

# San Pedro Valley Online Academy

## Student Handbook

2015 - 2016



*Home of the Lynx*

---

**Mr. Richard Connet, Principal**

**Mrs. Nanette Rodriquez, School Secretary**

360 S. Patagonia St., Benson, AZ 85602

Principal: 520-720-6725 / Secretary: 520-720-6726 /

Teacher: 520-720-6727 / Fax: 520-720-6702

<http://www.bensonsd.k12.az.us/spvhs>

*Revised: July 7, 2015*

---

**This handbook belongs to:** \_\_\_\_\_

## 2015-2016 School Year: Calendar & Important Dates

Thursday, July 30, 2015	First Day of School
Wednesday, August 12, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, August 26, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, September 7, 2015	Labor Day – <b>No School</b>
Wednesday, September 9, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, September 23, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, September 30, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, October 5 through Friday, October 9, 2015	Fall Intersession for Select Students
Monday, October 5 through Friday, October 16, 2015	Fall Break – <b>No School</b>
Tuesday, October 28, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, November 11, 2015	Veterans Day – <b>No School</b>
Wednesday, November 25, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Thursday, November 26 and Friday, November 27, 2015	Thanksgiving Recess – <b>No School</b>
Wednesday, December 9, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Friday, December 18, 2015	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, December 21 through Friday, January 1, 2016	Winter Break – <b>No School</b>
Monday, January 4, 2016	Students return to school
Wednesday, January 6, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, January 18, 2016	Martin Luther King Day – <b>No School</b>
Wednesday, January 20, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, February 3, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, February 15, 2016	Presidents' Day – <b>No School</b>
Wednesday, February 17, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, March 2, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Monday, March 14 through Friday, March 18, 2016	Spring Intersession for Select Students
Monday, March 14 through Monday, March 28, 2016	Spring Break – <b>No School</b>
Wednesday, April 6, 2016	Early Release (8:00 A.M. – 12:15 P.M.)

Monday, April 11 through Thursday, April 14, 2016	AZMERIT Testing
Friday, April 15, 2016	Science AIMS Testing
Wednesday, April 20, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, May 4, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Wednesday, May 18, 2016	Early Release (8:00 A.M. – 12:15 P.M.)
Friday, May 20, 2016	May Graduates – All Graduation Reqs DUE DATE
Wednesday, May 25, 2016	SPVHS Graduation Ceremony and Recognition Night, 6pm
Friday, May 27, 2016	Last Day of School (Early Release (8:00 A.M. – 12:15 P.M.)
Tuesday, May 31 through Friday, June 17, 2016	Summer School for Select Students.

### **Class Session**

SPVHS meets every day, Monday-Friday, except scheduled holidays.

**Start time is 8:00 A.M.**

**End time is 3:00 P.M.**

*\*\*Students must stay for at least 4 hours and must finish 75% of their class per day. Students do not have to stay until 3:00 P.M. unless they are behind or what to get ahead.*

### **Early Release Days**

Each month there is typically 2 early release Wednesdays. See the calendar above for early release Wednesday dates.

**Start time is 8:00 A.M.**

**End time is 12:15 P.M.**

### **Semester & Quarter Calendar**

**Semester 1:** July 30 – December 18, 2015

Quarter 1: July 30 – October 2, 2015

Quarter 2: October 19 – December 18, 2015

**Semester 2:** January 4 – May 20, 2016

Quarter 3: January 4 – March 11, 2016

Quarter 4: March 29 – May 27, 2016

### **Summer School**

May 31 – June 17, 2016

## High School Course Schedule

For high school students the school year is comprised of 12 three-week terms. Students work on one ½-credit course at a time. Students are expected to complete this ½ credit during each three-week term. Students can always finish more quickly, if able. This pace is the minimum.

The following schedule allows students to plan accordingly. Final exams may be taken upon completion of the course, even if course is completed prior to completion date. In other words, if a student finishes the course early, the student can take their final exam early:

**The following schedule allows students to plan accordingly:**

Semester	Quarter	Term	Credits Earned	Term Dates	Course Completion Due Date	Number of School Days This Term
1	1	1	½	July 30 – Aug. 20	<b>August 20, 2015</b>	16
		2	½	Aug. 20 – Sept. 11	<b>September 11, 2015</b>	16
		3	½	Sept. 11 – Oct. 2	<b>October 2, 2015</b>	16
	2	4	½	Oct. 19 - Nov. 6	<b>November 6, 2015</b>	15
		5	½	Nov. 6 – Dec. 1	<b>December 1, 2015</b>	15
		6	½	Dec. 1 – Dec. 18	<b>December 18, 2015</b>	14
2	3	7	½	Jan. 4 – Jan. 27	<b>January 27, 2016</b>	17
		8	½	Jan. 27 - Feb. 18	<b>February 18, 2016</b>	16
		9	½	Feb. 18 - Mar. 11	<b>March 11, 2016</b>	17
	4	10	½	Mar. 29 - Apr. 18	<b>April 18, 2016</b>	15
		11	½	Apr. 18 – May 6	<b>May 6, 2016</b>	15
		12	½	May 6 – May 27	<b>May 27* May 20, 2016</b>	16

**\*Graduates must have all graduation requirements done by this date to participate in graduation ceremony**

### Course Pacing

Here is an example of course pacing for one student. The student is expected to complete one-½-credit-course every 3 weeks (each term). Students are expected to complete 7% or their class per day in order to finish courses on time and stay on schedule. With this pacing, students complete 6 credits in the school year. Students may complete an extra credit in summer school, which is a 13<sup>th</sup> – 3-week term for a total of 7 credits.

Name	Term 1	Term 2	Term 2	Term 4	Term 5	Term 6
Term Dates:	<b>7/30-8/20</b>	<b>8/20-9/11</b>	<b>9/11-10/2</b>	<b>10/19-11/6</b>	<b>11/6-12/1</b>	<b>12/1-12/18</b>
<b>Einstein, Albert</b>	Physics S1	Physics S2	12 English S1	12 English S2	Pre-Calculus S1	Pre-Calculus S2
Due:	8/20	9/11	10/2	11/6	12/1	12/18
Completed:	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
Name	Term 7	Term 8	Term 9	Term 10	Term 11	Term 12
Term Dates:	<b>1/4-1/27</b>	<b>1/27-2/18</b>	<b>2/18-3/11</b>	<b>3/29-4/18</b>	<b>4/18-5/6</b>	<b>5/6 -5/27</b>
<b>Einstein, Albert</b>	US/AZ Government	Economics	German I S1	German I S2	Engineering Design I	Engineering Design II
Due:	1/27	2/18	3/11	4/18	5/6	5/27
Completed:	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

## Minimum Grade to Earn Credit

All students are required to attain a minimum of 70% in a course to earn credit. In other words, students scoring below a 70% will not earn credit for their course.

## Grading Scale

99-100%	A+	88-89%	B+	78-79%	C+
93-98%	A	83-87%	B	73-77%	C
90-92%	A-	80-82%	B-	70-72%	C-

## Course Weighting/Grading

\*Typical overall course grades are weighted as follows:

<b>All courses</b>	Assignments – 20% of course grade
	Offline Course work - 10%
	Quizzes – 15% of course grade
	Tests – 20% of course grade
	Final Exam – 35% of course grade.

Offline course work consists of note taking, writing prompts, and daily assignments. This is in addition to the online course work and is worth 10% of the student's grade

## Grade Level Standing

San Pedro Valley High School students' grade level standing will be determined by the number of credits completed. The number of credits completed by the end of the school year, each year, will also be used to determine whether a student will be promoted or retained for the following school year. Once a student meets the number of credits needed for the next grade level, he or she will be promoted.

6 or fewer credits earned	Grade 9
6.5-11 credits earned	Grade 10
11.5-17 credits earned	Grade 11
17.5 or more credits earned	Grade 12

## SPVOA Graduation Requirements

English	4 credits
World History/Geography	1 credit
US/AZ History	1 credit
US/AZ Government	½ credit
Economics	½ credit
Algebra	1 credit
Geometry	1 credit
Algebra 2	1 credit
Another math (higher than Alg 1)	1 credit
Biology	1 credit
Physical Science	1 credit
Another science	1 credit
Vocational	1 credit
Fine Arts	1 credit
Physical Education/Health	1 credit
Electives	5 credits

---

22 credits

# 2015-2016

## Available courses

### English

- ✓ Freshman English, ELA 9
- ✓ Sophomore English, ELA 10
- ✓ Junior English, ELA 11
- ✓ Senior English, ELA 12

### Social Studies

- ✓ World History
- ✓ U.S. History
- ✓ American Government
- ✓ Economics

### Science

- ✓ Biology
- ✓ Physical Science
- ✓ Environmental Science
- ✓ Physics
- ✓ Chemistry

### Mathematics

- ✓ Algebra I
- ✓ Geometry
- ✓ Algebra II
- ✓ Trigonometry ½ credit
- ✓ Pre-Calculus
- ✓ Financial Math

### Electives

- ✓ Strategies for Academic Success

### Health/P.E.

- ✓ Healthy Living , ½ credit
- ✓ Lifetime Fitness, ½ credit
- ✓ Foundations for Personal Wellness

### Fine Arts

- ✓ Introduction to Art
- ✓ Art History

### Languages

- ✓ Spanish I
- ✓ Spanish II
- ✓ Spanish III
- ✓ French I
- ✓ French II
- ✓ French III
- ✓ German I
- ✓ German II
- ✓ Latin I
- ✓ Latin II
- ✓ Chinese I
- ✓ Chinese II

### Vocational Electives

#### Technology Electives

- ✓ Computer Science I
- ✓ Computer Science II

#### Engineering Electives

- ✓ Engineering Design I
- ✓ Engineering Design II
- ✓ Introduction to Information Technology

#### Digital Arts Electives

- ✓ 3D Art I – Modeling
- ✓ 3D Art II – Animation
- ✓ Digital Arts I
- ✓ Digital Arts II
- ✓ Game Design
- ✓ Audio Engineering

#### Business Electives

- ✓ Intro to Entrepreneurship I
- ✓ Intro to Entrepreneurship II
- ✓ Intro to Marketing I
- ✓ Intro to Marketing II
- ✓ Personal Finance
- ✓ Introduction to Business A
- ✓ Introduction to Business B
- ✓ Career Planning and Development

#### Health Science Elective

- ✓ Introduction to Health Science A
- ✓ Introduction to Health Science B
- ✓ Health Science Concepts
- ✓ Nursing Assistant
- ✓ Pharmacy Technician
- ✓ Sociology, ½ credit
- ✓ Psychology

#### Science, Technology, Engineering and Mathematics Elective

- ✓ Introduction to STEM A
- ✓ Introduction to STEM B

#### Test Preparation

- ✓ ACT I Prep
- ✓ ACT 2 Prep
- ✓ ACT 3 Prep
- ✓ SAT 1 Prep
- ✓ SAT 2 Prep
- ✓ SAT 3 Prep
- ✓ COMPASS
- ✓ ACCUPLACER
- ✓ Reading AIMS Prep
- ✓ Writing AIMS Prep
- ✓ Math AIMS Prep

# Edgenuity Minimum System Requirements

<b>Operating System</b>	<ul style="list-style-type: none"> <li>Windows 7®</li> <li>Windows Vista®</li> <li>Windows XP® (Home / Pro)</li> <li>Mac OS® X 10.6.2+</li> </ul>
<b>Processor</b>	<ul style="list-style-type: none"> <li>PC: 2.33GHz AMD -or- Intel® Core™ Duo 1.83 GHz</li> <li>Mac®: Intel Core Duo 1.33 GHz</li> </ul>
<b>Memory</b>	<ul style="list-style-type: none"> <li>1024 MB RAM</li> </ul>
<b>Hard Disk Space</b>	<ul style="list-style-type: none"> <li>500 MB available disk space for browser cache</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>1024 x 768 resolution</li> <li>16-bit color</li> <li>128 MB graphics card (for use with Mac computers)</li> </ul>
<b>Sound</b>	<ul style="list-style-type: none"> <li>OS supported sound card</li> <li>Speakers or headsets (recommended)*</li> </ul>
<b>Network / Connection Speed</b>	<ul style="list-style-type: none"> <li>LAN 10/100 switched to desktop</li> <li>Internet access 256 kbps** per concurrent user</li> </ul>
<b>Browser</b>	<ul style="list-style-type: none"> <li>Internet Explorer® 7.x</li> <li>Firefox® 15.0</li> <li>Safari®5.0 (Requires 10.6.2+)</li> <li>Google Chrome™ 15.0</li> </ul>
<b>Plug-Ins</b>	<ul style="list-style-type: none"> <li>Adobe Flash® Player 10</li> <li>Adobe Acrobat® Reader® 8</li> <li>Adobe Shockwave® Player 10</li> <li>QuickTime® Player 7</li> <li>Java® Virtual Machine 1.6</li> </ul>

\*All instructional computer stations will need to have sufficient network-user permissions to ensure full functionality when using certain plug-in applications. Students will need access to audio capabilities including speakers and/or headsets.

\*\*A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses.

Some software products marketed by Edgenuity and its distributors contain proprietary software components of other software vendors. Windows and Internet Explorer are registered trademarks of Microsoft Corporation in the United States and other countries. Mac, Mac OS, Safari, and QuickTime are registered trademarks of Apple Inc. AMD® is a registered trademark of Advanced Micro Devices, Inc. Intel and Intel Core are trademarks of Intel Corporation in the U.S. and/or other countries. Firefox is a registered trademark of the Mozilla Foundation. Google Chrome is a trademark of Google Inc. Adobe Flash Player, Adobe Acrobat Reader, and Adobe Shockwave are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Java is a registered trademark of Oracle and/or its affiliates.

## **San Pedro Valley Online Academy**

SPVOA is an accredited online school for grades 6-12. The content delivery for SPVOA is provided by Edgenuity (e2020). The curriculum is aligned with Arizona state standards. The SPVOA high school program is accelerated. Students must be self-motivated, diligent, and independent workers to succeed at SPVOA. SPVOA is not a good fit for students who are not able to function at the high school level or stay focused at home.

### **Attendance**

Arizona law A.R.S. 15-803 A2 requires all schools to automatically withdraw a student from school who has been absent for ten consecutive days (excused or unexcused). If a major illness or extenuating circumstance has caused the absence, documentation will need to be provided to the attendance office on or before the fifth consecutive absence. Arizona law also requires all students to be in a learning environment **for at least 4 hours per day or at least 20 hours per week**. This is the minimum required hours, not the maximum. Students are expected to keep a log of their daily academic hours. For middle school students, hours logged may include meaningful time spent on e2020 working on course work, as well as, with approval by Mr. Connet, offline coursework, such as physical education (sports, karate, swim team, etc.), art, music (choir, band, strings, etc.), or any extra-curricular activity deemed as learning hours by Mr. Connet, principal. Physical education and the fine arts can only account for 1/5 of the weekly time or 5 hours per week. For high school students this log will be submitted when students report to SPVHS to take their final exam. Final exams won't be released for students to take unless the student has their SPVOA daily log sheet completely filled out for that 3 week period.

Students must complete and pass 7% of their class per day in order to finish their class by the due date.

SPVOA students must mail their completed log sheets every month to:

SPVOA  
360 S. Patagonia Street  
Benson, AZ 85602

*\*Middle school student will not be given credit, nor a grade for their course unless the required hours are met on their log sheet and SPVOA receives it.*

### **Academic Progress**

Students enrolled at San Pedro Valley Online Academy are expected to achieve and maintain academic progress completing 7% of their class per day earning ½ credit every 3 weeks. **San Pedro Valley Online Academy may not be an appropriate placement for students who are unable to achieve and maintain this level of expected academic progress. To be successful at San Pedro Valley Online Academy, a student must be able to work independently (on their own) at a high school level. Students who are unable to work independently, or who are below the high school level in academics, will struggle at SPVOA and will ultimately be unsuccessful.**

**New students:** If a new student fails to turn in their first course on time, he or she may be disenrolled automatically. Failure to achieve academic progress this early on indicates that our format, curriculum, and/or expectations are not a good match for the student.

<b><u>New Students</u></b>	
<b>If a student does not complete the course on time, or does not pass the course, or takes an “incomplete” for the course...</b>	<b>This will happen...</b>
First course	<b>Student will be automatically disenrolled;</b> student will be eligible for reenrollment in 3 weeks (1 term); but in most cases this student will <i>not</i> be reenrolled as SPVOA is most likely not a good fit for the student



## Academic Contracts

**Continuing students:** Continuing students are students who have completed one or more consecutive credits at SPVOA and have good standing at SPVOA. If a continuing student fails to turn in a course on time the following will occur:

<b><u>Continuing Students</u></b>	
<b>If a student does not complete the course on time, or does not pass the course, or takes an “incomplete” for the course...</b>	<b>This will happen...</b>
First time (within one semester)	Rather than being dis-enrolled, the student, guardian, and principal will have a meeting, and an ACADEMIC CONTRACT will be signed; student is placed on “probationary status” and moved to probationary status
Second time (within one semester)	<b>Student will be automatically disenrolled;</b> student will be eligible for reenrollment in in 3 weeks (1 term); but in most cases this student will <i>not</i> be reenrolled as SPVOA is most likely not a good fit for the student

## Math Courses

The Arizona Department of Education requires students to pass 8 math classes (4 credits) of Algebra 1 and higher in order to graduate. If a student is deficient in math according to their cohort (the year a student is supposed to graduate) they must take the required math courses first before all non-math courses. Students should have taken and passed one credit of math each year they are in high school. In other words, Algebra 1 is Freshman math, Geometry is Sophomore math, Algebra II is Junior math, and so on. If a student enrolls at SPVOA as a Junior (11<sup>th</sup> grade) and only has one credit of math, they will be required to take 1 credit (2 classes) of math first so they will have 2 years of math as a Junior. This student will still be required to take their 3<sup>rd</sup> year of math their Junior year at some point in their Junior year, but they are not required to take those classes first before non-math classes.

## Offline Course Work

Offline Course Work counts for 10-15% of students’ overall course grade (*See p. 5 for course weighting*). It is not completed online nor part of the online curriculum. It consists of: notes, writing prompts, and research papers, assigned by your teacher. When taking U.S. History and U.S. Government, students will do the Arizona portion of those classes offline.

## Acceptance of credits from Online Schools

We will accept credit from any online school that is accredited and has their midterm and final exams proctored by a certified teacher in a controlled setting. If a student has credits on their transcript from a known school that does not proctor exams, they will need to take a proctored proficiency exam with SPVHS in that subject area to show competence. We will only accept credit when a student has shown competency on their exam by passing the exam with a 60% or better.

## Correspondence Coursework

In accordance with district school board policy, a student may only use two correspondence classes in place of core curriculum classes taken at SPVHS. The courses must be taken from an approved correspondence program.

## Final Exams

Final exams must be taken at SPVHS and proctored by a SPVHS staff member. This policy applies to both Middle and High School students. This policy is not negotiable, and no exceptions will be made under any circumstances, unless a student lives more than 50 miles away from SPVHS. In this case, the student and/or parent must set up a time and place suitable for a proctored exam in their local area. A local school or library is considered suitable, as long as it has high speed internet. There must also be an adult with an educators or librarian license that can be responsible and proctor the final exam. Mr. Connet has final

approval over any proctor and establishment used for proctoring. Any proctor used outside of the SPVHS area will be paid a small stipend for their time.

When taking final exams, students will take their exam at a specified “testing computer” where Mrs. Balsiger and/or Mr. Connet can observe the student taking the final exams. Students may not use notes while testing. Students may not change the background of the computer while testing. Students may not get help from another student while testing. Students must complete the final exam in one school day (not started one day and completed another day). Students may not reset (fix or “do over”) the final exam. In some cases, failure to pass the final exam may result in failing the class. Failure to follow these procedures may result in disciplinary action. Students are strongly encouraged to study for the final exams, as those grades are weighted heavily into the overall course grade.

### **Resets**

Students are allowed TWO resets per course; a reset cannot be used on the final exam. No more than two resets per course will be allowed in most cases! Your teacher will track the two resets per course.

### **Tips for Success at SPVOA**

SPVOA offers an alternative, online learning format that may not be appropriate for all students. To ensure success at our school, students must operate differently than they would in a traditional high school.

**Again, students must be independent learners able to function at the high school level.**

The following are a few tips for success:

- Read all e2020 training materials sent to you. Become familiar with how to use the e2020 system.
- Complete and pass a minimum of 7% of your class each day.
- Ask for help when you need it (Note: “Help” is not defined as asking for the answer)
- Reach out to an adult at home or your online teacher if you are confused
- Read the lesson before attempting to do the course work
- Ensure you are “on task” and working hard for the full session each day
- Avoid procrastination; stay on top of your 3-week plan; don’t get behind. Make sure your progress bars are either blue or green; not red.
- Keep a positive attitude
- Stay organized with your assignments, papers, and notes
- Remember why you are in school!
- Have fun! Find joy in learning new things, even if they are not as exciting as you would like.

### **Honor Roll**

SPVOA students are eligible for the honor roll after completing 2 credits (4 classes) at SPVOA. Honor roll will be determined at the end of each semester – based on grades for that semester only. All SPVOA courses taken that semester will be calculated into grade point average (GPA) for the purpose of honor roll. Honor roll recipients will be given special recognition at the end of the semester during the Graduation Ceremony & Recognition Night.

Principal’s Honor Roll – GPA of 3.5 to 4.0

Honor Roll – GPA of 3.0 to 3.49

### **Graduation Ceremonies & Recognition Nights**

SPVOA, SPVHS, its students, and its staff, celebrate and recognize SPVOA and SPVHS graduates and award recipients. For the 2015-2016 school year, this event will take place at 6:00 P.M. on May 18, 2016. Students earning all credits for graduation before May can receive their High School Diploma early and can participate in our May graduation ceremony. Many other SPVOA and SPVHS students will be recognized for honor roll, exemplary attendance, and other awards. Families and friends are encouraged to attend. The event will take place at Benson Unified School District’s new cafeteria auditorium

## **Graduating Early**

SPVOA students have the opportunity to graduate a semester or a year early under the following conditions.

### Students wanting to graduate a year early:

- Must have 7.5 or fewer credits left to graduate at the beginning of junior year
- For students enrolling at SPVOA partway through junior year: Must have 4 or fewer credits left to graduate at the beginning of the second semester of junior year (or 2 or fewer credits at the beginning of the fourth quarter)
- Cannot use the Community Works ½ elective credit to met any of their graduation requirements during the last semester before graduation
- Must complete the *first* attempt of the college placement test (at Cochise College) by March 1 of junior year
- Must *place* into college-level English, Reading, and Math courses (100 level and above) by May 1 of junior year
- Must have all graduation requirements met at least one week prior to graduation

### Students wanting to graduate a semester early:

- Must have 4 or fewer credits left to graduate at the beginning of senior school year
- Must have all graduation requirements met at least one week prior to graduation

## **All Graduation Requirements Met**

Students who have met all the graduation requirements will not be permitted to stay enrolled. Students who have met all the graduation requirements to graduate early will be required to graduate early.

## **Progress Reports Report Cards**

Upon completion of your class, a report card will be mailed home. Parents can request to be a part of E2020's automated email service. Parents can receive their child's progress report daily, weekly, or monthly upon your request.

## **Transportation**

Students must provide their own transportation to and from SPVHS to take final exams and AZMERIT tests. BUSD busses cannot be utilized for these purposes.

## **Dress Code (When receiving help or taking your final exam at SPVHS)**

The Benson Unified School District #9 Governing Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent students from achieving their educational objectives.
5. Represent membership in a gang.
6. Display obscene language, symbols; or alcohol.

SPVHS will enforce the adopted dress code that will include the following specific items, but is not limited to these items. These items are here for examples, but SPVHS reserves the right to deny any item of dress that is distracting to the teaching and learning process or is inhibiting in any manner. If a student does not follow the dress code, or found to be in violation of the dress code, a guardian will be called and will be expected to bring appropriate clothing to school for their child.

A school administrator shall make final decisions regarding the appropriateness of student dress. The student will not be allowed back in class until a guardian brings appropriate clothing. The

parents/guardians have the responsibility of making sure their child is dressed appropriately for attending school and helping to ensure a healthy teaching/learning environment at SPVHS.

**SHORT PANTS:** Students are allowed to wear short pants, providing that they meet the following standards:

1. Shorts will be at least mid-thigh in length and will extend to the fingertips when the student has his or her hands resting down flat at their sides.
2. No swimsuits, trunks or bikinis.
3. No spandex or bicycle shorts as outerwear.
4. No shorts with holes.
5. Shorts must be hemmed.

**FEMALE STUDENTS:**

1. No halter-tops, bare midriffs, tube tops, or see-through outfits are allowed. All blouses and dresses must have hemmed sleeves.
2. Bras must NOT show.
3. Dresses and tops with spaghetti straps will not be allowed.
4. Any apparel determined to be too revealing or that draws undue attention to itself in style, fabric, or length, is not acceptable.
5. Skirts and dresses may not be shorter than mid-thigh. T-shirts will be issued to cover inappropriate clothing.

**MALE STUDENTS:**

1. Any tank top or bare midriff shirt is unacceptable.
2. Shirts must have hemmed sleeves.
3. No open shirts; unbuttoned with chest showing.
4. Pants must not sag. Underwear must not show.

**ALL STUDENTS:**

1. Chains are not allowed (e.g. wallet chains, etc.).
2. Belts must not hang more than 2 inches past the waistline.
3. Clothing which displays slogans or products, which promote tobacco, alcohol, drugs or sex is not allowed.
4. Clothing promoting a particular religious belief in an inappropriate manner will not be allowed (offensive in nature, attacks other beliefs, antagonistic, etc.).
5. Clothing which depicts hate, obscenity or any illegal activity will not be allowed.
6. Any clothing that is commonly associated with gang activity or identification, as determined by school officials, will not be allowed.
7. Bare feet are never acceptable. In the interest of student safety, shoes must be worn at all times. Bedroom slippers are unacceptable.
8. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
9. No sunglasses during class.
10. No hoods up during class.
11. No pajamas or lounge pants.

Exceptions for special activities or health considerations may be pre-approved by the administration.

### **Prohibited Items when taking exams and/or AZMERIT at SPVHS**

Any item(s) that might be used as a weapon or is “potentially dangerous and/or disruptive to the educational process” are all subject to confiscation and disciplinary action. Confiscated items may or may not be returned. Certain items will only be returned to a parent or guardian. The following items are all examples of prohibited items: Guns, Knives, Fire Extinguishers, Explosives of any kind, Lighters, Water guns, Water balloons, Laser pointers, Bicycles (inside the building), and Trading cards. The Principal reserves the right to add items to this list as conditions warrant. Any item that disrupts the learning environment is prohibited. Students in possession of a prohibited item will have them confiscated and depending on the item, the authorities will be called if it is an unlawful violation.

- Cell phones are not allowed inside of SPVHS when you are here receiving help or taking your final exam. You may turn in your cell phone (turned off) to the secretary. She will lock it away and you may have it back when leaving SPVHS.

## **Drug Free School Policy**

The following policy is established and implemented to ensure that every SPVOA student while testing at SPVHS understands the importance with which SPVOA staff and students value the character traits of responsibility and citizenship. It is also the mission of SPVOA and a requirement of the charter to provide a safe, disciplined, and drug-free environment that reinforces work conditions and expectations in the real world of work.

It is our intention to impress upon every student, parent, and the Benson community that SPVOA is seriously dedicated to establishing an environment in which students take responsibility for their actions and adhere openly to the ideal that our school is and shall remain a “drug free zone.” Therefore, the following activities may be a part of daily activities at SPVOA: On a random schedule a canine trained in the detection of illegal substances will visit SPVHS and canvas the area to ensure that there are no illegal substances on the premises. This activity will cover the entire SPVHS campus, inclusive of all buildings and cars in the parking area.

**Consequence:** The non-medical use, possession, or sale of drugs on school property, or at school events, is prohibited. Students in violation may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution as defined in the Benson Unified School District Policy Manual and the SPVOA Student Handbook. **WE HAVE ZERO TOLERANCE FOR ILLEGAL SUBSTANCES ON OUR CAMPUS.**

## **SPVOA Culture**

Students at San Pedro Valley Online Academy are: Productive, Responsible, and Respectful.

Productive:

1. Makes appropriate academic progress
2. Understands and applies work ethic
3. Manages time well and in a manner that brings academic success
4. Uses resources appropriately
5. Continuously improves the quality of the product produced

Responsible:

1. Is in attendance and on time consistently
2. Comes prepared – has materials
3. Gets work done as scheduled
4. Is proactive in using effective communication
5. Demonstrates responsibility for own learning – is an independent learner
6. Follows through on expectations
7. Balances all choices and prioritizes

Respectful:

1. Treats others appropriate to the occasion
2. Shows sensitivity to others and their needs
3. Is non-judgmental, positive and has an accepting attitude

## **BUSD Mission Statement**

It is the mission of Benson School District to provide a safe and welcoming learning community that prepares students to be competitive and productive citizens.

## **Staff at SPVOA**

In exchange for compliance with the terms stated above, the San Pedro Valley Online Academy teachers and staff will provide students with: an opportunity to earn credit towards graduation; an opportunity to work towards completing high school education; an opportunity to develop personal and social skills necessary for school, work, and success in life; and an opportunity to explore career and vocational interests.

**This Student Handbook**

You have been provided a copy of the student handbook. It is required that you **read** and **understand** the information presented. If you do not understand an issue it is *your responsibility* to ask a staff member to clarify that issue with you.

In addition, you are to take the handbook home to your parent/guardian for them to read. Please insist that they read the handbook before they sign this paper. It is important that they understand as much as they can about San Pedro Valley Online Academy.

**Dear Parent/Guardian:**

Please read through the entire student handbook in order to become familiar with what San Pedro Valley Online Academy expects of its students. Many questions that you may have are probably answered in this handbook. You are always welcome to call with any questions or concerns. Please have your student sign and date this form. In addition, as a parent/guardian, please also sign and date this form and return it to SPVHS.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Note: For full access and explanations of San Pedro Valley Online Academy and Benson Unified School District #9 policies, please contact Principal Richard Connet at 520-720-6725. All policies are also available on the District’s Website: [www.bensonsd.k12.az.us](http://www.bensonsd.k12.az.us).

**Student Contract**

San Pedro Valley Online Academy  
Student Contract

IT IS UNDERSTOOD THAT ACCEPTANCE INTO THIS HIGH SCHOOL IS A PRIVILEGE, WHICH WILL BE REVOKED, IF THE TERMS OF THIS CONTRACT ARE NOT MET.

I understand that the Benson Unified School District Governing Board governs SPVOA and that their policies apply to my enrollment, including discipline policies. The Academic standards set forth by the Arizona State Board of Education and the Benson Unified School District shall also be in effect.

The Benson Unified School District (#9) affirms its intent to comply with all Federal and State Laws relating to the prevention of discrimination. All courses, services, activities, and employment opportunities are offered without regard to race, color, creed, national origin, age, sex, or special needs.

\_\_\_\_\_(initial here) I have read and understand all the rules, policies, procedures, and consequences outlined in the 2015-2016 San Pedro Valley Online Academy Student Handbook.

\_\_\_\_\_(initial here) I understand that all rules, policies, procedures, and consequences apply to me and affect my continued enrollment in this school.

\_\_\_\_\_(initial here) I agree to all the rules, policies, procedures, and consequences outlined in the 2015-2016 San Pedro Valley Online Academy Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date