	
412000 English 11	1 credit
413000 English 12	1 credit
418010 English 11/12 U.S. History Seminal Documents	0.5 credit
418020 English 11/12 Cross-Cultural Literature	0.5 credit
418030 English 11/12 Comparative Literature	0.5 credit
418040 English 11/12 Film as Literature	0.5 credit
418100 English 11/12 Public Relations	0.5 credit
418110 English 11/12 Reading and Writing for Business	0.5 credit
418120 English 11/12 Mass Communications	0.5 credit
418200 English 11/12 Reading and Writing for STEM	0.5 credit
418210 English 11/12 Entrepreneurship and Innovation	0.5 credit
418220 English 11/12 Technical Reading and Writing for Trade and Industry	0.5 credit
<b>Must offer 0.5 credit from below</b>	
414200 Oral Communication: Personal Communication	0.5 credit
414210 Oral Communication: Professional Communication	0.5 credit
<b>Must offer 2 credits from below</b>	
419110 Strategic Reading Grade 9 (as well as courses for Grades 10-12)	1 credit
417010 Creative Writing	0.5 credit
414050 Debate I	1 credit
416000 ELA Drama	0.5 credit
414020 Forensics I	1 credit
415000 Journalism I	1 credit
496030 Transitional Literacy Ready	1 credit
Additional English 11/12 courses	0.5 credit
AP English Offerings**	1 credit
Official International Baccalaureate (IB) Offerings	1 credit
<i>*** Must offer at least one AP course in ELA</i>	
<b>Total required English Language Arts:</b>	<b>6.5 credits</b>

World Languages	
Must offer 2 credits from the same language	
<b>Total required World Languages:</b>	<b>2 credits</b>
Health and Wellness	
480000 Health and Wellness	0.5 credit
<b>Total required Health and Wellness:</b>	<b>0.5 credit</b>

Computer Science	
<b>Must offer 1 credit from below</b>	
Any ADE Approved Computer Science Course Beginning with 465 or 565	1 credit
<b>Total required Computer Science:</b>	<b>1 credit</b>

Mathematics	
<b>Must offer 4 credits from below</b>	
430000 Algebra I	1 credit
431000 Geometry	1 credit
432000 Algebra II	1 credit
433000 Pre Calculus	1 credit
<b>Must offer 2 credits from below</b>	
439070 Algebra III (Transitional)	1 credit
434010 Calculus	1 credit
439120 Quantitative Reasoning (Transitional) †	1 credit
439090 Statistics	1 credit
439130 Technical Math for College and Career	1 credit
AP Math Offerings**	1 credit
Official International Baccalaureate (IB) Offerings	1 credit
<i>*** Must offer at least one AP course in Mathematics</i>	
<i>† Required Course Offering by SY26-27</i>	
<b>Total required Mathematics:</b>	<b>6 credits</b>

Science	
<b>Must offer 3 credits from below</b>	
423000 Physical Science - Integrated	1 credit
420000 Biology Integrated	1 credit
421000 Chemistry - Integrated	1 credit
<b>Must offer 2 credits from below</b>	
425050 Astronomy	1 credit
421010 Chemistry II	1 credit
425020 Earth Science	1 credit
424020 Environmental Science	1 credit
424030 Anatomy/Physiology	1 credit
422010 Physics	1 credit
AP Science Offerings**	1 credit
Official International Baccalaureate (IB) Offerings	1 credit
<i>*** Must offer at least one AP course in Science</i>	
<b>Total required Science:</b>	<b>5 credits</b>

Career Education	
Must offer three (3) program of study representing three (3) different pathways. One of which must meet the high wage and high growth designation as indicated by the department.	
<b>Total required Career Education:</b>	<b>9 credits</b>
1 Credit = 1 Full-Year Course; 0.5 Credit = 1 Semester Course	
<i>*Formerly known as the Arkansas Required 38 High School Courses</i>	

Social Studies	
<b>Must offer 3 credits from below</b>	
470000 United States History Since 1929	1 credit
471000 World History Since 1450	1 credit
472000 Civics	0.5 credit
474300 Economics with Personal Finance	0.5 credit
<b>Must offer 1 credit from below</b>	
473000 Arkansas History	0.5 credit
474700 African American History	0.5 credit
474400 Psychology	0.5 credit
474500 Sociology	0.5 credit
474100 United States Government	0.5 credit
474600 World Geography	0.5 credit
AP Social Studies Offerings**	1 credit
Official International Baccalaureate (IB) Offerings	1 credit
<i>*** Must offer at least one AP course in Social Studies</i>	
<b>Total required Social Studies:</b>	<b>4 credits</b>

Fine Arts	
<b>Must offer 2 credits from below</b>	
450000 Visual Art Foundations I	1 credit
452000 Vocal Ensemble I	1 credit
<b>Must offer 1 credit from below</b>	
451000 Band I	1 credit
451200 Jazz Band I	1 credit
451100 Orchestra I	1 credit
<b>Must offer 0.5 credit from below</b>	
Any Fine Arts course within the approved discipline areas:	
- Music	
- Visual Art	
- Theater	
- Dance	
- Official AP and IB offerings	
<b>Total required Fine Arts:</b>	<b>3.5 credits</b>

Physical Education	
<b>Must offer 1 credit from below</b>	
485010 Personal Fitness for Life	0.5 credit
485020 Recreational Sports	0.5 credit
485030 Outdoor Pursuits	0.5 credit
485040 Athletics	0.5 credit
<b>Total required Physical Education:</b>	<b>1 credit</b>



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

## Additional Graduation Opportunities

Twelfth Grade students who are no more than two credits short of the specifically required 22 credits to graduate may petition to walk in graduation if they have met the following conditions:

- Completion of signing up for summer school to complete the missing credit
- Required fees for the summer school course have been paid

If approved to walk, a student will receive his or her diploma after the credit is made up in summer school. Arkansas Virtual Academy does not guarantee that all courses will be taught during summer school.

### Stride Career Prep

Stride Career Prep SCP offers a variety of Career Technical Education CTE courses in six different occupational areas. These occupational areas include the following: Agriculture, Business and Marketing; Family Consumer Science; Science Technology Engineering and Math STEM, Trade and Industry, Career Readiness. In each area ARVA offers industry standard certifications. Some of these certifications include Microsoft, Adobe, OSHA, ServSafe, CPR, Comp TIA, Swift IOS, and ACT WorkKeys. Students also have the options to attend local Career Centers, take college courses, be involved in Career Technical Student Organizations, and experience real world opportunities through job shadowing. Students enrolled in ARVA in grades 6-12 are automatically included in the SCP. Students may opt out at any time by contacting the administration.

### ARVA Work Programs

ARVA offers two work program courses to students who have part time/full time jobs. The work program includes the following:

**Internship** is experiential learning that can be paid or unpaid which integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Students in grades 10 - 12 are eligible to enroll in this course. It will not count toward concentrator status.

**Youth Apprenticeship** must be a paid work experience designed to assist students in grades 11 - 12 in their specific CTE career pathway. A student must be at least 16 years of age. The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

### Career Readiness Education Project Based Learning

Project-based learning is a type of instruction that allows students to learn by participating in “real-world” projects. CRE has many opportunities for students to use PBL to learn more deeply and think critically. The course is designed to include 3-4 projects. For example, instead of working through a traditional unit about workplace hazards in a manufacturing class, students might be asked to create a series of warning signs for a local plant. The project will require them to learn the same content in a way that is applicable to a real-world situation or environment. The student’s work is publicly displayed, discussed, critiqued, and reflected upon.

### Career Centers

Students can attend a local career center within driving distance of their home. These centers provide hands on experiences in a variety of CTE fields. Students can earn certifications and/or degrees while in high school. Contact the appropriate grade level counselor for more information.

## Concurrent Credit Opportunities

ARVA works closely with several higher education universities, colleges, and career tech education centers to offer concurrent credit opportunities for students. If your student is interested in this possibility to earn college credit and career experiences while satisfying high school credit, please reach out to the appropriate grade level counselor for assistance and guidance in securing these credits.

## GED

Arkansas Virtual Academy is a state-funded, public charter school. Our goal is to educate Arkansas students from kindergarten through grade 12. Arkansas Virtual Academy does not grant permission for students to leave our school and enroll in General Education Diploma (GED) programs. Students who withdraw under these circumstances may be considered truant until enrolled in another Arkansas school or homeschool program.

## Credit Recovery

Students who come to ARVA credit deficient or who become credit deficient while at ARVA will be eligible to participate in credit recovery classes during the school year. Credit courses will be added as an addition to a student's schedule. The grade earned in the credit recovery course will be included on the high school transcript along with the original grade. Credit recovery can also be completed in summer school.

## Summer School

Current students enrolled in ARVA that are credit deficient may enroll in our summer school program. Per state law, when space is available, this fee will be waived for students qualifying for free or reduced lunch. *Arkansas Annotated Code 6-16-702*. Given the accelerated nature of the content, summer credit recovery is intended only for those students who have previously taken and failed a course offered for summer, whether with ARVA or with another schooling option prior to enrollment with ARVA.

## Repeated Courses

Continuing or transfer students will repeat failed courses or those for which they did not previously receive credit (see also School Transfers). Courses may be repeated through summer school, the regular school year, and credit recovery.

## Early High School Credit

Students taking ADE approved courses for high school credit prior to ninth grade will receive credit for a passing grade. Credits for those courses will count toward graduation requirements, and grades will be calculated into the student's cumulative grade point average for high school. Admission into credit bearing courses is at the discretion of the school and will be based upon teacher recommendation, principal review, and counselor approval. Grades, online classroom observation, testing data, and compliancy will be considered. See High School Credit in the Middle School Policies section of the handbook.

## Community Service-Learning Credit

Through the graduating class of 2025-26, the [Arkansas Code Annotated §6-16-120](#) states that "beginning with the 1996-97 school year and ending with the graduating class of 2025-2026, a student who has completed a minimum of seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12), at any certified service agency or a part of a service-learning school program shall be eligible to receive one (1) academic credit that may be applied toward graduation."

Any graduating class following the 2025-26 school year will amass community service learning hours each year to meet the annual requirement as prescribed by the LEARNS Act.

### College and Career Readiness

ARVA works with each high school student to develop and implement a personalized graduation plan that is continually monitored and adjusted based on credits earned as well as credit deficiency. Office hours are conducted to discuss student's concerns regarding graduation as well as college and career information. All 11th grade students can take the ACT test through a voucher provided by Arkansas Department of Education. Teachers and students utilize and assessments to prepare students for ACT type questions. Additional information regarding ACT/SAT test prep is distributed to all high school students via email. Additionally, students will attend senior seminars and homeroom sessions dedicated to the topics of college and career readiness and scholarship information.

### Student Targeted Action Plan

ARVA guidelines mandate that high school students must attend extra remediation sessions with their teacher(s) when data indicates need. Such data includes, but is not limited to, course grades, course quizzes, course, or interim assessments, and/or Class Connect performance. Teachers make the final determination for attendance requirements. Students must also demonstrate weekly improvement in their course grade. These extra sessions with teachers will help ensure that students are given additional help to complete their academic assignments.

Students who show signs of struggling will be placed on an action plan by their Special Education, subject, or homeroom teacher. Any meetings that are scheduled regarding action plans are mandatory for both the student and parent/guardian/learning coach.

Students who do not comply with this action plan may be administratively withdrawn from ARVA.

We want all students to be successful at ARVA and will do all we can to help you with lessons and courses. However, we expect students to actively participate in school and their education by attending live sessions, turning in assignments, and asking for help when necessary. This plan is designed to assist students with that goal and, if followed, students can experience academic success, pass their classes, and earn course credits.

### Uniform Grading Scale

As defined by law, the following grading scale shall be used by ARVA for students in all high school grades:

- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=0-59%

Each letter grade shall be given a numeric value for determining grade point average. The numeric value for each letter grade shall be:

- A= 4 points
- B= 3 points
- C= 2 points

D= 1 point

F= 0 points

## High School Grades

ARVA high school grades are determined by the sum of points a student earns on all graded assignments and tests.

Points earned by student/total points possible = Grade

Example: In his or her math class, the student earns 563 points out of the 700 points possible; the student's earned grade would be 80%.  $563/700*100 = 80\%$

## Graded Activities for High School

Grades are determined based on how well a student performs on graded activities within each course. Graded activities include, but are not limited to:

- Practice Lessons
- Threaded Discussions
- Web Explorations
- Labs
- Journal Entries
- Class Discussions
- Class projects, including multi-disciplinary projects
- Quizzes
- Tests
- Speeches

Some assignments are teacher graded and others are computer graded. During the semester, students and parents can always view grades in the grade book for each course. It is important to note that these grades are updated every time an assignment is graded.

**Warning:** If a deadline has passed and the teacher has not entered a zero for that assignment, the student's grade may be temporarily inflated.

## Late Work Policy

Corrections will be handled by subject area. Please refer to each course syllabus for information with regards to the correction policy in that course.

- Teachers will enter a zero (0) for any assignment not completed after the due date has passed.
- Any assignment turned in two weeks past the due date will receive a 10% deduction in points.

Please be aware that because of the point values assigned to teacher-scored assignments and projects, it is mathematically impossible to pass some courses without completing them.

## Semester Assessment Exemption

Students in Middle and High School may be exempted from semester exams if they meet the following requirements per course each semester:



- Attend 80% of required class connect sessions
- Cumulative course average of 80% and above
- Completion of all required testing (interims, summative, STAR360, Progress Monitoring)
- Second semester, students may be exempt from semester 2 exams if they meet the attendance criteria, complete STAR and state mandated assessments, show one year's growth on STAR and have a passing grade in the course.

### Course Auditing

Students may audit courses that were previously passed for no credit. This course will be an addition to the required courses on his/her schedule and the student must understand and meet the following guidelines:

1. Student must attend all required class connect sessions in the audited course.
2. Student must complete all course work on time in the audited course.
3. Student must understand he/she will not receive a grade or credit for the course being audited.

If the student does not meet the requirements and falls more than two weeks behind on course work in the audited course, he/she will be removed.

### High School Advanced Studies Requirements

Students taking Honors or AP courses will be reviewed at quarter end, and any student with a D or an F at the end of a quarter will be removed from the course and will be placed in the comprehensive level of the course for the following semester.

### High School Class Rank

Class rank is determined by ordering the cumulative grade point average of all students within a grade level. Students will be ranked in the following order: Highest Honors, Honors, and the rest of the of students will follow. Students who complete modified course work are not calculated into the overall high school class rank.

### Graduation Honors

Honors: Completes all local graduation requirements for Core or Smart Core as defined by the State Board of Education

- Maintains a minimum grade point average (GPA) of 3.5 or above
- Completes a minimum of one year of Foreign Language and/or is a Career/Technical Completer
- No failing grade in a credit-bearing course

Highest Honors: Completes all local graduation requirements for Core or Smart Core as defined by the State Board of Education

- Maintains a minimum grade point average (GPA) of 3.75 or above
- Completes 1 year of Foreign Language and/or is a Career/Technical Completer
- Completes a minimum of four (4) Honors/AP/Concurrent Credit Courses
- Been enrolled at Arkansas Virtual Academy for 4 semesters
- No failing grade in a credit-bearing course

GPA will be calculated on all accumulated credits through the spring semester of the senior year.

### Valedictorian and Salutatorian

The senior student with the highest cumulative grade point average, who is also graduating as Highest Honors, will be designated as the senior class valedictorian. The senior student with the second highest grade point average, who is also graduating as Highest Honors, will be designated as the salutatorian. The valedictorian(s) and salutatorian(s) will be recognized in graduation ceremonies. The valedictorian and salutatorian will be determined by the grade point average and curricula completion at the end of the senior year.

B. Students who qualify for valedictorian, salutatorian must meet the following criteria:

1. Must have the highest-grade point average (GPA) of the students with whom they are compared in the senior class (e.g., regular education).
2. Must have enrolled as a full-time student in Arkansas Virtual Academy for at least four consecutive semesters preceding the graduation date.
3. Must have completed the SMART CORE curriculum as outlined in the student handbook.

C. If an education agency, organization, institution, etc. from outside the school system request that the names of one valedictorian and one salutatorian for recognition, the names submitted shall be the names of the two students with highest grade point average from the previous completed semester when calculated to the nearest decimal point that breaks the tie.

E. If two or more students are tied for the rank of valedictorian or salutatorian, they shall be designated as co-valedictorian and/or co-salutatorian.

F. Students selected as valedictorians and salutatorians must complete all requirements for graduation by the end of the second semester of the senior year. Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutatorian.

### **Beginning with the SY2022-2023 9<sup>th</sup> grade students' honors distinctions will be as follows:**

Honors--Completes all local graduation requirements as defined by the State Board of Education

- Maintains a minimum grade point average (GPA) of 3.5 – 3.74
- Completes a minimum of one year of Foreign Language and/or is a Career/Technical Completer
- No failing grade in a credit-bearing course

High Honors--Completes all local graduation requirements for Core or Smart Core as defined by the State Board of Education

- Maintains a minimum grade point average (GPA) of 3.75 – 3.99
- Completes 1 year of Foreign Language and/or is a Career/Technical Completer
- Completes a minimum of four (4) Honors/AP/Concurrent Credit Courses
- Been enrolled at Arkansas Virtual Academy for 4 semesters
- No failing grade in a credit-bearing course

Distinguished Honors--Completes all local graduation requirements for Core or Smart Core as defined by the State Board of Education

- Maintains a minimum grade point average (GPA) of 4.00
- Completes 1 year of Foreign Language and/or is a Career/Technical Completer
- Completes a minimum of four (4) Honors/AP/Concurrent Credit Courses
- Been enrolled at Arkansas Virtual Academy for 4 semesters
- No failing grade in a credit-bearing course

GPA will be calculated on all accumulated credits through the spring semester of the senior year.

### Progress Reports and Report Cards

The Online School offers an ongoing report of a student's academic progress. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, they may print a copy of the progress and attendance screens from the landing page. Progress reports/report cards are issued by teachers each nine weeks and copies will be sent via email with a hard copy via US mail at the end of the school year.

## **Student Life**

### **Licensed Drivers**

In accordance with Arkansas State Law, whenever a student 14 years of age or older who is a licensed driver in the state of Arkansas withdraws from school without enrolling in another public or private school or filing appropriate homeschool papers, he/she will have his/her license suspended by the Department of Finance and Administration until 18 years of age or proof of school attendance or completion is provided. *AR Code 6-18-222, sect. (b)(1)(A)*

### **Prom**

Arkansas Virtual Academy's Junior/Senior prom will be a formal and dignified event.

- All dress codes and other school policies will be strictly enforced.
- Dress code requirements for attire will be shared with students ahead of prom as a reminder of what is listed below.

The following are prohibited:

- Bare midriffs
- Low cut or cleavage baring gowns
- Dresses shorter than fingertips when arms are extended by the side.
- Those failing to comply will not be admitted.
- ARVA will not be responsible for expenses incurred for prom attire that does not meet approval at the door.
- Prom tickets will also be non-refundable for those not allowed entrance.
- Students may be dismissed from prom for any behavior infractions.

### **Non-ARVA Prom Date Approvals**

- The student requesting to bring the date must fill out a request form to be sent to administration for approval no less than 4 weeks prior to prom.

- Non-ARVA students must be a minimum of a freshman in high school and cannot exceed the age of 20 years old.
- Must have and produce at the door a valid government issued ID.

ARVA administration reserves the right to deny the application.

## Flex School Policies

### Grades K-12

#### Flex Program Overview

The flex program is a school within Arkansas Virtual Academy that provides opportunity to students that have need of flexible scheduling. Students are vetted for indicators students may possess through different scenarios that show need of supports of flexible scheduling. The ARVA flex school provides the ability to easily modify, adjust, and respond to altered circumstances or conditions for student supports while providing a free and appropriate education along with specific interventions, enrichment, or language embedded classroom instruction intentional to the needs of our students. We highly encourage class participation and seek for our students to have a well-rounded educational experience. We strive to help maintain appropriate goals and avoid loss or academic regression. We believe consistency to be key in student success and are developing plans daily with special programs to better support our students who qualify for these services. We can reduce the risk of overlapping obligation all while improving the ability to be more independent learners taking responsibility of one's own educational journey.

#### Admission and Entrance Requirements

The flex program is a vetting/application process that vet for required indicators that show student progress, need of flexible scheduling, active learning coaches, independent learners, scheduling conflicts, ARVA High School program applicant, etc. ***ARVA reserves the right to deny students entrance to the program if indicators are not present, student has past compliance violations, and lack of student progress/growth.***

#### K-12 FLEX Students

ARVA Flex students are required to log in daily, show progress, and show growth while maintaining passing grades. They are required to attend Special Education, Dyslexia Intervention, Response to Intervention (RTI), Progress Monitoring, and Project-Based Learning Class Connect Sessions with their teachers, when applicable. Flex students are required to complete state assessments, as well as submit work samples to teachers, when requested, for data points for mastery. Based on the data collected through assessments and/or work samples, a teacher may determine that the student needs a more focused teacher-directed pathway of instruction. In addition, Flex students must be compliant with the Flex guidelines, such as, daily login attendance, grades, progress, academic growth, and LC engagement/communication or student will be considered for dismissal from the Flex Program.

## **Assigned Flex Teacher**

Students are provided with a flex teacher who serves as first point of contact for student/LC/Parent communication. The flex teacher provides ELA/Math interventions and/or enrichment opportunities. Flex teachers track student progress through grades, attendance, and star achievement mastery. Flex teachers will hold various sessions that may be optional or required for students to attend.

## **K-12th Flex Progress Monitoring:**

Monthly Star Assessments

Weekly Standards Mastery Checks

Other assessments as needed

## **AIM – Achievement in Motion (Ability, Action, Accelerate, Activate)**

Achievement in Motion is an ability based small group that approaches enrichment and intervention across grade level curriculum with a specific skill approach. This is determined based on star mastery levels within Math and ELA. Growth will be monitored through required AIM sessions. Students will be provided intervention and enrichment through AIM sessions that is targeted instruction that addresses student ability level of the student, provides specific skill intervention/Enrichment through AIM sessions, and then the student will accelerate to next skills once mastery is shown during progress monitoring. This may be monitored through online class connect sessions, assessments, and/or work samples. Work samples may be required on a weekly basis based on the progress through content/curriculum, OLS (Online Learning System), OMHS, and the Arkansas State Curriculum Standards.

## **Compliance**

Students are held to the same compliance standards as other Arkansas Virtual Academy students. Being that students must be compliant with daily login attendance, completing assignments in a timely manner, attending required sessions by any teacher/flex teacher/interventionist, and timely communication with flex teacher and content teachers in timely manner. If students do not meet requirements, they will be issued a Non-Compliance Warning #1 and the student will be required to attend 'Back-on-Track' sessions for 2 weeks of class connects. If no improvement is made a Non-Compliance Warning #2 will be issued and the student will be required to attend 'Back-on-Track' sessions for 2 weeks of class connects. If no improvement is made a Non-Compliance #1 is issued and the student is removed from Flex. The student will be placed in a regular classroom for extra support to get back on track.

## **ARVA HIGH SCHOOL PROGRAMS THAT REQUIRE FLEX ENROLLMENT:**

1. Work Programs – Internship, Apprenticeships, Work Base Learning, Student Lead Business
2. Dual/ Concurrent Credit – College Credit taken during High School.
3. Career Center – Courses taken at the local Career Center within 30 mile radius.

# Face to Face Campus Policies

Grades K-12

In addition to the above policies, our face to face campus will abide by the policies put forth below.

## Additional Attendance Options

Sparkman offers a unique educational experience under the umbrella of Arkansas Virtual Academy. While our Kindergarten through Fifth-grade students receive face-to-face teaching, our Sixth through Twelfth-grade students complete their education online.

To accommodate various needs students (8th-12th) may be eligible for additional attendance options:

- Full-Time In-Person Attendance
- Hybrid Attendance Model

## Attendance Options

### 1. Full-Time In-Person Attendance

- Students attend school in person at Sparkman four days a week.
- This option is available for students who prefer a traditional classroom setting.

### 2. Hybrid Attendance Model

- Students are required to attend school in person at Sparkman on Mondays and Tuesdays.
- Students may choose to work from home on Wednesdays and Thursdays.
- Attendance on Wednesday and Thursday will be marked by the student logging into the Online Learning System, being engaged in required class connects, and completing assignments.
- Students must maintain a grade of C or higher in all classes to continue in the hybrid model.
- If there are overdue lessons in core content, students will be required to attend on campus until lessons are completed.

## Maintaining Eligibility for Hybrid Model

- **Academic Performance:** Students must maintain a minimum grade of C in all their classes to stay eligible for the hybrid model.
- **Attendance Policy Adherence:** Students must adhere to the attendance requirements specified for the hybrid model.

## Loss of Hybrid Model Eligibility

- If a student's grades drop below a C in any class, if they consistently have overdues, or if they fail to adhere to the attendance policy, the following steps will be taken:
  1. **Notification:** Parents/guardians and students will be notified of the academic or attendance issue.
  2. **Review Period:** A review period of two weeks will be provided for the student to improve their grades or attendance.
  3. **Decision:** If the issue is not resolved within the review period, the student will be required to choose one of the following options:
    - Fully Virtual at Home (Monday – Friday): Continue their education entirely online from home. Parent as Learning Coach.
    - Fully Virtual on Campus at Sparkman (Monday – Thursday): Attend school in person at Sparkman full-time.

## Procedures for Hybrid Attendance

- **Communication:** Parents/guardians must inform the school of any absences on in-person days.

- **Monitoring:** Academic progress and attendance will be monitored regularly to ensure compliance with the policy.

#### **Expectations for Hybrid Students**

- **Responsibility:** Students must take responsibility for their own learning and manage their time effectively.
- **Engagement:** Students must stay engaged with their coursework and class connects, whether attending in person or working from home.
- **Communication:** Regular communication with teachers and school administration is required to address any concerns promptly.

By implementing this hybrid attendance policy, Sparkman aims to provide flexibility while ensuring academic success and accountability. Students and parents are encouraged to carefully consider which attendance option best suits their educational needs and circumstances.

### **COMPUTER USE POLICY**

ARVA at Sparkman makes computers and Internet access available to students for curriculum and instructional opportunities. Use of school computers is strictly for educational and instructional purposes. It is the policy of the school to equip each computer with Internet filtering software designed to prevent access to material harmful to minors. No student will be granted Internet access until a computer use agreement, signed by both the student and the parent or legal guardian, is on file.

#### **Student Use of Computers:**

Students may use computers only as directed or assigned by staff or teachers. Students should not expect privacy in any aspect of their computer use, including email, as monitoring is continuous. Students must not disable or bypass security procedures, compromise or attempt to compromise the school's technology network security, alter data without authorization, or disclose passwords to others. Misuse of school computers or Internet access, including accessing or creating sexually explicit or pornographic content, will result in disciplinary action as specified in the student handbook and/or computer use agreement.

#### **Online Safety Education:**

To protect student welfare while navigating the Internet, the school will educate students about appropriate online behavior, including interactions on social networking websites, chat rooms, and cyberbullying awareness and response.

### **STUDENT INTERNET/NETWORK USE AGREEMENT**

ARVA at Sparkman agrees to allow the student identified above ("Student") to use the school's technology to access the Internet/Network under the following terms and conditions, applicable whether access is through a school or student-owned device:

**Conditional Privilege:** The Student's use of the school's Internet/Network access is a privilege conditional on abiding by this agreement. No student may use the school's Internet/Network access unless the student and their parent or guardian have read and signed this agreement.

**Acceptable Use:** The Student agrees to use the school's Internet/Network access for educational purposes only and to obey all federal and state laws and regulations, as well as any rules instituted at the school or in class, whether written or oral.

#### **Penalties for Improper Use:**

Misuse of the internet will not be allowed. If occurring, the ARVA engagement process will be enacted and could result in removal. (See Engagement Process)

Misuse includes but is not limited to:

- Using the Internet/Network for non-educational purposes (e.g., playing online games, streaming non-class-related media).
- Gaining intentional access to material harmful to minors.
- Engaging in illegal activities, including hacking and copyright violations.
- Accessing chat lines without instructor authorization.
- Using abusive or profane language, or harassing others.
- Posting anonymous messages.
- Bypassing school or state security settings.
- Congesting the network with lengthy downloads.
- Vandalizing data.
- Sending information for making destructive devices.
- Unauthorized access to resources or files.
- Using another person's name or password without authorization.
- Invading privacy.
- Sharing personal information online.
- Using the network for financial or commercial gain without permission.
- Theft or vandalism of data, equipment, or intellectual property.
- Introducing viruses or tampering with the system.
- Disrupting equipment or system performance.
- Providing unauthorized access to the network.
- Failing to obey school or classroom Internet/Network rules.
- Installing or downloading software without approval.
- 

**No Guarantees:**

The school will make efforts to protect students from harmful materials on the Internet/Network. However, the school makes no guarantees about preventing access to such materials.

**PUBLICATIONS, VIDEO, INTERNET CONSENT AND RELEASE AGREEMENT**

Students at ARVA at Sparkman may participate in school publicity, publications, and public relations activities. For example, pictures and articles about school activities may appear in local newspapers or school publications and may or may not personally identify the student. The school may use these materials in subsequent years. Parent confirmed receipt of this handbook is confirmation of use of their student images as described above. If you do not wish to allow the use of your student(s)' image, please promptly inform the on campus administrator.

**Code of Conduct**

Recognizing that discipline in our public schools can be maintained only through the cooperative efforts of the community, including parents, the students themselves, and the educational staff, ARVA at Sparkman maintains guidelines for ensuring a safe and disciplined atmosphere. Every student has the right to expect a positive atmosphere for learning. The student shall abide by the rules and regulations provided for their benefit.

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.



- Respect the property of others, including campus property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

The categories of conduct below are prohibited at school, in vehicles owned or operated by the school, and at all school-related activities. However, this list does not include the most severe offenses. Any offense may be severe enough to result in removal from the regular educational setting.

### **Student Dress and Grooming**

ARVA at Sparkman recognizes that dress can be a matter of personal taste and preference. At the same time, the school has a responsibility to promote an environment conducive to student learning. This requires limitations on student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

On campus students will comply with the discipline policy as it relates to attire as found on page 34.. A student shall not be disciplined or discriminated against based on the student's natural, protective, or cultural hairstyle, which includes without limitation afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

#### **Dress Code Regulations**

1. A student shall not wear or display emblems, insignias, badges, or other symbols if the message is intended to mock, ridicule, demean, or provoke others because of race, religion, national origin, or other individuals' views.
2. Clothing that advertises drugs, alcoholic beverages, tobacco, suggests obscenities, or presents double messages may not be worn.
3. Students must wear shoes (no house shoes or skate shoes). Thin-soled flip-flops or high heels are not encouraged due to recess and PE.
4. No hats, caps, bandanas, toboggans/ski caps, or head coverings of any kind will be worn in the buildings. Hair bows are allowed.
5. Pants, jeans, or shorts must be in good clean repair with no holes or frays that expose skin above finger-tip length.
6. Sagging and/or excessively loose clothing will not be tolerated. For all clothing, the waistband must be above the top of the hipbone. Undergarments may not show.
7. Extreme styles in hair or clothing that may cause a disturbance or disruption will not be permitted.
8. Any clothing accessory, i.e., billfold chain, hair rake, etc., that can be used to inflict physical injury will not be allowed. Hair rakes will be confiscated. Combs and picks will not be worn as headgear.
9. See-through shirts and muscle shirts are not allowed.
10. Dresses, skirts, and shorts must be no more than 4 inches above the knee.
11. Dresses, tops, shirts, skirts, and blouses cannot expose the midriff, abdomen, back, or cleavage. All straps on sleeveless shirts must be at least 3 fingers wide, and there cannot be any cuts along the front, bottom, or sides. Tank tops are not allowed.

Exceptions to the above rules and regulations may be approved for special occasions by the administration. Students who do not comply with these guidelines will receive appropriate disciplinary action. Since styles, fashions, and fads change, the staff may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with the possible violation of the guidelines, this concern must be addressed with the appropriate administrator for consultation and possible disciplinary action. The final decision on apparel will be at the discretion of the school administration.

### **Smoking, Dipping, Chewing, Vaping, Drugs, and Alcohol Policy**

An orderly and safe school environment is essential for promoting student achievement. It requires a student population free from the negative impacts of alcohol and drugs, which are illegal, disruptive to education, and detrimental to learning. Therefore, at ARVA at Sparkman, no student shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy. This policy applies to any student who:

- Is on or about school property.
- Is in attendance at school or any school-sponsored activity.
- Has left the school campus for any reason and returns to the campus.
- Is in route to or from school or any school-sponsored activity.

Prohibited substances include, but are not limited to:

- Alcohol or any alcoholic beverage.
- Inhalants or any ingestible matter that alters a student's ability to act, think, or respond.
- LSD or any other hallucinogen.
- Marijuana, cocaine, heroin, or any other narcotic drug.
- PCP.
- Amphetamines.
- Steroids.
- "Designer drugs."
- Look-alike drugs.
- Any controlled substance.
- Tobacco products of any kind
- Alcohol
- Any drug substance, not limited to the above list.

### **Dangerous Instruments**

Definitions:

- Firearm: Any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- Possession: Having a weapon on the student's body or in an area under the student's control.
- Weapon: Includes firearms, knives, razors, ice picks, dirks, box cutters, nun chucks, pepper spray, mace, or other noxious sprays, explosives, tasers, BB guns, pellet guns, or any other instrument or substance capable of causing bodily harm.

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon:

- In a school building.
- On or about school property.
- At any school-sponsored activity or event.

If a student discovers prior to any questioning or search by school staff that they have accidentally brought a weapon (other than a firearm) to school, they must inform the principal or staff immediately. The weapon shall be confiscated and held in the office until picked up by the student's parent or legal guardian.

Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as provided in this policy.

### **Student Discipline**

ARVA at Sparkman is committed to maintaining a safe and healthy learning environment that respects the rights of all. Students are responsible for their conduct at all times, including:

- On school grounds.
- Off school grounds at school-sponsored functions, activities, or events.
- Going to and from school or a school activity.

Disciplinary actions may be taken against a student for off-campus conduct that negatively impacts school discipline, the educational environment, or the welfare of students and/or staff. Serious offenses, such as felonies, assaults, drug

violations, or serious sexual misconduct, may result in disciplinary action up to and including dismissal from on-site learning.

Students in violation may be removed from campus to school virtually at home, as well as other resulting actions as deemed fit by the administrative team.

### **Additional Policies**

- Emergency Drills: Regular drills for fire and tornado emergencies to ensure student safety.
- Student Religious Expression: Protects students' rights to express religious viewpoints in assignments without discrimination based on content.
- Food and Bicycle Policies: Guidelines for food consumption and bicycle use on campus.
- Cell Phone Policy: Restricts cell phone use during instructional time and outlines consequences for violations, including confiscation and progressive disciplinary actions.

### **School Communication**

- Utilizes platforms like ClassDojo and Remind 101 for daily communication with parents, ensuring timely updates and emergency notifications.

### **School to Parents Communication**

Communication Platforms:

ARVA at Sparkman will utilize ClassDojo and Remind 101 for daily parent communication. Social media (Facebook) and the school's messaging system will be used for urgent notifications to parents.

Early Dismissal/Cancellation Due to Weather

Parents are advised to discuss plans with their child in advance for early dismissal or school cancellation due to inclement weather.

### **Attendance**

See the attendance policies in the district section of this handbook. The policy applies for both virtual and in-person/on-campus students.

### **Student Religious Expression**

Non-Discrimination:

ARVA at Sparkman respects students' voluntary religious expression without discrimination. The school ensures no endorsement or sponsorship of religious viewpoints.

Student Assignments:

Students may express their religious views in assignments, graded by academic standards without bias based on religious content. Inappropriate speech may be restricted.

### **Removal from School**

Disciplinary Removal

The principal may remove a student for up to five days for disciplinary reasons, ensuring schooling continues virtually. Parents will be notified promptly.

### **Food Policy**

Classroom Food Policy

No food is allowed in classrooms. Food must be consumed in designated areas. Clear liquid in water bottles with lids is permitted.

### **Bicycle Policy**

Bicycle Usage

Bicycles must be parked in designated areas and used only for transportation to and from school. Access during the day is not permitted. ARVA at Sparkman is not liable for bicycles.

### **Closed Campus Policy**

#### Attendance and Departure

Once on campus, whether arriving on foot, with a parent, etc., students are considered present and cannot leave without checking out. This process involves a parent/guardian signing their student out.

### **Cell Phone Usage Policy**

Cell phones must not be visible or used in the building, including the cafeteria. They are prohibited in classrooms and areas where academic work is conducted unless specified by teachers. Charging of devices on school premises is not permitted, and phones may not be used in bathrooms. Texting and cell phone use in halls and during lunch is not allowed.

### **Storage and Usage:**

Upon entering the school, students must store cell phones and electronic devices within the provided space in the classroom. Phones should be on silent. If used or seen during class without permission, devices may be confiscated. Photographing or video recording anywhere on school premises is strictly prohibited.

### **Respectful Use**

Specific times for use, **if any**, will be communicated by teachers. Phones must remain silent throughout the school day. In emergencies, contact the school office at (501) 664-4225.

### **Responsibility**

The school and its staff are not liable for lost or damaged phones or electronic devices, whether in possession of students or confiscated. Students are responsible for adhering to the policy and securing their belongings.

### **Cell Phone Policy Violations**

#### Consequences

1. First Offense: Device held by teacher until end of school day. Parent notified, and student reviews policy.
2. Second Offense: Device held by principal until parent-student meeting. Policy reviewed and signed.
3. Third Offense: No cell phone allowed on campus; student completes 1 day of virtual instruction at home.

Any insubordination of this process will be caused to move student through the Engagement cycle with the potential for removal.

### **Student Parking Policy**

#### Regulations and Expectations

Students may face discipline for illegal parking. Repeat violations may lead to towing and loss of driving privileges.

#### Conditions include:

- Arriving on time
- Possessing a valid Arkansas Driver's License
- Parking in assigned area with permit
- Maintaining current insurance
- Keeping area around vehicle clean
- Not using spaces designated for disabled or staff
- Avoiding excessive speed and careless driving

### **Responsibility**

ARVA at Sparkman is not responsible for towed vehicles or associated fines. Weather, traffic, or distance are not acceptable reasons for tardiness or absence.

**Search and Safety**

All personal property may be subject to search. Wearing seat belts is mandatory. Students must exit vehicles promptly upon arrival.

**Truancy**

Leaving campus without permission, repeated tardiness, or truancy may result in loss of parking and driving privileges.

PLEASE SEE THE SPECIFIC FORMS NEEDED BELOW.

### **STUDENT INTERNET/NETWORK USE AGREEMENT**

Purpose: the student and parent/guardian acknowledge that they have read and understand the **Student Internet/Network Use Agreement**. They agree to comply with all terms and conditions set forth in this agreement.

#### **Student Information:**

- **Student Name:** \_\_\_\_\_
- **Grade:** \_\_\_\_\_
- **Student Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

#### **Parent/Guardian Information:**

- **Parent/Guardian Name:** \_\_\_\_\_
- **Parent/Guardian Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

### **Parent/Student Handbook Agreement**

- Purpose: Acknowledges receipt and review of the Parent/Student Handbook, agreement to abide by its rules, and acceptance of potential policy changes.

#### **Student Information:**

- **Student Name:** \_\_\_\_\_
- **Grade:** \_\_\_\_\_
- **Student Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

#### **Parent/Guardian Information:**

- **Parent/Guardian Name:** \_\_\_\_\_
- **Parent/Guardian Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

### **Permission for Transportation and Liability Waiver**

- Purpose: Grants permission for the student to use personal transportation to and from school.

#### **Student Information:**

- **Student Name:** \_\_\_\_\_
- **Grade:** \_\_\_\_\_
- **Student Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

#### **Parent/Guardian Information:**

- **Parent/Guardian Name:** \_\_\_\_\_
- **Parent/Guardian Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Make, Model, and License Plate Number of the Student Driven Vehicle:**

---

Please ensure that the office is informed if the student vehicle information changes.

---

## Appendix

## Appendix A

### Arkansas Virtual Academy Parent/Student Contract

- I understand that enrollment includes full participation in all state-mandated testing on the required dates and at the assigned location. It is my responsibility to provide transportation for all required testing.
- I understand I will have the guidance and support of a certified, highly qualified teacher in implementing the K<sup>12</sup> curriculum with my student.
- I accept the responsibility to supervise my student in using the K<sup>12</sup> curriculum. I understand that I am expected to become knowledgeable about the curriculum and the Online School.
- I accept the responsibility to actively participate in the planning, instruction, and assessment of my child using the K<sup>12</sup> curriculum and the Online School. I understand that I will schedule a minimum of six (6) hours per day to accomplish this task.
- I understand that there are guidelines and policies regarding daily lesson completion and recording of scheduled Online School lessons.
- I understand that I will be expected to maintain accurate progress and in the Online School on a daily basis.
- I understand that my child and I are required to participate in scheduled conferences with our teacher(s). I understand that during these conferences I am expected to have access to all materials and the computer. Scheduled conferences are expected to occur from the primary location that instruction takes place.
- I understand that I will be required to submit student work samples at designated intervals to my ARVA teacher.
- I understand that I must read and respond to emails and phone calls from the ARVA teacher within 24 hours.
- I understand that if my phone number, address, email, or emergency contacts change, I must inform the ARVA teacher in a timely manner.
- I understand that ARVA students are required to have full-time adult supervision and participation during instruction/learning in order to be enrolled in the school.
- I understand that ARVA is requesting a one-year commitment.
- I understand that in order to fulfill enrollment requirements the following documents must be provided: enrollment form, copy of birth certificate, physical (if Kindergarten), proof of residency (copy of utility bill, etc. stating service address), agreement to use of instructional property, current immunization record or waiver, previous standardized test scores and report cards (if available), custodial paperwork (if applicable), a copy of current Individualized Education Program/504 plan (if applicable), and this contract.
- I understand that pre and post diagnostic assessments as well as interim assessments are a requirement and must be completed within the given timeframe.

I understand that all school policies and procedures must be met for continued enrollment in the school.

- I understand and agree that it is my responsibility to secure an Internet service provider, and that upon qualification I will be provided a stipend according to the school policy.
- I understand and agree that ARVA is a full-time public school and that my student may not be enrolled in any other full-time public, private or charter school while enrolled in ARVA.
- I understand that learning coach/mentor absences are not an excused reason for student absence, and it is my responsibility to create a plan for continued study in ARVA's curriculum in my absence.
- I understand that students must complete their own work in their own words with proper citations where appropriate or risk removal from the school.



## Appendix B

### Class Connect

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

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

All students must have speakers and a working microphone for Class Connect sessions. These items are mandatory. While a combination microphone/headset is suggested, a separate microphone will work. Students without a working microphone may obtain one free of charge by calling K<sup>12</sup> Customer Support at (866) K12-CARE. Class Connect can be accessed with dial-up or high-speed Internet access.

#### Tips for Participating in a Class Connect Session

##### Preparation

- Find a comfortable place with no distractions.
- Prior to joining a session, you must configure your computer for use with Class Connect. You can do this at any time prior to the session, even days in advance, but do not wait until the last minute. The pre-configuration process can take up to 30 minutes with an older computer on a dial-up connection.

##### In Session

Be on time.

- Camera on
- Connect audio and microphone
- Dress appropriately
- Be aware of background
- Participate in the session by using the microphone, responding to polls and providing feedback to the moderator
- Remember to raise your hand when you have a question or comment when using your microphone
- Use Direct Messaging to send messages to other participants and the moderator during the session
- Remember that running other applications on your computer (such as internet browsers) can slow your connection to Class Connect

## Appendix D

### Photography, Testimonial, and Interview Release

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant Arkansas Virtual Academy (ARVA) and K12 Inc., its legal representatives, successors and assigns, and those acting with their authority and permission (collectively, ARVA and K12) the right and permission to use, re-use, publish, re-publish, and copyright (in ARVA and K12's own name and otherwise) testimonials (written by me or attributed to me), interviews (written by me or attributed to me) and photographic portraits, pictures, images and/or likeness of me in which I may be included (in whole or in part, or composite, or distorted in character or form, without restriction as to changes or alterations), in conjunction with my own or a fictitious name, made through any medium, and in any and all media now or hereafter known throughout the whole world in perpetuity. All rights, licenses and privileges herein granted to ARVA and K12 are irrevocable and are not subject to recession, restraint or injunction under any circumstances. I hereby waive any right that I may have to inspect or approve the finished product, or products and the advertising copy or other matter that may be used in connections therewith or the use to which to may be applied. I hereby release, discharge and agree to save harmless ARVA and K12 from and against any claims, damages or liability arising from or related to the use of any of the aforementioned material, including but not limited to any liability by virtue of any editing, blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking, recording, editing, processing, publishing or distribution of said testimonials, interviews, pictures, portraits, images and/or likeness including, without limitation, any claims for defamation, invasion of privacy, right of publicity or violation of any other right.

I hereby acknowledge that the compensation provided does not include any monetary compensation or tangible goods or services and that none are due to me for granting this release.

I hereby warrant that I am of full age and have the right to contract in my own name. I have read this Release prior to its excitation, and I am fully familiar with the contents thereof. This Release shall be binding upon me and my heirs, legal representatives, and assigns.

If signing as a parent or guardian, I hereby warrant and represent I am the parent or legal guardian of the named minor and have authority to and do hereby consent to this Release on his/her behalf and will be responsible for any damages incurred by ARVA and K12 resulting from the minor's breach or renunciation of this Release.

The above statements are considered agreed upon by receipt of the handbook and completion of the parent survey. If you DO NOT agree with the above statements and you do not wish to have your/your child's photos, etc. shared, please notify Gina Moore in writing with your child's name(s) at [gmoore@arva.org](mailto:gmoore@arva.org).

## Appendix E

### Liability Release Agreement

Minor's Legal Name (Print) \_\_\_\_\_

(If there is more than one child per family participating, please provide their legal name(s)): \_\_\_\_\_

\_\_\_\_\_ , \_\_\_\_\_  
(collectively referred to as "Minor") wishes to participate in activities sponsored by ARVA and/or K12 Inc., such as, but not limited to, ice skating events, splash parks, book fairs, etc.

ARVA and/or K12 and the undersigned parent or legal guardian of Minor agree that the Activity may pose risks, including possible illness, injury, as well as similar and dissimilar risks ("Risks"). The undersigned is fully aware of the Risks and other hazards inherent in the Activity and is participating in the Activity voluntarily and assumes the Risks and all other risks of loss, damage, or injury that may be sustained while participating in the activity.

ARVA and/or K12 makes no representations or claims as to the condition or safety of the land, structures, transportation or surroundings that may be involved in the Activity, whether owned, leased, operated or maintained by ARVA and/or K12. It is understood that ARVA and/or K12 does NOT provide any insurance coverage for the Minor's person or property, and Minor's parent(s) or guardian(s) acknowledge that they are responsible for the Minor's safety and the Minor's own health care needs, and for the protection of the Minors property.

In exchange for allowing the Minor to participate in these ARVA and/or K12 Activities, the Minor, by and through the undersigned, and their respective heirs, personal representatives and estates agree(s) to release from liability and hold harmless ARVA and/or K12 and any agent, or employee of ARVA and/or K12 acting within the scope of their duties for any injury to the Minor's person or damage to the Minor's property. I authorize ARVA and/or K12 to take any action, including seeking medical care, necessary in its judgment if I am not present or reachable in the event of an emergency. The undersigned acknowledges that as a part of this Release he or she shall be 100% liable to pay for all medical expenses resulting or to result from any injury incurred during, or as a result of participation in the Activity.

If any term of this agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder shall not be affected thereby, each and every remaining term of this agreement shall be valid and enforced to the fullest extent permitted by law. In the event of any need to enforce this agreement, ARVA and/or K12 shall be entitled to its attorney fees and costs. This agreement will be governed by Arkansas law.

I, the undersigned, state that I am the parent or legal guardian of the Minor. I have fully read and understand the above terms and conditions and that they apply to said Minor and to myself, and that no oral representations, statements or inducements apart from the foregoing written agreement have been made to the undersigned. This document is binding on myself, the said Minor(s), and any person suing on behalf of said Minor(s).

**BY COMPLETING THE RECEIPT OF HANDBOOK SURVEY, YOU AGREE TO THE ABOVE STATEMENTS. IF YOU CHOOSE TO WITHDRAW THIS PERMISSION, PLEASE CONTACT THE ARVA OFFICE.**

## Appendix F

### Authorization to Disclose Health Information

I hereby authorize **The Arkansas Department of Health** to disclose health information for the purpose of establishing and confirming immunization history. The following person or class of persons may receive disclosure of protected health information about this child: **ARVA Public Charter School 1400 W. Markham Ste. 206, Little Rock, AR 72201**. The specific information that should be disclosed is: **Immunization Record**

I understand that the information used or disclosed may be subject to re-disclosure by the person or class of person or facility receiving it and would then no longer be protected by federal privacy regulations. I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV). It may also include information about behavioral or mental services and treatment for alcohol and drug abuse.

I have the right to revoke this authorization by notifying ARVA Public Charter School in writing. However, I understand that any action already taken in reliance on this authorization cannot be reversed and my revocation will not affect those actions. I understand that the medical provider to whom this authorization is furnished may not condition its treatment of me on whether or not I sign the authorization. This authorization will remain in effect as long as my child is enrolled in ARVA Public Charter School or until I revoke the authorization in writing to the school Director.

I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I understand I may inspect or copy the information to be used or disclosed as provided in CFR 164.524. I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may be protected by federal confidentiality rules.

It is our intention that the school be treated as acting in loco parentis if the person herein named is a minor. Further, it is my intention that the appropriate representatives of the school be treated as "personal representatives" for the purpose of disclosing protected health information pursuant to the privacy regulations promulgated pursuant to the Health Insurance Portability Act of 1996. I hereby agree to the disclosure to school representatives of the protected health information of the person herein described, as necessary: (i) to provide relevant information to the school representatives related to the person's ability to participate in school activities; and (ii) in the care of minors, to provide relevant information to the school representatives to keep me informed of my child's health status.

We, the parents/guardians of this student do hereby grant and give to the School and/or its designated staff members and representatives authorization and authority to treat and/or obtain emergency medical care for our child. Whether emergency exists or not, or whether medical care is needed or not, is left to the sole discretion of the school and/or its designated representative authority to approve any necessary medical treatment that is determined to be needed for our child either by hospital emergency room, staff or family physician. We also give permission for the school to arrange related transportation. We agree to the release of any records necessary for treatment, referral, billing or insurance purposes.

I understand that I am responsible for payment of any and all medical care services, including but not limited to emergency care that is not covered by the student's health insurance. I give consent for this information to be shared with my child's teacher and appropriate school staff. I certify that all information given is correct.

We do hereby designate the physician listed below as our first physician of choice but if such physician is not available, then we authorize the ARVA Public Charter School to select such doctor and/or hospital, as they deem necessary and appropriate.

Student Physician (name, full address, phone number): \_\_\_\_\_



I give permission for my child's personally identifiable information/student education records to be disclosed to a Third-Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

**BY COMPLETING THE RECEIPT OF HANDBOOK SURVEY, YOU AGREE TO THE ABOVE STATEMENTS. IF YOU CHOOSE TO WITHDRAW**

**THIS PERMISSION, PLEASE CONTACT THE ARVA OFFICE.**

# TRANSLATION SERVICES

## We can help you in your language!

Please let us know if you need an interpreter or a document translated into your language- at no cost to you.

## Podemos brindarle asistencia en español!

Por favor háganos saber si necesita un intérprete o un documento traducido a su idioma. Este servicio es gratuito.

## Nou ka ede w nan lang ou!

Sil you plé fèm konnen si ou bezwen yon entèprete ou byen yon dokiman tradui nan lang ou-san li pa koutè ou anven.

## Nós podemos ajudá-lo na sua língua!

Por favor deixe nos saber se você necessita de um intérprete ou de um documento traduzido na sua língua - sem nenhum custo para você.



## Matutulungan ka namin sa iyang wika!

Mangyaring isaalam sa amin kung kailangan mo ng interpreter o ipasalin ang isang dokumento sa iyang wika - nang wala kang babayaran.

## Мы можем помочь вам с переводом на любой язык!

Свяжитесь с нами, если вам необходим устный или письменный перевод на любой язык — бесплатно.

تعب قدع اس بدلا مرقت انكفي ونا!  
عاجب نك اذا ان الانا يري ونا  
ممرت ونا ونا وروف ممرت ونا  
ممرام و هو انكفي ونا هرم انكفام ونا  
انكفي

