

# Chandler Online Academy

*Excellence Online*

## Student Handbook 2018-2019

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Chandler Unified School District

# Table of Contents

**Program Overview**.....3  
 Description | Values | Mission Statement

**Enrollment**.....3  
 Entrance Requirements | Application | Course Registration | Graduation Requirements | Transfer Credits  
 | Pre-requisites/Course of Study | Student/Parent Contact Information | Orientation

**Credit & Grades**.....5  
 Credit | Course Completion | Grading Policy | Final Grade Notification | Transfers

**Mandatory Testing**.....6

**Attendance & Progress Requirements**.....7

**Withdrawal & Schedule Changes**.....7

**Student Code of Conduct**.....8

**Internet & E-Mail User Guidelines**.....8

**Notification of Change to Student/Parent Contact Information**.....10

**FERPA Rights**.....10

**Due Process**.....11

**Student Grievances**.....11

**Abuse Of A Teacher Or School Employee In School**.....12

**Mandatory Reporting Of Criminal Activity To Law Enforcement**.....12

**CUSD Student Conduct Policy**.....12

**Student Harassment**.....13

**Forms**.....14  
 Student/ Parent Attendance & Progress Agreement | Student User Agreement and Parent Permission Form

Visit our website or contact us today for more information.

Website: <http://www.cusd80.com/chandleronline> 480-812-7190



# Program Overview

## Excellence Online



### Program Description

Chandler Online Academy's Full-Time Program provides the opportunity for Arizona high school students to complete all courses required for graduation in the state of Arizona, online from home or anywhere they have a reliable Internet connection. In addition to meeting general graduation requirements, students at Chandler Online Academy have the option to engage in advanced studies and college preparatory courses with support from highly qualified online instructors. Our courses are aligned to state and national standards and feature state-of-the-art technology, research-based and proven e-learning curriculum, and meet high standards for academic excellence.

Through completion of online courses with Chandler Online Academy, students acquire a strong foundation of knowledge, develop 21st century skills to prepare them for university studies and marketability in today's industries, and strengthen self-motivation and confidence. COA course offerings are comprehensive including; all core academic courses, electives, AP courses, Honors courses, and Foreign Language.

All COA courses are taught by highly qualified teachers specializing in facilitating learning in online environments. In addition to the superior quality of our online course materials, Chandler Online Academy instructors support students with 1-1 instruction through personalized and targeted feedback. Students in Chandler Online Academy's Full-Time or Part-Time Program are able to take advantage of the flexibility of online learning, without sacrificing quality, and receive an exceptional educational experience.

### Core Values

As part of Chandler Unified School District, Chandler Online Academy teachers and staff are committed to the core values of CUSD:

- Excellence
- Integrity
- Equity

### Mission

To provide students with a high quality personalized education combined with the flexibility to engage in learning anywhere, anytime.

At Chandler Online Academy, we:

- Incorporate innovation into developing online instructional methodologies that are supported by research
- Provide personalized education to meet individual student learning needs, interests, and lifestyles
- Deliver the highest quality e-learning educational materials and online instructional support
- Create connections with students to provide support and foster development of respectful relationships and effective communication and interpersonal skills

### Enrollment

#### Entrance Requirements

Any Arizona resident between the ages of 12 and 22 can enroll with Chandler Online Academy. Before considering enrollment in our program, students and families need to carefully consider whether enrollment in our full-time online program will align with the schedule, lifestyle, and goals of everyone involved. COA courses are demanding and will require students to commit to studying and working on online coursework a minimum of 25 hours a week, often requiring 30+ hours a week, particularly in AP and Honors courses. Parents/guardians will also need to commit to supporting full-time online students in two ways:

1. Monitoring and supporting student progress and performance in classes.
2. Submitting an attendance log each week.

COA teachers and staff monitor student progress and students are held to strict attendance and progress requirements to maintain enrollment. Parents play an important role in supporting students as they develop positive time management and self-discipline practices in order to be successful in a digital learning environment.



## Policies | Enrollment

Parents may obtain access to a Parent Portal where they can view student progress and performance statistics each week. The most effective approach to monitoring student progress and helping students be successful is a consistent, caring, and positive approach. Before enrolling in our Full-Time Program, students and parents/guardians are required to carefully review the school Attendance & Progress Requirements.

In addition to the time and effort commitments students and parents must make in order to be successful in our online courses, it is also a requirement for students to have daily access to a computer with a dependable high-speed Internet connection. Minimum technical requirements are provided on the school website "Technology, System Requirements" page.

### Application

Enrollment in Chandler Online Academy begins with completing the online application for enrollment. The application along with a check-sheet to use for collecting all required information and documentation is located on our website in the "Enroll Now" section. The application will not be considered complete until all documentation listed on the check-sheet is submitted online or to our office and both the student and parent complete the online Welcome Orientation.

### AP/Honors Courses

Honors and Advanced Placement courses of study are available to students enrolled with Chandler Online Academy on a Full-time basis. Any Full-time student who meets all course pre-requisites and who is motivated and prepared to commit the additional time and effort may apply to enroll in AP or Honors courses. Our AP courses are registered with the College Board and are taught by qualified and experienced AP teachers. In addition to providing students with increased challenge and opportunity to demonstrate their abilities, completing Honors courses provides students with the opportunity to accelerate progress toward meeting advanced academic requirements and be in the best position to compete for entrance to post-secondary institutions. Honors credit is denoted on transcripts and produces an additional distinction for students in applying for entrance to any university or post-secondary institution. Students interested in a rigorous course of study and the opportunity to take the Advanced Placement examination and earn college credit or advanced placement status in addition to high school credit may enroll in AP courses. AP courses prepare students to take and be successful on the Advanced Placement examinations.

### Course Registration

Full-time COA students choose courses they are interested in registering for when completing the online application. COA counselors take these selections into account when reviewing transcripts and then assign courses based on student interests and goals, graduation requirements, and prerequisite status. Course assignment is confirmed with students and parents in the Welcome Orientation. Part-time and Concurrent COA students select online courses with the counselor at the student's primary school.

### Transfer Credits

Acceptance of transfer credits from sources outside the Chandler Unified School District is not automatic. Coursework completed outside the District will be evaluated to determine whether elective or core credit will be awarded. Following the transfer, Chandler Online Academy will provide a list showing which credits were accepted as core subject credits and which were accepted as elective credit. Within 10 days of receiving this list, a student may request to take an exam for any course accepted as an elective. If the student earns a score that demonstrates proficiency, COA will accept the transferred credit as core credit.

### Graduation Requirements

Students enrolling in Chandler Online Academy's Full-Time Program will be required to meet enrollment policies, graduation requirements, and follow course sequence and prerequisite policies outlined in CUSD's "Course Description Catalog." A copy of this catalog can be accessed from the district website in the "Parents & Students" section and on the "Parent Resources" page.

### Prerequisites/Course of Study

Students must meet any course prerequisites listed in the course catalog prior to starting a course with a prerequisite requirement. Students may not enroll concurrently in courses that are designed to be sequential (i.e. Algebra I Semester 1 and Algebra I Semester 2).



## Enrollment | Credit & Grades

### Student/Parent Contact Information

It is very important that valid contact information including the student and parent/guardian primary email addresses and phone numbers are provided. Students and parents/guardians will need to check messages and in-boxes regularly to receive important information from COA teachers and staff. Any time contact information changes, it is the responsibility of the student and/or parent/guardian to provide the new information within 2 business days. Failure to do so could result in loss of access or involuntary withdrawal.

### Orientation

When completing the application, the parent/guardian and student will identify days and times when they will be available (together) for the Welcome Orientation. The Welcome Orientation should be completed within 5 business days of completing the online application. Upon completion of the online application, an email will be sent confirming the day and time of the orientation. This meeting between the student, parents/guardian and COA staff will occur both over the phone and on a computer with high-speed Internet access. During the orientation, the student and parent will learn how to; access both the e-Learning Classroom and Parent Portal, navigate classes, find important information, and complete tasks within both interfaces. Once the Welcome Orientation has been completed, the student will log-in and begin his/her first 9-week session of three 1/2 credit courses.

NCAA and provide appropriate documentation for eligibility upon graduation. COA core courses are on the approved course list with NCAA and we will work with each student on an individual basis to obtain any documentation necessary to meet eligibility requirements, however, NCAA approval is on a case-by-case basis. Students planning to enlist in the military following graduation should consult with an enlistment specialist prior to enrolling in online courses.

### Course Completion

In order to successfully complete a course with a passing grade and earn credit toward graduation, Chandler Online Academy students demonstrate mastery of course material in 4 ways:

- 1. Attendance**
- 2. Progress**
- 3. Overall Grade Average**
- 4. Proctored Final Exam Score of at least a 60%**

### Attendance

All Chandler Online Academy courses are designed to be completed in 75-125 hours over the course of 9 weeks. Students are expected to engage in online study, research, and composition for a minimum of 8.5-13.5 hours a week for each 0.5 credit class. In order to be eligible to receive credit for a course all time spent on coursework and related activities must be reflected on the weekly timesheet that is submitted for attendance.

## Credit & Grades

### Credit

Each 9-week course is worth 0.5 credit that can be applied toward graduation. All of our courses are aligned to National Common Core Standards and meet Arizona graduation and university entrance requirements. Students can attend Chandler Online Academy, complete all courses online, and receive a Chandler Online Academy diploma upon graduating.

While Chandler Online Academy courses are designed to be completed in 9 weeks, students may complete a course in as little as 5 weeks and are required to earn a grade of B (80%), or higher, for the overall grade in the course.

### Special Considerations

Students entering universities or colleges on athletic scholarships will need to register with

## Credit & Grades | Mandatory Testing

### Student Attendance Weekly Requirement—

submit the timesheet through the student's Infinite Campus Portal each week no later than Sunday at 11:00 p.m. Weekly submission of the timesheet is required to maintain enrollment in the program.

### Progress

All coursework must be completed by the date it is due and before the end of the 9-week course session in order for the student to earn a passing grade and credit toward graduation. Consistent progress is important for the student to stay on track to finish all work, to learn course material, and to master all course objectives. Students are expected to submit assignments that are due each day when they are due and, at minimum, before the end of the week they are due. Assignments submitted after the due date may be subject to point deduction according to course Late Work Policies.

### Grade

In order to earn a passing grade and credit toward graduation, students must complete all assignments & assessments preceding the final exam with a minimum overall grade average of 60%. The final grade is a combination of the overall average on all coursework preceding the final exam and the score the student receives on the proctored final exam.

### Proctored Final Exam Requirement

All students must take the final exam in person at a designated testing location. In order to receive a passing grade and credit for any online class, students must earn a 60% or higher score on the proctored final exam. If the student does not pass the final exam on the first attempt, COA will schedule for the student to re-take the final exam.

If the student does not pass the second attempt on the final exam, but earns a higher score than on the first attempt, he/she can take the final exam for a third time.

### Grading

Grading within courses occurs through the combination of auto-graded assessments that have been created by assessment specialists and teacher-graded assignments and projects. Work is graded according to posted rubrics and incorporating the teacher's subject matter expertise.

All Chandler Online Academy courses are assigned a final letter grade and a grade-point value based on the following grading scale:

Percentage	Letter Grade	Grade-Point Value	Honors	Grade-Point Value
90-100	A	4.0		5.0
80-89	B	3.0		4.0
70-79	C	2.0		3.0
60-69	D	1.0		1.0
0-59	F	0		0

While the point value of the final exam may vary by class, students may not receive a passing grade or credit toward graduation without taking the proctored final exam and earning a passing score on the final exam.

### Final Grade Notification

Final grades are generally posted in Infinite Campus within 7 business days once all coursework and the final exam have been completed.

## State Mandatory Testing

### AzMERIT Test Requirement

Students enrolled in Chandler Online Academy's Full-Time Program will be required to complete the state-mandated End-of-Course Exams for 9, 10, & 11<sup>th</sup> Grade English and Math courses. Testing dates and locations are provided on the school website and additional information/reminders will be sent to student and parent email accounts. Students are parents are advised to review the testing information on the website upon enrollment and begin planning to attend on the testing dates. Any student enrolled to take semester 2 of 9th, 10th, or 11th Grade English and/or semester 2 of Algebra I, Geometry, or Algebra II, is required to attend testing on the specified days and times. **If a student does not attend testing, he/she will be involuntarily withdrawn.**



# Attendance/Progress | Withdrawal & Schedule Changes

## Attendance/Progress Requirements

### Attendance Requirements

The most significant indicator of success for online students is daily and weekly consistency in logging in to their online courses. This means students will be more likely to finish their course with a passing grade if they log in to review course materials and work on assignments a minimum of 5 days each week. In order to support students, Chandler Online Academy promotes student success with the following attendance requirements & consequences.

COA courses require students to work 75-125 hours total over the length of the course to master all objectives and complete all coursework. In order to meet this time obligation, students on the standard 9-week schedule need to spend a minimum of 8.5-13.5 hours a week logged in and working on each course. This time must be entered in the student's Infinite Campus portal and submitted each week by 11:00 p.m. on Sundays. Students can log in any time, day or night, and on any day of the week, to meet this requirement.

### Progress Requirements

The 9-week course session begins once the Welcome Email containing the link to the online classroom and that student's username and password to access the online classroom has been sent. Every assignment will have a due date that is based on the start and end dates of the 9-week or 18-week course session. Students should submit assignments and complete tests and exams by the date they are due.

### Progress Consequences

If assignments/exams are not completed on the day they are due, students will receive a past due notice on the course homepage and may lose the opportunity to turn in the assignment/assessment for full or partial credit, according to the course "Late Work Policy" published in the course introductory materials. If a student does not submit work by the due date, she/he should contact the teacher as soon as possible to request to make-up the late work. If given the opportunity to turn in late work for credit the student does not follow through on the make-up plan, she/he will be considered for involuntary withdrawal, regardless of the amount of time (attendance) that has been reported, resulting in a failing grade on the student's official transcript.

## Withdrawal & Schedule Changes

Students may withdraw or change their schedule according to the following guidelines by submitting a withdrawal or schedule change form to our office. Forms can be submitted online from our website or by contacting our office to request a form.

**Up to 7 days after the course start-date:** Students may withdraw or change their schedule.

**7-21 days after the course start-date:** Students who withdraw will receive a grade of W for all courses. There are no schedule changes permitted more than 7 days after the course start-date.

**22 days after the course start-date:** Students who withdraw or fail to complete the course will receive a final grade of F on their official transcripts.

**Involuntary Withdrawal:** Students who fail to meet Attendance/Progress Requirements, who fail to log-in for 10 consecutive days, or who engage in behavior that contradicts Chandler Online Academy's Academic Integrity and Student Code of Conduct Policies, will be withdrawn and receive an F in all courses.

### Chandler Online Academy Late Work Policy

Late work submission will be deducted as follows:

- 1 – 5 days = 10% deduction
- 6 – 10 days = 20% deduction
- 11 – 15 days = 30% deduction
- >15 days = No Credit

**Students can have no more than three zeroes in their class to be able to take the final exam.**

#### Prevention

Late work policy will be posted on the Chandler Online Academy website and included in the student handbook.

Administration will include the late work policy on the welcome letter emailed to all students/parents.

Teachers will include late work policy on their introduction pages, as well as on class correspondence throughout the course.

#### Escalation

Teachers will email student/parents to inform them of the grade ramifications and encourage the student to submit all assignments as quickly as possible.

After teacher communication and continued inactivity, teachers will communicate the situation to administration and administration will contact parent to inform parent of grade ramifications and/or likelihood of student success in the class.





# Student Code of Conduct | Internet & Email User Guidelines

## Student Code of Conduct

### Chandler Online Academy Cheating/ Plagiarism Policy

- Incidents of cheating/plagiarism will be handled as follows:
  - 1<sup>st</sup> offense = student redo assignment for *partial* credit
  - 2<sup>nd</sup> offense = no credit for assignment + referral
  - 3<sup>rd</sup> offense = removal from course + F on student transcript + referral
  - \* *In an incident where a student turns in more than three assignments at one time that have been cheated or plagiarized, 3<sup>rd</sup> offense rules apply.*
  
- Students found cheating on a final exam will receive an automatic zero for the final, which will result in an F on their transcript. Infractions include:
  - Operating any electronic device once the exam has started.
  - Accessing any website away from their exam module.
  - Using any notes other than their hand-written 3x5 notecard.
  - Any other action used to gain an unfair advantage.

#### Prevention

- Cheating / plagiarism policy will be posted on the Chandler Online Academy website and included in the student handbook.
- Administration will include the cheating / plagiarism policy on the welcome letter emailed to all students/parents.
- Teachers will include cheating / plagiarism policy on their introduction pages, as well as on class correspondence throughout the course.

### Academic Integrity

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student's learning is evaluated solely according to his or her own merits, any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

#### Misrepresentation

- Allowing another person to take a quiz, exam, or similar evaluation for you.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise.

#### Plagiarism

- Submitting, as your own, through purchase or otherwise, part of or an entire work produced verbatim by someone else
- Paraphrasing ideas, data, or writing from another source without properly acknowledging the source
- Unauthorized transfer of documents or use of someone else's computer file or electronic material, as your own.

#### Facilitating Academic Dishonesty

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing another student to copy from you.
- Providing material or other information to another student with the knowledge that such assistance could be used in any of the violations stated above.
- Participating in any action that compromises the integrity of the academic standards of the school; assisting another to commit an act of academic dishonesty.





# Internet & E-Mail User Guidelines

Chandler Online Academy and Chandler Unified School District are not responsible for websites and electronic materials students may access from the open network on any computer system or mobile device that has not been issued by the district. Parents/guardians are encouraged to research the types of filtering software that is available to ensure their children will not be exposed to inappropriate content when accessing the internet.

## E-mail

Students and parents in Chandler Online Academy will be required to use a personal email account in order to communicate with and receive important information from school teachers and staff. While COA staff will have access to student and parent contact information, it will be used for official school business only. Students will not be required to share email addresses or contact information with other students. However, if students do share contact information with fellow students, it will be the student and parent/guardian's responsibility to ensure any communication that occurs between students is appropriate. COA is not responsible for communication between students that occurs outside of the e-Learning Portal and live virtual classrooms.

### COA e-Learning email communication and discussion posting guidelines:

1. Include your first and last name in emails to your instructor.
2. Use professional language, salutations (e.g. Hello, Thank You) and complete sentences in all emails to and from teachers and COA staff.
3. Include a subject line briefly describing the content of the message/post (e.g. Question on lesson 5, Thank You, My Thoughts On The Constitution).
4. In emails with questions about course content, include the name of the course, the name/number of the lesson, and the specific topic you are struggling with. "I don't understand lesson 1," is not specific enough. "I don't understand how to find the climax of the story in lesson 1, assignment 1a," gives the teacher more information about what you need help with.

5. In discussion posts, students must be respectful of others and of viewpoints different from their own. Discussion boards are a place for respectful and thoughtful debate NOT inflammatory remarks or offensive comments. If a student feels another student has made an offensive or inappropriate posting, he/she should respond in a constructive way and/or let the teacher know and explain his/her position.
6. Stick to the topic of the discussion and contribute meaningful and well-written posts and responses to others' posts.
7. Follow all course guidelines for emails and discussion posts.

### In E-Mail Communications and Discussion Posts, Students Should Refrain From:

1. Sending multiple emails or make a large number of discussion posts in a short period of time.
2. Making off-topic comments or ask off-topic questions in discussions.
3. Use all-caps in emails or discussion posts. This is perceived as yelling in electronic communication.

### In the e-Learning Portal and within e-Learning Classrooms, the following are not permitted:

1. Send, access, download or display offensive messages or pictures.
2. Use obscene language
3. Harass, insult or attack others
4. Violate copyright laws and regulations
5. Use passwords of others
6. Share passwords with others
7. Trespass in others' folders, work or files
8. Employ the e-learning portal for commercial purposes
9. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.

### Sanctions

1. Violations of the above may result in a loss of access and removal from the course.
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal



# Policies | Notification of Change to Student/Parent Contact Information | FERPA Rights

## Notification Change to Student/Parent Contact Information

Chandler Online Academy is committed to keeping students and parents informed with announcements and information through e-mail, phone calls and letters/mailings. Due to the nature of a distance learning program, it is essential that we are able to contact both students and parents when we need to. It is very important that students and parents notify COA Program Administration immediately of any change of address or telephone number at (480) 224-3727. Failure to do so may result in loss of access to courses and the e-Learning Portal and Involuntary Withdrawal.

## FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the CUSD Course Description Book for further information regarding FERPA rights.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Notice for directory information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Chandler Unified School District (CUSD), with certain exceptions, obtain your written consent prior to the disclosure

of personally identifiable information from your child's education records. However, CUSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow CUSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 (ESEA) to provide military recruiters, upon request, with three directory information categories – 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.

If you do not want CUSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of the start of school. CUSD has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Parent/Guardian's name

These laws are: Section 9528 of the ESEA (20 U.S.C.



# Policies | Due Process | Student Grievances

## Due Process

Students in Chandler Schools have rights. In disciplinary cases, students are entitled to due process. This means students:

1. Must be informed of the accusations against them.
2. Must have an opportunity to accept or deny the accusations.
3. Must have the factual basis for accusations explained to them.
4. Must have a chance to present an alternative factual position if the accusations are denied.

For student concerns, complaints and grievances, a student complaint form may be picked up from any administrative office.

## Student Grievances

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies unless said denial is related to the student's individual capabilities,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Concern for the student's personal safety,
- Intimidation by another student
- Bullying by another student

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this district, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to an administrator or professional staff member. The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether or not the complaint/grievance falls within this policy shall be determined by the Superintendent.
- Complaints by junior high or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Parent or guardian would complete forms following Policy KE.
- A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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



## **Abuse of a Teacher or School Employee in School**

Arizona State Statutes (ARS 15-507 states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

## **Mandatory Reporting of Criminal Activity to Law Enforcement**

Arizona State Statutes (ARS 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services.

Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

According to ARS 15-341 staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to local law enforcement.

## **CUSD Student Conduct Policy**

Arizona state law makes the school responsible for the conduct and well being of students from the time they leave home in the morning until they reach home in the evening. These policies apply to the virtual learning environment; including Chandler Online Academy's e-learning portal, COA e-learning classrooms, discussion boards, virtual class meetings hosted by COA teachers or staff and emails and all electronic communication between students and teachers and students with each other.

The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during nonschool hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.



# Policies | CUSD Student Conduct Policy | Student Harassment

- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools. (Policy JIC - Student Conduct)

## **Students are subject to discipline if infractions occur:**

1. At any high school activity/athletic event (home or away, day or night)
2. To and from school or school activities, including bus stops
3. In classrooms
4. On campus

5. On any District property
6. In virtual classrooms or chat rooms
7. In email or telephone communication
8. In discussion board forums
9. In any web 2.0 electronic communication forums sponsored by the school or accessed and utilized in school learning or social activities.

## **Student Harassment**

Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students, who believe that they have been harassed, should contact their counselor or any administrator as soon as possible.



## Student User Agreement and Parent Permission Form

(This is a copy. Electronic verification of communication and understanding of policy is obtained in the "COA Information & Policies" portal)

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

**Student:** I understand and will abide by the usage rules set forth by the Student Handbook. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

User Signature: (online students acknowledge policies through the online Orientation Quiz)

**Parent/Guardian:** As the parent/guardian of the above named student, I have read the Student Handbook and understand it. I understand that it is impossible for the school district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of electronic information services (EIS). I also agree to report any misuse of the EIS to a district administrator. (Misuse may come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in the school setting. I hereby give my permission to have my child use the electronic information services.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Signature: (online students acknowledge policies through the online Orientation)

## Student/Parent Attendance & Progress Agreement 2018-2019 School Year

(This is a copy. Electronic verification of communication and understanding of policy is obtained in the "COA Information & Policies" portal)

**Student Name (print):** \_\_\_\_\_

I have read and understand the attendance and progress policies for Chandler Online Academy. I also understand that by enrolling in online courses with Chandler Online Academy, I am committing to:

- Log in to each class at least 5 days a week for a total of 8.5-13.5 hours each week, each class, for a total of a minimum of 25.5 hours in all classes each week.
- Use the due date notifications to manage my coursework and turn in all work when it is due, or no later than the week it is due.
- Contact my teacher any time I need help or have a question by emailing, calling, or visiting my virtual classroom.
- Read all emails sent to me by my teacher or by COA administration.
- Respond to all calls and emails as quickly as possible.
- Read all feedback from my teachers and respond or make changes requested by my teachers.
- Complete all essays, assignments and assessments myself and using my own ideas and words.
- Complete all coursework by my course end-date.

I understand that failure to comply with any of these statements may result in involuntary withdrawal from Chandler Online Academy.

**Signature:** (online students acknowledge policies through the online Orientation) Date: \_\_\_\_\_

**Parent Name (print)** \_\_\_\_\_

I have read and understand the attendance and progress policies for Chandler Online Academy. I also understand that by enrolling my son or daughter in online courses with Chandler Online Academy, I am committing to:

- Ensure my son/daughter is able to log in to each class at least 5 days a week for a total of 8.5-13.5 hours each week, minimum.
- Document the time my son/daughter spends working to complete the online coursework on the weekly timesheet and submit the timesheet each week by Sunday at 11:00 p.m.
- Log in to the Parent Portal at least once a week to check my daughter/son's progress in her/his online courses.
- Read all emails sent to me from COA teachers and administration.
- Respond to all calls and emails as quickly as possible.

I understand that failure to submit weekly attendance or failure to submit accurate attendance records may result in involuntary withdrawal of my son or daughter from Chandler Online Academy and/or withholding credit until attendance is accounted for and reported.

**Signature:** (online students acknowledge policies through the online Orientation) **Date:** \_\_\_\_\_



# Chandler Online Academy

650 E. Morelos Street Chandler, AZ 85225

Phone: (480)812-7190

Web: <http://www.cusd80.com/Domain/4364>

Dear Parent and Student,

We want to welcome you to Chandler Online Academy for the \_\_\_\_\_ school year! It is our goal to have you complete classes towards graduation and go on to become successful in college or the career of your choice.

In order to accomplish this success, we have some requirements that you must meet in order to be an online student. These stipulations are in place in order to not only meet the education laws of Arizona, but also to be a successful online student.

Please read the contract below. Once read, the parent and student must sign and date the contract and return it to [Neil.Erin@cusd80.com](mailto:Neil.Erin@cusd80.com)

## Contract

- I will be enrolled in \_\_\_\_\_ **.5-credit courses** during my time with Chandler Online Academy.
- If on the 9-week pace, I agree to work a minimum of **500 minutes (8.3 hours) per week in each course** (including online and offline work) This averages **100 minutes (1.5 hours) per weekday, per course**.
- If on the 18-week pace, I agree to work a minimum of **250 minutes (4.2 hours) per week in each course** (including online and offline work) This averages **50 minutes per weekday, per course**.
- In accordance with the Arizona Department of Education, Chandler Online Academy requires that each student **complete a minimum of 4500 minutes (75 hours) per course**.
- I understand that I must **submit the assignments by the due date** or I will receive a penalty, as per Chandler Online Academy Late Work Policy. Receiving any more than three permanent zeros in a class will disqualify me from the opportunity to take the final exam for a class which will result in a failing grade on my transcript.
- I agree to **enter my attendance no later than Sunday of each week at 11pm**. I understand that if this is not done for 14 consecutive days, my classes will be inactivated.
- The Chandler Unified Code of Conduct applies in full for all Chandler Online Academy Students.
- If a student is not successful academically and is failing their courses at Chandler Online Academy they **may be referred to an alternative program** where they can be successful.

**I understand that enrolling in Chandler Online Academy is a choice and if there is a failure to meet the above contract I may be withdrawn from the program.**

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)