



2020–2021

PARENT / STUDENT  
**HANDBOOK**

**Version 1.1**

Dear Student and Parent/Guardian,

Welcome to Valor Preparatory Academy of Arizona. As we start the 2020-2021 school year, we hope this handbook is helpful to you and gives you a good understanding of our mission and vision. Please review the contents and then keep the handbook accessible for future reference.

Valor Preparatory Academy of Arizona is a public charter school serving grades 6–10 for Arizona residents aged 11 to 22. Our desire, as a modern and innovative learning program, is to provide the highest quality education through an innovative, safe, and challenging learning environment. Our program is designed to meet a wide range of demands as well as the individual needs and circumstances of today's students.

Students in our program engage in a rigorous educational curriculum to become college and career ready. Through online instruction supported by in-person learning sessions, communication by telephone, virtual meetings, and messaging with teachers, students experience a first-class education that is designed to meet their individual needs.

Students learn the importance of 21st Century Skills, using them as the conduit for learning all core academic subjects. Staff members actively engage students in learning and promote mastery of core academic areas while introducing students to elective courses that develop citizenship and success skills.

Valor Preparatory Academy of Arizona is excited to offer an exceptional education to Arizona students. We are committed to positively influencing students to enable them to be prepared for a technology-rich society. Valor Preparatory Academy of Arizona looks forward to collaborating with you to ensure success.

Sincerely,

Valor Preparatory Academy of Arizona Administration

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## ***Mission and Vision Statement***

Valor Preparatory Academy of Arizona's (VPA) mission is to provide every student, no matter how they learn or regardless of their academic background, an educational experience that values a blended approach. VPA uses teacher-facilitated instruction, digital curriculum, and technology to develop Arizona college and career-ready citizens as well as contributing members of the community. Our students will excel in collaboration, critical thinking and show competency in mastery of the Arizona State Standards.

Valor Preparatory Academy of Arizona's vision is to create, develop, and empower today's digital citizen to become a responsible, contributing community member by preparing them to be college and career ready in a 21<sup>st</sup> century workforce.

## ***Admission Policies***

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability. There is no tuition or fees charged for attending Valor Preparatory Academy of Arizona.

VPA will admit all eligible pupils who submit a timely enrollment application, as space allows. VPA shall give enrollment preference to pupils returning to the school in the second or any subsequent year of its operation, to siblings of pupils already enrolled in the school, and to children of employees and school board members of the school.

If, by the application deadline, the number of applicants exceeds the capacity of a program, class, grade level, or building, all applicants for that program, class, grade level, or building will be selected for the available slots through an equitable selection process; except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery. After the application deadline, pupils for any remaining slots or for a waiting list will be accepted in chronological order per A.R.S. §15-184(A)-(D).

VPA reserves the right to refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution per A.R.S §15-841.

## **Required Enrollment Documents**

- Registration Form/Packet
- Birth Certificate – (or other proof of the pupil's identity and age including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate). **This documentation is required within 30 days of enrollment.**
- Arizona Residency Documentation Form- Must be the same as the address on the registration packet, including a copy of an establishing document.
- Immunization Record – (or signed statement re: exemption pursuant to A.R.S. § 15-873)
- Withdrawal Form from Previous School - **Required if transferring from another Arizona Public School**

*Other Requested Documents*

Note these documents are not required for consideration of enrollment of your child, but necessary to ensure your child receives proper services and your understanding of the school's policies and procedures once he/she is admitted to the school.

- Special Education records such as an Individual Education Plan or 504 plan (if applicable)
- Most recent report card (6<sup>th</sup>-8<sup>th</sup> graders only)
- Transcript (high school or if enrolling student has taken courses high school credit in 7<sup>th</sup> or 8<sup>th</sup>)
- Discipline records
- Attendance records
- Legal guardian or custody papers (if applicable)
- Individual Language Learning Plan (if applicable)

*Release of Records*

Upon enrolling, a signed records release request will be sent to the student's previous school. Transcripts and previous school records will be used to determine a student's course placement and graduation plan. For middle school students, previous school records will be used to help determine how we can best assist the student in reaching their academic potential.

**Homeless Education Policy**

This policy is intended to be in direct compliance with the Arizona Revised Statutes, Arizona Administrative Code and McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (the Act) and should be read as consistent with those documents. The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory students who qualify as homeless because the children are living in circumstances described above.
- The term "unaccompanied youth" includes a youth who is not in the physical custody of a parent or legal guardian.

Students protected under the McKinney-Vento Act are entitled to immediate enrollment in school, even if they do not have the required documents for registration (e.g. proof of residency, school records, immunization records or birth certificate). Our Homeless and Foster Care Liaison will also reach out to your family for additional help and support through this time.

Homeless & Foster Care Liaison  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

## ***Custody***

In most cases, natural parents shall be given reasonable access to their children at school and to their children's educational records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent to access a child and/or the child's educational records. It shall be the responsibility of the natural parent who has a court order restricting the rights of the other (non-custodial) parent to a child or the child's educational records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order.

In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested, in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

## ***Attendance***

It is important for every student to attend and/or be in class every scheduled school day. Being absent from school has long-term, negative effects on students, such as lower achievement and graduation rates. Regular student attendance, either in-person during the required in classroom time or in the online courses is an important ingredient in your students' academic success. Excessive absences hinder students' progress in mastering the knowledge and skills necessary to graduate from high school and thus be successful in college or a career.

VPA requires students to record six hours of academic time each school day, equating to approximately 30 hours per week. Required academic time will be completed both at the physical school site as well as online. Students are required to be on campus Monday through Thursday from 8:00 a.m. to 12:00 p.m. Students have the option to stay on-site until 3:30 p.m. to finish their academic time or students may finish their day at home. Friday site attendance is optional unless a student needs additional academic support.

Attendance hours include the following:

- Attending in-person facilitated instruction at the VPA building
- Reading books or other instructional materials related to coursework both on and offline
- Submitting gradable items
- Attending online instruction, activities, and completing required assignments
- Writing papers, essays, stories, or other assignments, including discussion posts for classroom participation
- Conducting research (online or other methods)
- Communicating with faculty and staff

Parent/legal guardians are required to verify attendance daily through the Parent/Student Portal (PSP); adult students will verify their own attendance.

VPA reports weekly attendance to the state, beginning with the first day of our school year. If a student can only attend school for 25 hours during a week, he or she is behind five hours for that week. Students should try to stay consistent in their weekly schooling hours, but flexibility does exist for our families as



long as students maintain at least the average attendance hours. VPA students will be assigned four required courses every semester, with two additional electives.

## ***Truancy/Unexcused Absences***

### **Truancy**

“Truant” means an unexcused absence for one hour or more during the day. Absences may be considered excessive when the number of required hours exceeds ten percent of the number of required attendance hours that should have been recorded for a student. Parents/guardians will be notified by the school when there is a concern regarding attendance. If a student accumulates **five or more absences** during the entire year, the parent/guardian may be required to meet with the administration to create an attendance plan.

Per A.R.S. §15-807, Valor Preparatory Academy of Arizona shall notify the custodial parent/guardian via email, phone, or text message should the student fail to attend school as expected on-site Monday – Thursday within the first two hours of class. However, VPA’s employees or agents of a school district are not liable for failure to notify the parent or other person who has custody of a pupil of the pupil’s absence from school.

### **Excused and Unexcused Absences**

The school board defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10 percent of the instructional days scheduled for the school year. Valor Preparatory Academy of Arizona also permits a student to be excused for religious purposes, not to exceed one school week. Should the absence be due to religious purposes, the legal guardian will provide written consent.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2).

### **Chronic Illness/Extended Inability to Participate**

Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications, or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis per A.R.S. §15-346. Please ask the school office for the appropriate forms if your child’s attendance is affected by a chronic health problem.

### **Risk of Withdrawal**

Per A.R.S. §15-808(G), if the academic achievement of a student declines while the student is participating in Arizona Online Instruction, the students’ parents, teachers, and the principal or head teacher of the school shall confer to evaluate whether the student should be allowed to continue to participate in Arizona Online Instruction.

## ***Academics***

### **The Curriculum**

Valor Preparatory Academy of Arizona (VPA) offers a comprehensive set of courses to prepare our students for college and life skills. Our interactive interface allows students to navigate through the course material and activities with ease while providing a rigorous educational program. Daily activities include a variety of exercises, videos, reading assignments, quizzes, daily classroom discussions, and weekly papers/projects/science labs, and interaction with teachers.

### **Assessments**

Assessments are used as a diagnostic tool to monitor the progress of a student. They are key indicators of mastery of the Arizona Learning Standards and academic progress through the enrolled courses.

#### ***NWEA MAP Growth***

Valor Preparatory Academy of Arizona or Arizona (VPA) uses MAP Growth and measures what students already know and information for what they are ready to learn next. MAP Growth most accurately measures academic performance to help teachers teach, make adjustments in instruction, and provide the best learning experience for our students.

#### ***NWEA MAP Skills***

Valor Preparatory Academy of Arizona (VPA) uses MAP Skills to help teachers identify the specific skills each student needs to learn in grades 6<sup>th</sup> - 8<sup>th</sup>. Teachers use this tool between MAP Growth administrations to help students fill the skills gaps they are struggling with and where they are advancing. Teachers will have the opportunity to adjust instruction to meet apparent skill gaps.

### **State Assessment Requirements**

The Arizona Department of Education (ADE) requires students to complete the AzM2 state standardized assessment, which is aligned to state standards. In addition, AIMS Science is administered in grades 8<sup>th</sup> and 10<sup>th</sup>. Valor Preparatory Academy of Arizona provides notification of testing dates and locations through email and communication sent home directly with students. Instructors proctor the tests on dates specified by the ADE. All students must participate in the state assessment or take a make-up test if absent during the testing dates.

### **Grade Level/Cohort Determination**

Valor Preparatory Academy of Arizona places students in the appropriate grade level based on prior school information, transcript evaluation, and cohort year. Cohort year is defined as the student's grade level based on the first day they enrolled in high school and started grade 9. Students with international transcripts may be entered as a first-time freshman cohort. Entering home-schooled students who cannot provide a transcript from an accredited home school program will enter as first-time freshmen with zero credits.

### **Awarding Transfer Credit**

Valor Preparatory Academy of Arizona shall accept credits earned by students in courses or instructional programs from any Arizona charter school or Arizona school district documented on an official transcript. Acceptance of transfer credits from sources other than an Arizona charter school or Arizona school district is not automatic. This includes, but is not limited to, credits from home school programs, private

schools, non-accredited schools, and international transcripts. Credits may be awarded pending a review by school administration and may require demonstration of competency in core courses required for graduation.

### Course Finals

All Valor Preparatory Academy of Arizona students will take the final exam for each enrolled course on site with a proctor. A proctor is designated as any VPA employee.

### Grading Scale

Grades are determined by student performance on teacher-graded activities, computer-graded assignments, quizzes, exams within each course, observations/participation during in-person small group and individual instruction. Students may view their grade for each assignment through their grade book per course, found in the Learning Management system. The grading scale is as follows:

* Percentage		Letter Grade	GPA* - Unweighted	GPA* - Weighted Honors
93-100%	=	A	4.0	4.50
90-92%	=	A-	3.67	4.17
88-89%	=	B+	3.33	3.83
83-87%	=	B	3.00	3.50
80-82%	=	B-	2.67	3.17
78-79%	=	C+	2.33	2.83
73-77%	=	C	2.00	2.50
70-72%	=	C-	1.67	2.17
68-69%	=	D+	1.33	1.83
63-67%	=	D	1.00	1.50
60-62%	=	D-	0.67	1.17
0-59%	=	F	0.0	0.0

### Grade Point Average

Cumulative grade point average (GPA) is based on all courses taken for high school graduation using the following policies:

- Plus and minus scores are given and averaged for the GPA total.
- Any passing grades that have been replaced by a higher grade remain on the transcript. The higher grade will be included in the Cumulative GPA total.
- All "F" grades are averaged for GPA total when calculating weighted or unweighted GPA.

### Class Rank

Class Rank GPA is based on a weighted scale and is used to determine high honors, honors graduates, and college/scholarship applications. Any grades that have been replaced by a higher grade remain on the transcript and are not counted for the Class Rank GPA.

### Promotion/Retention

The promotion (advancing to the next grade) and retention (staying in the current grade) of students enrolled with Valor Preparatory Academy of Arizona is based on the degree of success the individual

student achieves in completing the educational program designated to meet his/her needs.

VPA has high standards for promotion. Students must earn their promotion to the next grade level by demonstrating mastery of the grade level's rigorous standards, as set forth by the Arizona State Board of Education. Decisions to retain a student are to be made by the classroom teacher, pursuant to A.R.S. §15-342(11).

The school board may review the decision of a teacher to promote or retain a student upon request to do from the parent/guardian. The parent/student will have the burden of proof to overturn the teacher's decision and shall demonstrate to the school board that the student has mastered the academic standards adopted by the Arizona State Board of Education. If the school board overturns the decision to promote or retain the student, the school board shall adopt a written finding that the student has mastered the academic standards. All reviews by the school board shall be conducted in executive session unless the parent/guardian requests that the review be conducted in an open meeting.

### State Graduation Requirement

Pursuant to A.R.S. §15-701.01(A)(2), all high school students must pass a Civics exam with a score of 60% or higher to be eligible for high graduation and complete CPR (Cardio Pulmonary Resuscitation) instruction pursuant to A.R.S. 15-718.01, to be eligible for high graduation.

### Graduation Requirements

Students who complete the following requirements successfully will be eligible to receive a Valor Preparatory Academy of Arizona High School Diploma:

Course	Credits
English	4 Credits
Algebra 1	1 Credit
Geometry	1 Credit
Algebra 2	1 Credit
4 <sup>th</sup> Year Math	1 Credit
Science	3 Credits
World History/Geography	1 Credit
American History	1 Credit
American Government	.5 Credit
Economics	.5 Credit
Physical Education	.5 Credit
Health	.5 Credit
Career Tech Ed/Voc Ed/Fine Arts	1 Credit
Electives	6 Credits
Civics Test (Per House Bill 2064)	Pass
CPR Requirement	Complete
<b>Total</b>	<b>22 Credits</b>

- **English** (4 credits) – This requirement will be met by completing the following courses or courses that are equivalent to: English 9A, English 9B, English 10A, English 10B, English 11A, English 11B, English 12A and English 12B. Some English Language Development (ELD) courses

may meet English requirements for graduation.

- **Math** (4th year Math) – This requirement may be met by completing 1 credit of the following Valor Preparatory Academy of Arizona courses: Advanced Math A - Trigonometry, Advanced Math B, Pre-Calculus, Business Math A, Business Math B, or any math course transferred from another accredited high school that contains significant high school math content. Qualifying students may complete a personal curriculum math plan. Students receiving a personal math plan must complete one credit in mathematics that includes significant math content during their senior year.
- **Science** (3 credits) – This requirement will be met by earning three credits in science, one of which must be Biology or a Life Science.

### **Transcript Amendment**

In the event a course title is amended, the new title will be reflected on any current transcripts. Valor Preparatory Academy of Arizona will retain a list of courses that have titles amended, and the change date noted.

### **Early Graduation**

Students who meet graduation requirements before the final term of the school year will receive their diploma at the end of the school year at the graduation ceremony. Students that do not attend the ceremony will have their diploma mailed to the contact address on file, or they may pick it up during office hours starting the Monday after the graduation ceremony.

### **Education and Career Action Plan (ECAP) Requirement**

Arizona Administrative Code R7-2-302.05 establishes and requires an Education and Career Action Plan (ECAP) to be completed for every student in grades 9–12 beginning with the graduating class of 2013. An ECAP reflects a student's current plan of coursework, career aspirations, and extended learning opportunities to develop the student's personalized academic and career goals. Throughout all four years of high school, students will work toward reaching their academic and career goals by creating, following, and updating a four-year plan, exploring various careers and skills, researching different education and career pathways, and participating in extracurricular activities. The ECAP is developed, reviewed, and updated annually by school administration, students, parents/guardians, as well as school representatives.

### **Accelerated Course Completion**

Students may take additional courses beyond the standard number allowed per term (three courses) under the following guidelines and with approval from a guidance counselor. The following guidelines will be considered:

- Student has completed at least one term with Valor Preparatory Academy of Arizona
- Student progress toward graduation
- Academic progress in previous courses
- Parent/Guardian input

### **High School Credit for College/University**

Valor Preparatory Academy of Arizona gives core or elective credits for college courses pursuant to A.R.S. 15-507.01. Upon receipt of an official transcript from the college or university, administration reviews the

course description from the college/university and determines whether the course merits a core or elective credit and is based on course content equivalency.

Each three (3) or four (4) credit-hour college course will be awarded one-half (.5) high school credit. Any five (5) credit-hour college course may be awarded up to one (1.0) high school credit. For additional information, please contact administration.

### **Academic Integrity and Plagiarism**

As members of the Valor Preparatory Academy of Arizona community, all students are expected to conduct themselves with honor and academic integrity. All students will follow appropriate citation guidelines to ensure that proper credit is given to the authors or creators of any work used.

Under no circumstances will a student be permitted to cheat or plagiarize, and disciplinary measures will be taken in the event of this type of student misbehavior.

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. Sources may include, but are not limited to, the World Wide Web, books, articles, and media presentations and recordings. Requirements for citing material are as follows: A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures or photos without citing the exact source in the body of the assignment. This includes the following examples:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected by others in the form of projects or collections.

Cheating involves submitting work in an assignment or exam that is not your own. It can include the following:

- Copying someone else's work
- Allowing someone else to copy your work
- Having someone else complete your work for you
- Using unauthorized materials to help you complete your work
- Accessing social media sites on the internet to help you complete your work

If a student is found to have plagiarized or cheated, the following discipline measures may be taken, depending on the severity and frequency of the occurrence(s).

- Required to attend synchronous sessions to learn how to cite sources properly
- No credit for the assignment
- Parent/Teacher conference
- Parent/Teacher/Administration conference
- Suspension
- Long-Term Suspension
- Expulsion

## ***Student Learning Expectations***

### **Parents/Students**

The influence of the parent/guardian is extremely powerful. The more parents/guardians understand how to navigate our system and hold students accountable, the more opportunity the student has to be successful at Valor Preparatory Academy of Arizona. Items such as up-to-date telephone numbers and email addresses will help us greatly in our collective efforts to support your student's academic success. Reviewing student work and providing guidance and feedback can be a huge benefit. With your support and VPA's academic teams providing academic support, parents/guardians are able to focus on being motivators and guides for their students to help them achieve academic excellence.

### **Participation**

A Valor Preparatory Academy of Arizona student must participate to earn a passing grade while attending Valor Preparatory Academy of Arizona. By interacting with the course and the instructor, the learner must participate in all course activities in order to earn a passing grade. Students are defined as participating in a course anytime they interact with their instructor (at school or in the digital version of the course) or are engaged with the course, which includes preparation, coursework, interaction with classmates, assessments, in-class participation, etc.

### **Communication**

Communication between students, families, teachers, and school staff is a key component to academic success. Students are expected to communicate frequently and respectfully with their teachers and other school staff. The more school staff is informed of the student's progress and any possible interruptions in learning, the better prepared they are to support the positive learning outcomes for students.

### **Exams**

Exams provide the opportunity for weekly summative assessment of each unit. Students are expected to complete each exam with academic integrity. Students may request to retake an exam or, may be asked by their teacher to retake an exam, if the student's learning could be extended if a second opportunity were provided. Final Exams will be taken at the school and proctored by a VPA employee.

### **Projects**

Projects provide the opportunity for students to demonstrate their understanding of course content through their own words. As such, projects are a critical component of the online learning process. Students are expected to:

- Complete all assigned projects with academic integrity
- Improve and resubmit projects when requested
- All projects must be submitted through the Course Player/Learning Management System (LMS)

### **Repeating Courses**

Students are expected to repeat any course required for graduation in which they previously earned a failing grade. Once a final passing grade is posted, the new course will be entered on the transcript, and the GPA will be calculated using the passing grade.

Students may submit a request to the school administration to retake a course to improve the grade. If the request is approved and an improved grade is posted, the improved grade will be entered and calculated into the GPA. The previous course grade will remain on the transcript but will not be counted

in the student's GPA and will not be awarded credit.

## ***Student Special Program Services***

### **Child Find**

Valor Preparatory Academy of Arizona ensures that all children with disabilities enrolled in the school or presenting for enrollment, including children with disabilities or those who are homeless, wards of the state, or student of a migratory family regardless of the severity of their disability, who may be in need of additional and/or related services are identified, located, and evaluated.

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the VPA is required to provide a free and appropriate public education (FAPE) for all students with disabilities who enroll in the school. All new students will be screened within 45 calendar days of their initial enrollment. The teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing, cognitive or academic, communication, motor, social or behavioral, and adaptive development. If any concerns are noted, the student will be referred for additional support.

If you suspect your child has a disability or is in need of additional assistance, please contact your teacher. More information can be found at [AZFind](#).

### **Special Education Services**

Valor Preparatory Academy of Arizona makes available special education and related services to all eligible students. Our teachers are trained to teach to diverse learning styles and ability levels. VPA believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, please contact the school.

#### *Procedural Safeguards*

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and Student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the principal at Valor Preparatory Academy of Arizona.

#### *Evaluation*

A special education evaluation will be considered whenever the school suspects that the student may have a disability. Before the evaluation can be conducted, informed parental consent is required. Valor Preparatory Academy of Arizona may contract with private specialists to provide needed services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the Student's parents, local education agency representative, classroom teacher, psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The IDEA sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, Valor Preparatory Academy of Arizona must follow these rules and regulations.



### *Individualized Education Plan (IEP)*

If it is determined by the MET that the student qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the student, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member.

For more information or questions regarding special education services, contact:

ADA Coordinator  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

### **Section 504 Services**

The Section 504 regulations require schools to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

If the student has a medical or mental condition that interferes with his/her working and learning, a 504 plan may be created to assist the student with her/her day-to-date learning challenges. The plan gives the school the ability to apply accommodations that a regular education student may not be able to apply. Possible disabilities that can be accommodated by a 504 plan are allergies, ADHD, cancer, epilepsy, eating disorder, diabetes, juvenile arthritis, vision impairment, hearing impairment, bi-polar, residual effects of an injury.

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity of Valor Preparatory Academy of Arizona. For more information or questions regarding special education services, contact:

ADA Coordinator  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

### *Section 504 Grievance Procedure*

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices, or procedures" when such modification is necessary to accommodate individuals with disabilities. Valor Preparatory Academy of Arizona prohibits retaliation against anyone

who files a grievance or cooperates in the investigation of a grievance.

Grievances must be submitted to the principal (or her/his designed) within thirty calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the Complainant is unable to put the complaint in writing; the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint.

The principal (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The principal will maintain the files and records of the school relating to such grievances.

The principal (or her/his designee) will issue a written decision on the grievance no later than thirty school days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the principal (or her/his designee) will communicate with the parties concerning the need for an extension.

The person filing the grievance may appeal the decision of the principal (or her/his designee) by writing to the school board within fifteen calendar days of receiving the principal decision. The school board shall issue a written decision in response to the appeal no later than thirty school days after its filing.

The school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) throughout the investigation of the grievance. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Principal will be responsible for making such arrangements.

### **English Language Learners (ELL)**

Arizona law requires that children with a home language other than English be assessed using the Arizona English Language Learner Assessment (AZELLA) for proficiency in oral language, reading comprehension, and written communication. Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition. Valor Preparatory Academy of Arizona offers an English Language Learning Program to serve students who need assistance in learning English. Full inclusion of English Language Learners is practiced. For more information or questions regarding ELL education services, contact:

ELL Coordinator  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

### **Manifestation Determination**

In the circumstance where there is a discipline concern that will result in action taken by the school, including, but not limited to, suspension and expulsion, with a student that qualifies for special education or 504 Plan, the special education teacher will hold a manifestation of determination meeting with the appropriate IEP team members in attendance. When there is an attendance concern with a student that qualifies for special education, the IEP or 504 team will meet to determine if the services in place are appropriate for FAPE and if the student's disability is a barrier. If the team determines that the services are appropriate and the disability is not a barrier, the team will conclude the meeting with a prior written notice and follow the school truancy process.

## ***Student Health and Safety***

### **Student ID/Badge**

The student ID is a tool used to assist in the identification of our students and staff. The Student ID not only serves as a means of linking a student to a particular school; it also allows the principal and other vital operating agents to track the frequency of a student's utilization of services. The Student ID contains such information as the name of the student or staff member, school name, and any other information relevant to the school. Each student and staff member are required to have their ID readily available while on School property or at a school-sponsored event. Student IDs are the property of the school. Any lost or stolen IDs may be replaced for a small fee to the Student.

### **Video Surveillance**

The school authorizes the use of video cameras on school property to ensure the health, welfare, and safety of all staff, students and visitors to the school, and to safeguard school facilities and equipment. Video cameras may be used in locations deemed appropriate by the principal while safeguarding the privacy rights of students and staff. Video recordings may become a part of a student's educational record. The school shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Mandatory Reporting**

The law does not recognize confidentiality between a student and school personnel. The Arizona mandatory reporting law A.R.S §13-3620 requires that school personnel or any person who has responsibility for the care or treatment of a minor, who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect shall immediately report or cause a report to be made of this information.

### **Diabetes Policy**

In accordance with A.R.S §15-344.01, the management of students with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Students attending Valor Preparatory Academy with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional, nurse practitioner or pharmacist;
- Authorize the student to carry appropriate medications and monitoring equipment;
- Acknowledge that the student is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.

### **Student Self-Administration of Medication**

When on a Valor Preparatory Academy of Arizona's physical campus or school-sponsored event off-campus, students are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another student. The student shall immediately report to school administration any theft or loss of the medication and/or equipment brought to the school. Violation of these procedures may subject the student to disciplinary action. Students are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.

Medication must come in the prescription container as provided by the physician and/or pharmacy. If a student fails to practice proper safety precautions, the school may withdraw student's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member when on a Valor Preparatory Academy of Arizona's physical campus location or a school sponsored event off-campus.

### **School Administration of Medication**

If a student is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the student's DMMP shall be provided by the school when the student is on Valor Preparatory Academy of Arizona's physical location or on a school sponsored event off-campus.

Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording. School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a student's DMMP. VPA, its employees, and members of its school board, are immune from civil liability with respect to actions taken to adopt this policy and all decisions made and actions taken that are based on good faith compliance with this policy.

### ***Standards of Conduct, Expectations, and Procedures***

All stakeholders at Valor Preparatory Academy of Arizona are always expected to treat each other with respect and dignity. Students, whether in writing, on the phone, or in-person, are expected to interact with staff, teachers, and other students respectfully. No one is permitted to interfere with the learning process at any time.

Valor Preparatory Academy of Arizona embraces that students are afforded many basic rights. Students' basic rights include the right to a meaningful educational experience. While we strive to provide a school experience that fosters a learning environment that is safe and that values students' viewpoints, opinions, and unique needs and characteristics, students must also demonstrate a commitment to honoring the rights of all members of our school system. To that end, students must balance their right to an education with their responsibility for their actions, particularly when their actions are inappropriate.

Interference with learning may include, but is not limited to, the actions below:

- Lewd or vulgar use of language
- Threats or intimidation
- Plagiarism or cheating
- Refusal to comply with directives
- The use of alcohol, drugs, and tobacco, including e-cigarettes and/or vapor, are prohibited at all school events by staff and students, including standardized testing.

If a student has demonstrated inappropriate behavior, a Student Incident Referral Form will be completed to document the incident. The following discipline measures may be taken, depending on the severity and frequency of the occurrence(s).

- Parent/Teacher conference
- Parent/Teacher/Administration conference
- School/Community Service
- Suspension
- Long-Term Suspension
- Expulsion

### **Student Dress Code**

Valor Preparatory Academy of Arizona (VPA) strives to provide students an opportunity to learn in a positive educational environment that reflects students' confidence and pride in their school and self. The school believes that the dress code should reflect the typical expectations of a "casual dress" work environment.

The school has established acceptable dress code standards which applies to all students. Students are empowered to ensure their school clothing selections meet these standards. The principal is responsible for ensuring that the dress code policy is adequately enforced and implemented at the school and has the authority to determine whether a student's attire meets these standards. Students who do not follow the Dress Code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students' home to change.

Dress Code Standards:

- All shirts and tops must cover the midriff. No exposed cleavage will be permitted. The following are examples of clothes that do not meet Valor dress standards: Muscle shirts, tank tops (thin straps), strapless tops, halter tops, tube tops and/or spaghetti strap tops, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath are not permitted.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, suggestive language, or the promotion of any illegal activity or violence. Likewise, any

article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment by a staff member will be required to change.

- Shorts and skirts that are too short are not acceptable (typically this means shorter than the tip of the fingers when arms are placed straight at the sides of the body).
- Pants must be worn at the hips and clothing must cover undergarments at all times.
- Pajama bottoms are not acceptable in any workplace nor are they to be worn at Valor
- Shoes must be worn every day and for the students' safety, we ask that all shoes be close-toed (athletic, loafer type, or casual dress).
- Clothing that is extra-long, skintight, or close-fitting is not permitted. Leggings, yoga pants, or similar tight pants worn alone are not permitted. Tights/knee high socks and leggings may be worn under skorts and skirts, but not alone as pants.
- Hats, bandanas, hoods and sunglasses may not be worn during the school day. Any headwear worn during school hours must have a necessary function and be approved in advance by administration.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. In both cases, the student may be required to wear some type of protective covering or remove jewelry.

#### *Dress Code Policy Exceptions*

- Administration will make the final determination on appropriate dress attire when needed.
- School administrators will have discretion to suspend the dress code regulations for school-wide events.
- Sponsors of extracurricular activities may impose further restrictions, if necessary. The principal, in conjunction with other administrators and teachers, are responsible for administering the Dress Code policy.

#### **Violation of the Dress Code policy shall not affect a student's academic grade.**

*For more specific information on the student dress code, please direct any questions to the school principal.*

#### **Equal Educational Opportunity**

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, age, religion, or disability. Valor Preparatory Academy of Arizona provides nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school-sponsored events.

In the event a student experiences discrimination, the student should report the incident to the school administration within ten school days. The inability of a student or legal guardian to speak English should not prevent the reporting of the violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individuals has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

504 Coordinator  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### *Procedures for Filing Complaints*

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or school administration. Complaints that cannot be reported immediately must be reported within ten school days. The school employee receiving the report or complaint, or who personally witnesses discrimination or harassment, shall immediately inform the school administration of the report or complaint and complete a Statement of Facts form.

#### *Procedures for Investigation of the Report/Complaint*

School administration will investigate the incident personally or designate another school employee to conduct the investigation. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The school shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate during the investigation.

#### *Investigative Findings*

In all cases, regardless of whether a violation of school policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed. Both parties shall be notified of the outcome of the investigation, in accordance with the Family Educational Rights and Privacy Act (FERPA).

#### **Bullying/Cyber-Bullying/Harassment**

Valor Preparatory Academy of Arizona and its School board are committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report

incidents of bullying.

### *Confidential Reporting*

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

### *Definitions*

***Bullying:*** Bullying of an individual or group can occur through written, verbal, physical, emotional or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile, or abusive environment in the form of physical, emotional, or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional, or psychological power or strength; or
- may constitute a violation of law.

***Harassment:*** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

***Cyberbullying:*** Cyberbullying is, but not limited to, any act of bullying, or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other charter-owned property, and by means of an individual's personal electronic media and equipment.

***Intimidation:*** Intimidation is intentional behavior by a student or group of students that places



another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### *Reporting Incidents of Bullying or Harassment*

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident.

The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the Student complete a Student Concerns, Complaints, and Grievances Form. An adult may assist the Student in completing the Student Concerns, Complaints, and Grievances Form if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for in this handbook and A.R.S. § 15-341(37). Any student who has committed the act of bullying/harassment/intimidation intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

### *Procedures for Investigation of the Report/Complaint*

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by School Administration. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident.

### **Sexual Harassment (Title IX) and Non-Discrimination**

Valor Preparatory Academy of Arizona (VPA) is committed to ensuring that students enjoy an educational and work environment that is free from harassment or unlawful discrimination. Valor Preparatory Academy of Arizona shall take prompt and appropriate disciplinary action to address violations of this

policy. All Valor Preparatory Academy of Arizona students are expected to conduct themselves at all times so as to maintain an atmosphere free from sexual harassment.

VPA complies with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence is defined by the U.S. Department of Education and its Office for Civil Rights (OCR) referring to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Title IX protects students from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program.

Sexual harassment is unique in that it includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, either explicitly or implicitly, when made by a student to another student or other person.

#### *Procedure for Reporting Sexual Harassment*

A student who believes he or she has been the subject of or is a witness to sexual harassment and/or discrimination shall immediately notify either the Title IX Coordinator, principal, StrongMind Director of HR, or executive director. The school's current Title IX Compliance Coordinator is the principal. Complaints shall be reviewed and investigated for further action. The Title IX Coordinator ensures VPA is compliant with Title IX law, coordinates the investigation and disciplinary process, and reviews compliance regularly to ensure schools fulfill all their federal obligations.

Title IX Coordinator  
13185 W Thomas Rd.  
Goodyear, AZ 85395  
623.298.4520

Link to OCR website for Title IX guidelines: <https://wdcrobcolpo1.ed.gov/CFAPPS/OCR/contactus.cfm>.

Any persons who are made aware of any student-to-student sexual misconduct shall report within thirty days to the Title IX District Personnel.

- The Title IX District Personnel will follow the OCR rules of contact for all parties involved.
- The Title IX District Personnel will determine the level of investigation and determine if a formal hearing is necessary and/or required. This determination is made per OCR guidelines and training.
- The Title IX hearing team decides school disciplinary action, but it does not replace the need or requirements under criminal investigation. The school Title IX hearing does not replace any criminal outcomes.

## Drug and Tobacco Free Campus

The Valor Preparatory Academy of Arizona campus is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent/guardian, student, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.

All students are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over-the-counter), alcohol, and tobacco (any type, including vaping products) on school grounds or during any school-sponsored event or activity, whether on or off campus. In the event of such an action, law enforcement authorities will be contacted. *Any student who possesses, uses, or distributes any drugs, alcohol, or tobacco will be immediately suspended and may be recommended for expulsion.*

## Weapons and Violence

All students are prohibited from possession of any weapon at any time on school property or during any school activity and/or event, whether on or off campus. A weapon may be an item a student may use to physically threaten, assault, attack or harm another person such as, guns, knives, razors, explosive devices, and/or any other item a student may bring to school and use to defend him/herself or harm another person. Misuse of school items such as chairs, pencils, rulers, etc. to assault and/or harm another person will also be considered as use of a weapon.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The school board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with disabilities shall be applied on a case-by-case basis in accordance with school policies and state and federal special education laws.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administration. The administrator shall immediately take appropriate safety and disciplinary actions in accordance with school policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. §15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

### *Violence Prohibited*

All students are prohibited from displaying violent acts that result in injury to another person and/or destroy or damage school property. Further, students cannot, through verbal or written expression, threaten to destroy or damage school property and/or cause injury or death to students, staff, or visitors. In the event of such an action, law enforcement authorities will be contacted. *Any student who commits an act of violence will be immediately suspended and may be recommended for expulsion.*

Consequences for acts of violence depend upon the student's intent to cause personal injury, the behavior resulting in personal injury, the behavior resulting in destruction or damage of school property, student's

verbal or written threat to destroy school property, and 'Student's verbal or written threat to injure and/or kill students, staff and/or visitors.

### **Search and Seizure**

School officials may conduct searches when there is reasonable suspicion that the search will yield evidence of the student's wrongdoing or when there is evidence that students and/or staff are in imminent danger of injury on school grounds. Items provided by the school for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy in their lockers, desks, storage areas, etc., and these areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

*School officials conducting a search or seizure will follow these guidelines:*

1. The search will be restricted to the information that justified the search in the first place.
2. General searches of school property (including personal items found in and on school property) may be conducted at any time when there is reasonable suspicion for school officials to believe that something which violates the law or school rules is on school property. This search of school property may be made without the Student being present.
3. Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes shall be seized by school officials.
4. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
5. A student's person may be searched by school employees when there is reasonable suspicion to believe that the Student has on his/her person illegal items or other items that may interfere with any school purpose.
6. School employees may search motor vehicles parked on school property when there is individualized and reasonable suspicion that the search of a student's effects will yield evidence of misconduct.

### **Student Interviews**

School officials may question and/or interview students regarding matters related to the health, safety, and welfare of students and staff without limitation. The parent will be contacted if a student interviewed is then subject to discipline for violation of the school's behavioral standards and expectations.

### **Hazing Prevention Policy**

Valor Preparatory Academy of Arizona expressly prohibits any acts of hazing. Additionally, soliciting others to engage in hazing is prohibited. Aiding and abetting other persons engaged in hazing is also expressly prohibited by Valor Preparatory Academy of Arizona. This prohibition applies even if the victim of hazing consents to or acquiesces in the hazing activity. All students, teachers, and staff of Valor Preparatory Academy of Arizona will take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy

Hazing is defined by A.R.S §15-2301 as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- (a) The act was committed in connection with an initiation into, an affiliation with or the

maintenance of membership in any organization that is affiliated with an educational institution.  
 (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Students, parents, teachers and staff can report violations of the hazing prevention policy by filing a complaint for a violation with building administration.

Steps taken after a complaint is submitted:

- A. An investigation by the school principal, or their designee, shall be conducted, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The school leader will maintain the files and records relating to hazing complaints.
- B. The school principal will complete the investigation and issue a written decision on the grievance no later than 30 school days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the school leader (or her/his designee) will communicate with all parties concerning the need for an extension.
- C. If it is determined that hazing has occurred, the school shall take the appropriate steps to prevent the recurrence of such action and correct the effects on the complainant and others through disciplinary or other measures.
- D. The school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) in any communication to the involved parties regarding the investigation.
- E. The school may be required to report incidents of hazing to the local law enforcement agencies.

### **Suspension and Expulsion Policy**

Valor Preparatory Academy of Arizona (VPA) recognizes that exclusion from the educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

VPA may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

#### *Suspension Procedure*

VPA Administration may suspend any student for disobedience or misconduct, including a violation of the Code of Conduct, for a period of one to ten consecutive school days and shall immediately notify the parent/guardian in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten (10) school day period.

When a suspension exceeds three school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the building principal or his/her designee. Such hearing shall

take place as soon as possible after the suspension, and VPA shall offer to hold it within the first five days of the suspension.

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why he/she should not be suspended, and to discuss ways to avoid future offenses.

#### *Due Process – Informal Hearing*

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school shall offer to hold the informal hearing within five days of the suspension.

#### *In-School Suspension (exclusion from classes)*

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The VPA shall provide for the student's education during the period of in-school suspension.

#### *Expulsion Procedure*

Expulsion is exclusion from school for a period exceeding ten consecutive school days. Valor Preparatory Academy of Arizona may permanently expel from the school rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing.

#### *Due Process – Expulsion Hearings*

A formal hearing shall be required in all expulsion actions. The formal hearing shall observe the following due process requirements

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three days' notice of the time and place of the hearing, which notice shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen school days of the notice of charges, unless a delay is mutually agreed to by both parties or delay is necessary due to
  1. The need for laboratory reports from law enforcement agencies.
  2. The pendency of evaluations or other court or administrative proceedings based on a student invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  3. The condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

A written notice shall be issued after Valor Preparatory Academy of Arizona has acted to expel a student. The notice may include additional conditions or sanctions.

#### *Attendance/School Work During Suspension and Before Expulsion*

Students serving an out-of-school suspension must make up missed exams and work and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten school days, the school may exclude such a student from class for up to five additional – fifteen total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

#### *Attendance/School Work After Expulsion*

Students who are under seventeen years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school shall, within ten days of receipt of the parent's/guardian's notification, make provision for the student's education.

A student with a disability shall be provided educational services as required by state and federal laws and regulations and VPA policies.

### ***Student Digital Citizenship***

Valor Preparatory Academy of Arizona uses a variety of digital resources online, in the courses and in the classroom. It is important that Valor Preparatory Academy of Arizona students know how to appropriately use digital resources in an ethical, safe, and wise manner. All students will receive digital citizenship training to ensure they know how to interact safely and respectfully in today's digital environment.

### **Parent Student Portal (PSP), PSP Community, Student Information System, and Learning Management System Rules for Terms of Use**

These systems are available to students while participating in their educational experience and as they become literate in an increasingly technological world. The purpose of these Rules for Terms of Use is to foster the appropriate use of the PSP and LMS. Here are some items to remember

- Remember that the network is not private.
- Students may not use the PSP or LMS to do anything unlawful, malicious, or discriminatory.
- Students may not use profane, lewd, rude, defamatory, or threatening, forms of communication.
  - This applies to verbal and written language, diagrams, photographs, representations, videos, or any other form of communication
- Students may not post content or take any action on the PSP, LMS, or student community that infringes on someone else's rights.
- Students may not use the Valor Preparatory Academy of Arizona's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sales of drugs or alcohol, engaging in criminal activity or threatening the safety of another person.
- Students may not post photographs, comments, or blogs that display illegal substances or include references to illegal substances
- Students may not bully, intimidate, or harass other persons.
- Students may not post content that is pornographic, contains nudity or graphic violence.
- Students may not solicit login information or access an account belonging to someone else.
- Students may not upload viruses or other malicious code.
- Students may not send or otherwise post unauthorized commercial communications to users (such as spam).
- Students may not post sensitive information such as account access information or financial information.
- All course materials are copyrighted and to be used exclusively by enrolled students who may print, photocopy material from the LMS and PSP for their own use.

\*\*\*Disclaimer: Valor Preparatory Academy of Arizona does not warrant, and specifically disclaims, all warranties of any kind, either expressed or implied, including but not limited to, the implied warranty of merchantability fitness for a particular purpose or non-infringement, relating to the use of, and/or materials obtained via, the Internet.\*\*\*

VPA will remove any content students post in the PSP or LMS if it violates these rules. Any and all



photographs, comments, blogs, and interests are fully moderated by VPA. If any student repeatedly violates the letter or spirit of these rules, VPA will remove individual access to the PSP or LMS.

#### Access to the Student (PSP) Community

- Any student in good academic standing can access the PSP Community.
- Students have the option to hide their profiles from the community, share their blogs, interests, and images, and allow comments from other students.
- Posts are viewable by the entire VPA student body.
- Profile information students submit to the PSP Community will also be viewable to other VPA students.
- Student names and profile picture thumbnails will be available in search results across the PSP Community.
- Access and control over profile information within the PSP Community is readily available through “My Profile.”
- Students may modify or delete any of their profile information at any time by accessing the PSP Community.
- Deleted information will take effect immediately.
- The PSP Community is a part of VPA, and all personal information belonging to any student must stay within the Community.

#### Student Portal Pictures

Please review the following guidelines regarding the photo you choose to upload to the student portal. Photos that do not meet the established guidelines will not be accepted. If your photo is not accepted, you will be prompted to upload a new photo.

##### Photo Suggestions:

- Use past yearbook or student photos.
- Think of your student portal picture like a driver’s license photo.
- Take a picture with a blank background from your shoulders up.
- Please remember to smile.

##### Photo Requirements:

- The photo must take up the entire square in the re-size window.
- Do not post photos that include individuals other than yourself.
- Your photo must be a head-shot – from the shoulders up.
- Make sure your entire head is included in the photo.
- Use a right-side up head shot, not slanted, sideways, or upside down.
- You must be facing the camera in your photo and looking at that camera.
- Do not use an unclear, dark, or washed-out photo.
- There should be no cameras, cell phones, or electronic devices visible in the photo.
- Writing on the photo is not permitted.
- Do not use suggestive photos.
- Do not use a photo in which you are wearing sunglasses.

### Safety & Security

- Students will promptly disclose to the VPA staff of any message they receive that is inappropriate, offensive, or feels uncomfortable.
- Students may not attempt to gain unauthorized access to the VPA network or to any other computer system connected to the VPA school network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- Students may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- VPA may post links to other websites within the PSP or LMS. VPA is not responsible for the privacy practices of nonaffiliated websites
- VPA takes appropriate precautions to protect student information. All account information is located on a secured server behind a firewall. When students enter sensitive information (such as username or password), VPA encrypts that information using secure socket layer (SSL) technology.

If there are any questions about the security of the PSP or the LMS, please contact VPA's administration.

### Internet Use

Access to the Valor Preparatory Academy of Arizona's online-integrated solution and curriculum is a privilege, not a right. That access entails the responsible use of the school systems. Always use a computer in a way that shows consideration and respect, including the use of appropriate and respectful language. Remember that email is not private. Never say anything via email that you would not mind seeing on the school bulletin board, or in the local newspaper. Valor Preparatory Academy of Arizona is committed to cooperating with officials to preclude any illegal activities conducted through Internet access and to assist students in our school to use computers appropriately, in every aspect of their student life.

### Use of Cell Phones & Electronic Devices

The school is committed to providing a safe, positive, and productive learning environment for its students. The school recognizes that, depending on how they are used, cell phones and other electronic devices can be either a valuable learning tool or a source of disruption in the learning environment. In order to maintain a secure and orderly learning environment, student use and possession of cell phones and other electronic devices shall conform to the appropriate use standards of this policy. VPA does grant teachers the right to collect cell phones without warning or notice to students and families to be returned at the end of the session with the teacher.

Students may possess cell phones and other electronic devices on school property as long as the student's use of the cell phone or electronic device is limited to appropriate uses as defined below. Any other use of cell phones and other electronic devices on school property, while on school-sponsored activities is prohibited. When not using their cell phone or other electronic device for an authorized, appropriate purpose, students are responsible for keeping their cell phones and electronic devices powered completely off (not simply in a "vibrate", "silent", or "airplane" mode) and stored securely in a purse or backpack. If a student fails to follow this expectation, the teacher and VPA administration reserve the right to hold the cell phone until the student leaves campus for the day.

*Authorized Uses of Cell Phones and Electronic Devices:*

- Appropriate use of cell phones and electronic devices as specifically authorized by a teacher for the purpose of assisting in an educational process. A teacher's authorization to use a cell phone or electronic device is considered to cease upon notification by the teacher, a student's completion of the specifically authorized task, or a student's dismissal from the classroom, whichever occurs first.
- Appropriate use of cell phones and electronic devices before the beginning or after the end of the instructional school day.
- Communications with a student's immediate family members in the event of a school-wide emergency as defined by the principal.
- Communications with a student's immediate family members authorized by a building staff member and that take place under the supervision of the authorizing staff member.
- Use of cell phones or electronic devices as authorized pursuant to an Individual Education Plan (IEP), a section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the Student's physician.

*Unauthorized Uses of Cell Phones and Electronic Devices*

Although students are empowered to use cell phones and other electronic devices in specific, appropriate ways as described above, students are never authorized to use a cell phone or electronic device for the following purposes:

- In violation of any other section of the Student Rights and Responsibilities including, but not limited to, the school's prohibitions against cheating, posting, or distributing materials that disrupt the educational process, intimidation, threatening to injure or harm others, use of profane or abusive language, hazing, bullying, sexting, disrupting the school environment, engaging in a disruption on an extra-curricular bus, and failure to adhere to school culture or directives of school personnel.
- To commit a crime, under federal, state, or local laws.
- To violate another person's reasonable expectation of privacy by using cell phones or other electronic devices in restrooms, or any other changing areas.
- To take photographs, audio recordings, or video recordings of other individuals, including other students, teachers, Principal, staff members, or members of the community without the explicit authorization of all individuals being photographed or recorded.

*Violation of Cell Phone & Electronic Devices Authorized Uses*

Any student who chooses to possess or use a cell phone or electronic device in a matter that does not conform to the appropriate use expectations of this policy may be subject to the following:

- A verbal reminder of expectations for appropriate use of cell phones and electronic devices and a request that a student modify their cell phone or electronic device use to meet the expectations of this policy.
- Confiscation of the cell phone or electronic device by a teacher or principal with return of the cell phone or electronic device at the end of the class period or school day, whichever the principal or teacher decides.
- Confiscation of the cell phone or electronic device by a principal to be identified and stored in a safe location in the building's main office until the end of the school day.
- Written notification to the student's parent, guardian, or legal custodian by the principal.

- Confiscation of the cell phone or electronic device by the principal is to be identified and stored in a safe location in the building's main office until the student's parent, guardian, or legal custodian comes to the school to retrieve the cell phone or electronic device.

### *Responsibility/Liability*

The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of a cell phone or electronic device brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess a device at school, to make sure the devices are not left unattended or unsecured. Using a cell phone or electronic device in an unauthorized manner may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the device (in which case, the device will only be released/returned to the 'Student's parent/guardian after the Student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the device may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The school and its employees will *assume no responsibility or liability for loss, theft, damage, or vandalism* to a cellular phone or electronic device brought onto school property, or for the unauthorized use of any such device.

### **Webcam Usage and Behavior Expectations**

Standards for student conduct while participating in class activities that provide webcam usage as an option are the same as if the students and teachers are in-person. See the entire Student Standards of Conduct, Expectations, and Procedures section of this handbook.

Utilizing the webcam from a home student learning space does require students and families to take a few extra steps in order to make sure the student is able to start active participation at the start of class.

1. Evaluate the learning space surroundings and make sure the environment is conducive to learning with limited distractions.
2. Ensure the family anticipates and is aware of the student's online class time in which the webcam will be in use so that the background behind the student while usage of the webcam can be free of distractions.
3. Make sure the webcam is set up properly. Ideally, it is at eye-level of the student so that the student's face is as center as possible of the screen.
4. The microphone should be muted during the session unless the student is speaking.
5. The student has practiced with the webcam before the session to ensure that the background behind the student doesn't cause a glare and that the microphone settings work.

### ***Student Information and Data***

Valor Preparatory Academy of Arizona may be required to disclose student information pursuant to lawful requests, such as subpoenas or court orders, or in compliance with applicable laws. Valor Preparatory Academy of Arizona does not reveal information until it is determined that the information requested by law enforcement or private litigants meets applicable legal standards. Additionally, Valor Preparatory Academy of Arizona may share student information when we believe it is necessary to comply with the law, to protect Valor Preparatory Academy of Arizona interests or property, to prevent fraud or other illegal activity or use of the Valor Preparatory Academy of Arizona name, or to prevent imminent

bodily harm. This may include sharing information with other companies, lawyers, agents, or government agencies. See Family Educational Rights and Privacy Act (FERPA) and Notification of Rights section of this handbook.

### **Family Educational Rights and Privacy Act (FERPA) and Notification of Rights**

Valor Preparatory Academy of Arizona has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

1. **Right to Inspect and Review.** Parents have the right to inspect and review a student's education records within 45 calendar days from the day the school receives a request for access. Requests should be submitted in writing to the school administration and clarify the records to be inspected and/or reviewed.
2. **Right to Amend Education Records.** Parents may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the school administration clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view regarding the contested information.
3. **Right to Consent to Disclosure.** Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student (s), except to the extent that FERPA authorizes disclosure without consent. See paragraph below regarding student(s)' personal identifiable information (PII).
4. **Right to File a Complaint.** A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the charter has violated the provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school administration. If a reasonable solution is not made at the school level, the complainant has the right to file a complaint with the U.S. Department of Education. The name and address of the office that enforces FERPA is:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

### Directory Information and Annual Notice

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless the parent/guardian notifies the school of their decision to “opt-out.” The school may disclose appropriately designated “directory information” without written consent, unless the parent/guardian notifies the school of their decision to “opt-out.” The primary purpose of directory information is to allow the school to include this type of information from your child’s education records in certain school publications. Examples include:

- The yearbook
- Other recognition lists
- Graduation programs; and
- Extracurricular activities

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 VPA 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 VPA. VPA has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Grade level
- Dates of attendance

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at (602) 542-3111.

## **Pupil Privacy Rights Act (PPRA) – Student Survey Data Consent and Privacy Policies**

Valor Preparatory Academy of Arizona (VPA) may request students or families to provide information through a survey in order to be able to serve our unique population appropriately. In any survey it sends out, VPA will include an explanation for completing it as well as the reason for the questions asked.

However, VPA must receive written, signed parental/guardian permission annually before collecting survey information retained by the school for longer than one year and that asks personal information about the student regarding any of the following:

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent/guardian has the right to revoke consent for their student to participate in any survey requesting information listed in 1-14 above, at any time. VPA cannot ask a student to complete any survey outlined above if a parent/guardian has not provided or has revoked consent for their student's participation in the survey. For students who are at least eighteen years of age, permission is only required from the student.

### *Permission to Administer Survey*

All surveys requesting information listed in 1-14 above must be approved and authorized in writing by the VPA administration. This applies to all surveys whether written or digitally conducted on matters listed in 1-14 above regardless of the stated purpose of the survey and regardless of the quantity or percentage of questions that solicit the identified data.

### *Exceptions*

For avoidance of doubt, this policy does not apply to:

1. Any survey conducted that contains questions soliciting information listed in items 1-14 above, if the survey does not require a student's name or any other personally identifiable information.
2. Any survey conducted or implemented by the Arizona criminal justice commission.
3. Any method of surveying a student that is conducted because a person has a reasonable belief that a minor is or has been a victim of abuse and which VPA has a duty to report pursuant to section A.R.S 13-3620.



### *Survey Participation Not Required*

Participation in any survey seeking information listed in 1-14 above is not required:

1. To be a student at VPA.
2. To demonstrate competency requirements for any grade level, course or subject.
3. To qualify for placement into any grade level, course or subject.
4. To be promoted to the next grade.
5. To receive credit for any course or as part of a letter grade for any course.
6. To graduate from high school.
7. To obtain a high school equivalency diploma. VPA will provide an alternative educational activity for any student whose parent/guardian does not consent for that student to participate in a survey seeking information in 1-14 listed above. And if that student attends the alternative educational activity such time will be counted toward the student's daily attendance and average daily membership for VPA and the student will not be counted absent from school.

VPA will not impose any penalty on any student or the student's parent/guardian for not participating in any survey conducted on matters outlined in 1-14 above. VPA will neither impose a penalty nor provide a reward to a teacher, administrator, or other VPA employee based upon the student participation rate in any survey seeking information in items 1-14 above. Responses to surveys seeking information identified in 1-14 listed above will not be included:

1. As part of a school academic performance indicator or as part of any other similar school rating system.
2. In the education learning and accountability system, or in any other similar system.
3. In the student accountability information system or in any other similar system.
4. In any school, administrator or teacher rating system.

Upon request, VPA will timely provide applicable information to the parent/guardian of a student regarding a survey seeking the information in items 1-14 listed above including:

1. The name of the survey.
2. The date or dates when the survey was or will be administered.
3. The method or methods of administering the survey.
4. The amount of time required to administer the survey.
5. The types of information collected by the survey.
6. The reasons for administering the survey.

### *How to File a Complaint*

If a parent/guardian of a Valor Preparatory Academy of Arizona student has a reasonable belief that VPA has violated this policy, he or she may file a complaint with the Arizona Attorney General, the county attorney for the county in which an alleged violation of this policy occurred, or:

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

Definitions for the purposes of this policy:

1. "Parent" has the same meaning prescribed in section (biological parent, foster parent or legal guardian); except that Parent does not mean this state if the pupil is a ward of the state.
2. "Survey" means:(a)when used as a noun, an instrument that investigates the attitudes, behaviors, beliefs, experiences, opinions or thoughts of a pupil or group of pupils.(b)when used as a verb, to use an instrument to investigate the attitudes, behaviors, beliefs, experiences, opinions or thoughts of a pupil or group of pupils.

## ***Use of Copyrighted Materials***

All course materials are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use.

***Disclaimer:*** *Valor Preparatory Academy of Arizona does not warrant, and specifically disclaims, all warranties of any kind, either expressed or implied, including but not limited to, the implied warranty of merchantability fitness for a particular purpose or non-infringement, relating to the use of, and/or materials obtained via, the Internet.*

## ***Technology Requirements***

All Valor Preparatory Academy of Arizona courses use interactive multimedia that requires students' computers to have Java installed and "cookies" enabled. For specific troubleshooting steps, please review system requirements.

### **System Requirements**

#### *Internet & Email*

- 5.0 Mbps minimum bandwidth DSL or Cable preferred (Dial-Up not supported)
- Personal E-mail address (get a free account from [GMAIL](#), [YAHOO](#) or [OUTLOOK](#))

#### *Hardware*

- CPU: Intel® I3 or better recommended, or AMD equivalent
- RAM: 4 GB minimum (8 GB recommended)
- HDD: at least 20 GB free space recommended)
- VIDEO: 1024×768 minimum resolution required
- MONITOR: 15" Widescreen or greater recommended
- AUDIO: Sound card with speakers or headphones (or headset with microphone)
- AUDIO: Microphone (required for Foreign Language courses & Tutoring)
- PRINTER: Inkjet or laser printer (not required, but helpful)

#### *Operating System*

- Windows® 8.1 or 10; Mac® OSX 10.9 or later
- Chromebooks have some limitations that can affect user experience
- Some users have had success with Linux with Chrome and/or Firefox

**Note:** iPads, iOS/Android Tablets, and some Netbooks are not supported as they may not be able to use required plugins and/or have screens that are too small to adapt.

## Additional Software Requirements

- Word-processing: [MICROSOFT® WORD 2003](#) or better
- Presentation: [MICROSOFT® POWERPOINT 2003](#) or better
- Spreadsheet: [MICROSOFT® EXCEL 2003](#) or better
  - NOTE: the free [OPENOFFICE SUITE](#) includes equivalents for all the above applications

## Internet and Browser Options

- [CHROME](#)
- [FIREFOX](#)
- [EDGE](#)
  - This browser has some limitations that can affect user experience and is not fully supported
- [SAFARI](#)

Some courses require specific plugins in order to properly render the content. Note that not all plugins are supported by all browsers. For the most complete support of current and legacy plugins, we recommend Mozilla Firefox. Browser cookies must be enabled.

## Antivirus and Antimalware

Keeping your computer clean of viruses and malicious software is essential to your computer's health and performance. Valor Preparatory Academy of Arizona suggests that you have up to date and active protection on your computer. Below are links to some free programs that can assist you in keeping your computer clean. All of the software listed here has both paid and free versions, it is not necessary to purchase any of the software listed here. Please make sure to read the disclaimer at the top of this page regarding software links.

### PC

[Avast](#)  
[AVG](#)  
[Avira](#)  
[Bitdefender](#)  
[Malwarebytes](#)

### MacOS

[Avast](#)  
[AVG](#)  
[Avira](#)  
[Bitdefender](#)  
[Malwarebytes](#)

## Opening Pop-Up Windows

Upon logging in, the Student Portal should open in a new window. If you are having trouble logging in, please check out [HOW TO: DISABLE POP UP BLOCKER](#) for instructions on disabling pop up blockers.

\*Some operating systems will minimize the new pop up window to the task bar. Please be sure to check the task bar for any pop-up windows.

## Opening PDF Files

1. In Adobe Reader or Acrobat, choose **Edit > Preferences**.
2. Select **Internet**.
3. Deselect **Display PDF In Browser** and then click **OK**.
4. Choose **Edit > Preferences > Internet** again
5. Now, select **Display PDF In Browser** and then click **OK**.

### Check Firefox Settings

1. At the top of the **Firefox** window, click on the **Tools** menu and select **Options....**
2. Select the **Applications** panel.
3. Find **Adobe Acrobat Document** in the list and click on it to select it.
4. Click on the drop-down arrow in the **Action** column for the **Adobe Acrobat Document** entry and select **Use Adobe Acrobat** (in Firefox).

### Remote Support

Remote support tools are for use when on the phone with a representative:  
[TeamViewer](#) [FastSupport](#)

Please print this page, sign, and return to Valor Preparatory Academy of Arizona.

## Parent/Student Handbook Acknowledgement Page

Student Name (*Please Print*)

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Your signature below acknowledges that you have received the Valor Preparatory Academy of Arizona Parent/Student Handbook and that you have been given notice of the rules, responsibilities and consequences outlined in this handbook.

I hereby release and indemnify Valor Preparatory Academy of Arizona from any and all liability associated with the services provided by Valor Preparatory Academy of Arizona under this agreement. I furthermore understand that this is a legally binding contract between Valor Preparatory Academy of Arizona and all parties regarding this Student.

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*Parent Signature*

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*Date*

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*Student Signature*

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*Date*