



2019–20

PARENT / STUDENT
HANDBOOK

Version 1.1

Dear Student and Parent/Guardian,

Welcome to Valor Preparatory Academy. As we start the 2019-2020 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 is a fully accredited public charter school serving grades 7–12 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, 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 the learning and promote mastery of core academic areas while introducing students to elective courses that develop citizenship and success skills.

Valor Preparatory Academy 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 looks forward to collaborating with you to ensure success.

Sincerely,

Valor Preparatory Academy Administration

Table of Contents

<i>Mission and Vision Statement</i>	7
<i>Equal Educational Opportunity</i>	7
Procedures for Filing Complaints.....	7
Procedures for Investigation of the Report/Complaint	8
Investigative Findings	8
<i>Student Support</i>	8
Parents/Students	8
Guidance Counselors	9
Child Find	9
<i>Admission Policy</i>	9
<i>Student Uniforms</i>	10
Acceptable Dress Code/Uniform Standards.....	10
Unacceptable Dress Code Policy	11
Dress Code Policy Exceptions	11
<i>Assistance Under Special Circumstances</i>	12
<i>Diabetes Policy</i>	12
<i>Student Self-Administration of Medication</i>	13
<i>School Administration of Medication</i>	13
<i>Attendance</i>	14
Course Activity	14
<i>Truancy/Unexcused Absences</i>	14
Truancy.....	14
Excused and Unexcused Absences	15
Chronic Illness/Extended Inability to Participate	15
Risk of Withdrawal.....	15
<i>Technology Requirements</i>	15
System Requirements.....	16
Internet & Email	16
Hardware	16

Operating System	16
Additional Software Requirements	16
Internet and Browser Options	16
Antivirus and Antimalware	17
Opening Pop-Up Windows.....	17
Opening PDF Files.....	17
Check Firefox Settings	17
Remote Support.....	18
Video Surveillance.....	18
Student Portal Pictures.....	18
<i>Promotion/Retention</i>	<i>19</i>
<i>Academics</i>	<i>19</i>
The Curriculum.....	19
Assessments	19
NWEA MAP Growth.....	19
NWEA MAP Skills	20
Course Finals.....	20
Graduation Requirements	20
Early Graduation	21
State Assessment Requirements.....	21
State Graduation Requirement	21
Education and Career Action Plan (ECAP) Requirement	22
Grade Level/Cohort Determination.....	22
Instructional Tier Placement	22
Guided Instruction.....	22
Support Instruction.....	23
Modified Instruction.....	23
Grading Scale	23
Awarding Transfer Credit.....	23
Grade Point Average	24
Class Rank.....	24

<i>Student Learning Expectations</i>	24
Communication.....	24
Exams.....	24
Projects.....	25
Participation.....	25
Completing a Course Prior to the Course End Date.....	25
Course Change Requests.....	25
Withdrawal Procedures.....	25
Repeating Courses.....	26
Transcript Amendment.....	26
<i>Additional Academic Opportunities</i>	26
Accelerated Course Completion.....	26
High School Credit for College/University.....	27
<i>Standards of Conduct, Expectations, and Procedures</i>	27
<i>Bullying/Cyber-Bullying/Harassment</i>	28
Confidential Reporting.....	28
Definitions.....	28
Reporting Incidents of Bullying or Harassment.....	29
Procedures for Investigation of the Report/Complaint.....	30
Sexual Harassment and/or Discrimination.....	31
Procedure for Reporting Sexual Harassment.....	31
<i>Academic Integrity and Plagiarism</i>	31
<i>Use of Copyrighted Materials</i>	33
<i>Digital Citizenship</i>	33
<i>Internet Use</i>	33
<i>Appropriate Use of Cell Phones & Electronic Devices</i>	33
Authorized Uses of Cell Phones and Electronic Devices:.....	34
Unauthorized Uses of Cell Phones and Electronic Devices.....	34
Violation of Cell Phone & Electronic Devices Authorized Uses.....	35

Responsibility/Liability	35
<i>Student ID/Badge</i>	36
<i>Mandatory Reporting</i>	36
<i>Disclosure of Student Information</i>	36
<i>Students with Disabilities</i>	37
<i>Special Education Services</i>	37
Procedural Safeguards.....	37
Evaluation.....	37
Individualized Education Plan (IEP)	38
Section 504 Services	38
Section 504 Grievance Procedure.....	38
<i>Notification of Rights under FERPA</i>	39
<i>Directory Information</i>	41
<i>English Language Learners</i>	41
<i>Homeless Education Policy</i>	42
<i>Custody</i>	43
<i>Drug and Tobacco Free Campus</i>	43
<i>Weapons and Violence</i>	44
Violence Prohibited.....	44
<i>Service Animals</i>	45
<i>Search and Seizure</i>	46
<i>Student Interviews</i>	47
<i>Hazing Prevention Policy</i>	47
<i>Valor Preparatory Academy Parent/Student Handbook Acknowledgement Page</i>	49

Mission and Vision Statement

Valor Preparatory Academy'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 using teacher facilitated instruction, digital curriculum and technology to develop Arizona college and career ready citizens into contributing members of the community, one in which excels in collaboration, critical thinking and show competency in mastery of the Arizona State Standards.

Valor Preparatory Academy'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 21st century workforce.

Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. Valor Preparatory Academy provides a 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 (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

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

Leonard Edlund, Principal
13185 W Thomas Road
Goodyear, AZ 85395
623-298-4520
Leonard.Edlund@ValorPrepAcademyAZ.org

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 thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness 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).

Student Support

Parents/Students

The influence of the parent/guardian is extremely powerful. The more parents understand how to navigate our system and hold students accountable, the more opportunity the student has to be successful at Valor Preparatory Academy. 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 Valor Preparatory Academy's academic teams providing academic support, parents are able to focus on being motivators and guides for their students to help them achieve academic excellence.

Guidance Counselors

Valor Preparatory Academy offers students support through our Guidance office. A trained and certified guidance counselor is part of our staff, to enhance the Valor Preparatory Academy experience for students and provide the tools and resources for them to succeed. The guidance office works closely with students to create individual academic plans to support them in the areas of personal and social development, academic progress, and career/college planning.

Child Find

Valor Preparatory Academy ensures that all children with disabilities enrolled in the School or presenting for Enrollment, including children with disabilities who are homeless or wards of the State, regardless of the severity of their disability, who may be in need of special education and 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 School 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, please contact your teacher or the guidance department. More information can be found at [AZFind](#).

Admission Policy

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.

Valor Preparatory Academy will admit all eligible pupils who submit a timely enrollment application. Valor Preparatory Academy 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 Governing Body 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. (A.R.S. § 15-184(A)-(D)).

Valor Preparatory Academy 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 Arizona Revised Statute §15-841.

Student Uniforms

Valor Preparatory Academy 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 a student who looks and feels their best is well suited for academic success. As a result, the school has established acceptable dress code/uniform standards which applies to all students (grades 7-12). Students are empowered to ensuring their school clothing selections meet these standards. The principal is responsible for ensuring that the dress code/uniform policy is adequately enforced and implemented at the school and has the authority to determine whether a students' attire meets these standards.

Acceptable Dress Code/Uniform Standards

- Uniform shirts must be navy blue or white polo-style shirts (long or short sleeved). Shirts labeled with the school emblem are encouraged, but not mandatory. Shirts labeled with the school emblem can be purchased through [Educational Outfitters](#). Navy blue or heather grey sweaters, vests and cardigans with or without the school emblem may also be worn. Uniform pants need to be navy blue, khaki, tan, or beige. Girls can wear navy blue, khaki, tan, or beige skirts, jumpers and skorts in addition to pants. Navy blue, khaki, tan, or beige shorts can be worn with uniform shirts. No shorts that are more than 3 inches from the knee can be worn.
- Shoes must be worn every day. Shoes must be brown or black (loafer type or casual dress). Flatboots are acceptable for boys and girls.
- Skirts, jumpers, and skorts must be longer than the fingers when arms and hands are at the student's side or no more than 3 inches above the knee.

- Pants must be belted and pulled up to the waist at all times.
- Cold weather attire may include solid heather gray or navy-blue sweaters or sweater vests.
- Tights/knee high socks and leggings of a solid color of black or navy blue may be worn during the winter months under skorts and skirts only, not alone as pants.
- Coats and sweatshirt jackets must be taken off during the school day.
- Hats and/or headscarves are only permitted as outerwear, to and from school.
- Girls and boys can wear one pair of stud earrings. Other jewelry may be worn in moderation.

Unacceptable Dress Code Policy

- Hoodies are not permitted.
- Hats or bandanas of any kind are not permitted.
- Extreme hairstyles are not permitted. Hair color must be of natural tones
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- Sagging/tight pants, mid drift, tank and low-cut tops, skirt/dress length, highheeled shoes, hats in class, suggestive logos/wording are prohibited.
- No hooded sweaters/sweatshirts and hooded outerwear are allowed during school hours.
- Clothing that is extra-long and/or tight and form fitting is unacceptable. Clothing must “fit” the student neatly.
- No striped or patterned sweaters, socks, tights, shirts, leggings, undershirts or sweaters are permitted.
- No sweat suit or pajama bottoms can be worn.
- No sandals, high heels, platform boots or heels, flip flops, mules, slip on, house shoes, or open toed shoes of any kind are allowed to be worn in school.
- Dressing down may be earned throughout the course of the year. When jeans are allowed, they must be free of holes and appropriate for school. All guide lines under the unacceptable category apply to dress down days.

Dress Code Policy Exceptions

- Students participating in a nationally recognized, school approved organization may wear the organizational uniform on days that the organization has a scheduled function.
- 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.

Assistance Under Special Circumstances

While Valor Preparatory Academy does not offer a lunch program, due to the nature of our school operational attendance hours, students who would qualify for federally approved free or reduced lunches (as noted on approved free and reduced lunch documentation) may be provided with assistance in obtaining the required dress code wear. This request must be put in writing to the school principal or designee.

Violation of the school uniform policy shall not affect a student's academic or conduct grade.

School administration will determine if clothing is appropriate for school and complies with dress rules. For more specific information on the student dress code, please direct any questions to school Principal.

Diabetes Policy

In accordance with Arizona Revised Statute 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 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 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'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. Valor Preparatory Academy, its employees, and members of its governing body, 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.

Attendance

It is important for every student to attend and/or be in class every 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 each student record three hours per course each school day. VPA students will be assigned two courses every six-week school term. The additional hours that VPA students receive will provide more teacher led support within their courses so they will become academically successful and master the state standards. These hours may be split between in-person opportunities at the VPA campus and online school work outside of live instruction at the school facilities in accordance with the student Instructional Tiers, as defined by the school's administration and instructional staff.

Parent(s), Legal Guardians(s) or Legal Custodian are encouraged to monitor and discuss with the student the importance of regular attendance.

Course Activity

Attendance hours include submitting a gradable item plus the following:

- Attending in person facilitated instruction based, on Instructional Tier placements
- Reading books or other instructional materials related to coursework
- Attending online activities and classrooms
- Writing papers, essays, stories, or other assignments, including discussion posts for classroom participation
- Conducting research (online or other methods)
- Communicating with faculty and staff

Truancy/Unexcused Absences

Truancy

"Truant" means an unexcused absence for at least one class period during the day. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required

attendance days. Parents/guardians will be notified by the school when there is a concern regarding attendance.

Excused and Unexcused Absences

Pursuant to A.R.S. §15-901(A)(2), "...excused absences shall be identified by the Department of Education..." The Department of Education 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 also permits a student to be excused for religious purposes, not to exceed one school week.

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 (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2). Additionally, if a student accumulates **ten (10) or more absences** during the entire year, the parent/guardian may be required to meet with the administration to create an attendance plan.

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. (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.

Technology Requirements

All Valor Preparatory Academy 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 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](#)

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.

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 be 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.

Promotion/Retention

The promotion (advancing to the next grade) and retention (staying in the current grade) of students enrolled with Valor Preparatory Academy is based on the degree of success the individual student achieves in completing the educational program designated to meet his/her needs.

Valor Preparatory Academy 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 Governing Body](#) 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 Governing Body that the student has mastered the academic standards adopted by the Arizona State Board of Education. If the Governing Body overturns the decision to promote or retain the student, the Governing Body shall adopt a written finding that the student has mastered the academic standards. All reviews by the Governing Body shall be conducted in executive session unless the parent/guardian requests that the review be conducted in an open meeting.

Academics

The Curriculum

Valor Preparatory Academy 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 uses MAP Growth and measures what students already know and informs 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 uses MAP Skills to help teachers identify the specific skills each student needs to learn in grades 7th and 8th. 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 the skill gaps.

Course Finals

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

Graduation Requirements

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

Course	Credits
English	4 Credits
Algebra 1	1 Credit
Geometry	1 Credit
Algebra 2	1 Credit
4 th 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
Total	22 Credits

Notes:

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 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.

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.

State Assessment Requirements

The Arizona Department of Education (ADE) requires students to complete the AZMERIT state standardized assessment at the end of the course(s) aligned to state standards in English Language Arts 9, 10, 11, Algebra 1, Geometry, and Algebra 2. In addition, AIMS Science is administered in grades 8th and 10th grade. Valor Preparatory Academy provides notification of testing dates and locations around the State through the Valor Preparatory Academy website, regular mail, email, and the parent/student portals. 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.

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.

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 guidance counselors, students, parents or guardians, as well as school representatives.

Grade Level/Cohort Determination

Valor Preparatory Academy places students in the appropriate grade level based on a transcript evaluation, cohort year, and/or MAP Growth assessment. At the beginning of each school year students will take the initial MAP Growth assessment as an instructional and placement diagnostic tool. Cohort year is defined as the student’s grade level based on the first day they enrolled in high school and started grade 9.

Instructional Tier Placement

Valor Preparatory Academy uses three Instructional Tiers to place students. These tiers vary in required time in the building and independence to becoming a primarily online learner at home. Students who struggle to maintain expected academic performance are placed and supported through the curriculum using a blended-flipped model. Placement in an Instructional Tier is based on the average grade for current courses and/or teacher/counselor/principal recommendation. At any time, a student in the Support or Modified Instructional Tiers may come to the building for additional support, including days they are not scheduled to attend. The three Instructional Tiers are:

Guided Instruction

Teacher-led facilitated learning 5 days a week for 3.5 hours, with remaining daily hours completed at home online. Students who show academic success at 75% or below (average grade for current courses) are placed in this tier. As students show academic success, they gradually move to the

next tier.

Support Instruction

Teacher-led facilitated learning 3 days a week for 3.5 hours, with remaining daily hours completed at home online. Students who show academic success at 76% - 89% (average grade for current courses) are placed in this tier. As students show academic success, they gradually move to the next tier.

Modified Instruction

Teacher-led facilitated learning 1 day a week for 3.5 hours, with remaining daily hours completed at home online. Students who show academic success at 90% - 100% (average grade for current courses) are placed in this tier.

*** All Instructional Tiers require an in-person proctored final exam.

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* - Honors Weighted
93-100%	=	A	4.0	5.0
90- 92%	=	A-	3.7	4.6
86-89%	=	B+	3.3	4.1
83-85%	=	B	3.0	3.8
80-82%	=	B-	2.7	3.4
76-79%	=	C+	2.3	2.9
73-75%	=	C	2.0	2.5
70-72%	=	C-	1.7	2.1
66-69%	=	D+	1.3	1.6
63-65%	=	D	1.0	1.3
60-62%	=	D-	0.7	0.9
0-59%	=	F	0.0	0.0

*GPA = Grade Point Average

Awarding Transfer Credit

Valor Preparatory Academy 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 a guidance counselor and/or the principal and may require demonstration of competency in core courses required for graduation.

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 and are averaged for the Cumulative GPA total with the exception for courses repeated as outlined in the Repeating Courses section on page 26.
- 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 total as outlined in the Repeating Courses section on page 26.

Student Learning Expectations

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 Valor Preparatory Academy 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)

Participation

A Valor Preparatory Academy student must participate to earn a passing grade while attending Valor Preparatory Academy. 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.

Completing a Course Prior to the Course End Date

A number of factors lead to a student needing to complete a course early, but most often the reason is credit recovery prior to graduation. Final grades are only issued before an official course end date if following minimum requirements are met:

- Completion of 4 weeks attendance in the course
- A final grade of a B- or higher
- All lessons and assignments are completed

Course Change Requests

A parent/student may only request a change of course if:

- The assigned course was already taken, completed, and documented on a transcript.
- The course assigned is an elective, and the student wishes to complete a different elective.

Parent(s) must contact a Guidance Counselor via phone or email to change the elective course within three (3) school days from the start date of the course.

Withdrawal Procedures

Students who wish to withdraw may do so until the eleventh (11th) school day from a term start date. The

following guidelines determine whether a student receives a “W,” as a final grade, or no grade reflected on the transcript:

- Students may receive a “W” if a grade book item was submitted in a course prior to the eleventh day or voluntary withdrawal from Valor Preparatory Academy before the eleventh day.
- Any student withdrawing after the eleventh day may receive a final grade. Extenuating circumstances are reviewed by the Guidance department and are subject to administrative approval.
- Students who have not submitted a grade book item in any courses may be withdrawn for “lack of attendance” on the 11th day of a term.

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 both the failing and passing scores.

Students may submit a request to their guidance counselor 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.

Transcript Amendment

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

Additional Academic Opportunities

Accelerated Course Completion

Students may take additional courses beyond the standard number allowed per term (two 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
- Student progress toward graduation
- Academic progress in previous courses

- Parent/Guardian input

High School Credit for College/University

Valor Preparatory Academy gives core or elective credits for college courses pursuant to Arizona Revised Statute 15-507.01. Upon receipt of an official transcript from the college or university, a guidance counselor 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 the guidance office.

Standards of Conduct, Expectations, and Procedures

All stakeholders at Valor Preparatory Academy are expected to treat each other with respect and dignity at all times. 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 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

Bullying/Cyber-Bullying/Harassment

Valor Preparatory Academy and its Governing Body 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 and/or Discrimination

Valor Preparatory Academy is committed to ensuring that students enjoy an educational and work environment that is free from harassment or unlawful discrimination. Valor Preparatory Academy shall take prompt and appropriate disciplinary action to address student violations of this policy. All Valor Preparatory Academy students are expected to conduct themselves at all times so as to maintain an atmosphere free from sexual harassment.

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 Compliance Officer, Principal, or Executive Director. The Human Resource Director, Christina Burkhead, is the School's Title IX Compliance Officer. Complaints received by any of the listed personnel that involve a student(s) shall immediately be forwarded in writing to the Compliance Officer for investigation and further action.

Academic Integrity and Plagiarism

As members of the Valor Preparatory Academy 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

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 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.*

Digital Citizenship

Valor Preparatory Academy uses a variety of digital resources online, in the courses and in the classroom. It is important that Valor Preparatory Academy 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.

Internet Use

Access to the Valor Preparatory Academy'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 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.

Appropriate 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.

Students may possess cell phones and other electronic devices on school property and school-sponsored transportation, 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.

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.

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 visibly showing 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.

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.

Disclosure of Student Information

Valor Preparatory Academy 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 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 may share student information when we believe it is necessary to comply with the law, to protect Valor Preparatory Academy interests or property, to prevent fraud or other illegal activity or use of the Valor Preparatory Academy name, or to prevent imminent bodily harm. This may include sharing information with other companies, lawyers, agents, or government agencies.

Students with Disabilities Special Education Services

Valor Preparatory Academy makes available special education and related services to all eligible students. Our teachers are trained to teach to diverse learning styles and ability levels. Valor Preparatory Academy 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.

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 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 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.

Section 504 Services

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. Questions concerning Section 504 may be addressed to the Section 504/ADA Coordinator for the School:

Leonard Edlund, Principal
13185 W Thomas Road
Goodyear, AZ 85395
623-298-4520
Leonard.Edlund@ValorPrepAcademyAZ.org

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 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 (30) 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 (30) 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's Governing Body within fifteen (15) calendar days of receiving the Principal decision. The Governing Body shall issue a written decision in response to the appeal no later than thirty (30) 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.

Notification of Rights under FERPA

Valor Preparatory Academy 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.
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

Directory Information

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, publish yearbooks, etc. *If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the School, in writing at the time of your Student’s enrollment.*

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.

English Language Learners

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 offers an English Language Learning Program to serve students who need assistance in learning English. Full inclusion of English Language Learners is practiced.

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.

Before enrollment, it shall be determined that the student first meets the definition of a homeless student under the Act. The Act guarantees a child qualified as homeless the right to attend one of two schools: the school of origin or the school of residency. As a charter school, Valor Preparatory Academy has the obligation to enroll homeless students as a "school of origin." The school of origin is defined as the school

that the child last attended before experiencing homelessness or the school where the student was last enrolled. The school of residency is defined as the neighborhood school identified by the attendance area in which the student is currently residing.

When Valor Preparatory Academy is the school of origin, the School will keep students in homeless situations to the extent feasible, unless it is against the parent/guardian wishes. Students will be allowed to stay in the School the entire time that they are homeless and until the end of the academic year in which they move into permanent housing.

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.

Drug and Tobacco Free Campus

The Valor Preparatory Academy 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 Governing Body, 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.

Service Animals

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

Valor Preparatory Academy does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School campus if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services, or activities provided.

- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether or use of the harness, leash, or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control.

The School shall not be responsible for the training, feeding, or grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the School Principal at least three (3) days prior to bringing the service animal to the school campus or to a school activity. Forms are available by contacting the School Office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordetella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinopneumonitis, influenza, and strangles. All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

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 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. 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 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 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.

Please print the page below, sign and return to Valor Preparatory Academy

Valor Preparatory Academy Parent/Student Handbook Acknowledgement Page

Version 1.1

Student Name *(Please Print)*

Your signature below acknowledges that you have received the Valor Preparatory Academy 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 from any and all liability associated with the services provided by Valor Preparatory Academy under this agreement. I furthermore understand that this is a legally binding contract between Valor Preparatory Academy and all parties regarding this student.

Parent Signature

Date

Student Signature

Date