

Another Choice Virtual Charter School

ACVS Student Handbook Secondary

Handbook Board approved in 2018

Another Choice Virtual Charter School
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I. Mission

Another Choice Virtual Charter School seeks to provide a safe, individualized standards based education for Idaho's students, K through 12, with and without disabilities, to enable them to meet their full potential both intellectually and socially. Our focus is to offer an individualized education for all, specializing in individuals with learning differences, to become full and active contributing members of society through a virtual and experiential format.

Another Choice Virtual Charter School is built on

- Academic achievement
- Development of social competence
- Post-secondary preparedness
- The development and advancement of student's technological skills

II. Vision

Together with technology, rigorous academics, and highly qualified teachers, Another Choice Virtual Charter School strives to be Idaho's model virtual school offering students the utmost in educational quality for an individualized flexible education that prepares Idaho's future citizens for career and/or college readiness.

III. Educational Philosophy

Another Choice Virtual Charter School meets every student at their current level and seeks to develop their skills based on their individualized learning path. Another Choice Virtual Charter School feels that an educated student is someone who has exceptional character; academic prowess; social competence and independent thinking skills.

Table of Contents

Dear Parents,	5
Uniform Grievance Procedure	6
Academics	7
Class Schedule	7
Field Trips	7
Lost/Stolen Property	7
Grading Policy	7
Plagiarism Policy – which is a form of Academic Dishonesty	7
Graduation Requirements	8
Report Cards and Progress Reports	8
Finals	8
Schoolwork Make-Up Policy	8
Valedictorian/Salutatorian Requirements	9
Driver’s Education	9
Lab Policy	9
Testing Policy	9
Student’s Academic Responsibility	9
Attendance and Truancy Policy	10
Absences	10
Academic Probation	11
Lab Rules	11
Computer Requirements	14
Unacceptable Uses of Network and Devices	14
Computer Performance Recommendations:	14
General Rules of Netiquette	14
Internet Use and Safety	15
Emergency Virtual Operations Plan	16
Health and Safety Policies and Procedures	17
Child Find and Accommodations	17
Birth Certificates or Proof of Identity	17
Child Abuse/Neglect Reporting	17
Student Body Crisis Plan	17
Facility Safety	17
First Aid and Medication Policy	17
Discipline Processes	18
Due Process	18
Consequences	18
Suspensions and Expulsions	18
Drug Abuse Policy	21

ACVS Commitment to Our Students

24

Student Code of Conduct

25

Dear Parents,

Welcome to Another Choice Virtual Charter School! We are so excited to welcome you! This handbook contains important information about our school. It also contains information regarding expectations Another Choice Virtual Charter School (ACVS) has of student behavior.

Our school will:

- Maintain a positive, safe, and orderly teaching and learning environment that will promote student respect for themselves and others.
- Create a positive teaching and learning environment that will stimulate intellectual curiosity and growth with an emphasis on high expectations of performance and behavior.
- Offer opportunities for students to develop and express exemplary character traits in concert with the overall educational program.
- Teach students a range of effective verbal and nonverbal communication skills.
- Provide a curriculum necessary to enable students to enter academic or professional-technical postsecondary educational programs.
- Provide fundamental career concepts and skills, which will provide students with basic skills that prepare them for future employment.
- Provide students with basic skills in technology.
- Provide students with basic skills that will enable them to be responsible citizens in their home, school, and community.
- Develop the fundamental skills, which will provide a basis for lifelong learning that will foster the love of learning and independence by using self-discovery, self-awareness, and self-discipline.
- Develop an awareness of and appreciation for cultural and learning diversity that is free of any cultural, ethnic, sexual, or religious bias.
- Help our students develop sensitivity and empathy to the needs and values of others and respect for individual and group differences.
- Help each student strive for excellence and instill a desire to reach the limit of his or her potential.

Please READ AND DISCUSS this handbook with your student. It's your guide to school rules and expectations. This handbook will help your student understand the consequences of his or her behavior, both positive and negative.

Please join us in assisting our staff in teaching and encouraging your student to assume responsibility for themselves. The staff at Another Choice Virtual Charter School believes in the fair and consistent treatment of all students. With your strong support, we will provide students with the structure and positive learning environment needed for success at school. We look forward to working with you and your student during the coming school year. All students are responsible to adhere to the student handbook. We are giving you a copy now and it is always available on our web site.

Thanks for your support. This is going to be a wonderful year!

Sincerely,



Laura Sandidge, Ph.D.
Administrator / Head of School

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Uniform Grievance Procedure

At ACVS we want to resolve any and all complaints quickly, fairly, and at the lowest level, all individuals should use this grievance procedure if they believe that the ACVS Board, its employees or contractors have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy. ACVS will make every effort to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, advisor, or administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal / Head of School

If the complaint is not resolved at the first level, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Principal / Head of School within thirty (30) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence. If the complaint alleges a violation of Board policy or procedure, the Principal / Head of School shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal / Head of School's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the decision. This request must be submitted to the Board within fifteen (15) days of the Principal / Head of School's decision. If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal / Head of School shall turn the complaint over to the Special Education/Special Programs Director or their designee, who will also serve as Nondiscrimination Coordinator, who will investigate the complaint. ACVS will appoint Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Board within thirty (30) days after receipt of the written grievance. ACVS may hire an outside investigator if necessary. If the Board agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Board rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Principal / Head of School, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Academics

Class Schedule

Within the first 10 school days of being enrolled and activated into an online course, a student may request to change to another course. All schedule changes must be completed as per school policy allows. After the 10-day grace period students are no longer able to withdraw from or change a course without penalty if applicable.

If a student drops the course after completing 50% of the class requirements, the online instructor can issue either a completed/graded work or an "F" as a final grade, based on the teacher's decision. In order to receive a credit the student needs to complete the course to the level required for ACVS.

Field Trips

Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform the parent of upcoming events as it pertains to their education. No student will be permitted to participate in a field trip without written consent from a parent and/or without adult supervision. ACVS does not provide transportation. Field trips are optional. If your student will require a helper at the field trip please make arrangements with the teacher ahead of time.

Lost/Stolen Property

Valuable items should not be brought to school activities. ACVS is not responsible for lost or stolen articles. Reports of stolen property will be referred to the Advisor first then to the Administrator and/or to his or her designee.

Grading Policy

Letter grades will be recorded with the corresponding numeric value when possible. The following scale for letter grades will be used:

90-100.....	A
80-89	B
70-79	C
60-69	D
59 or below.....	F

Grades will be a matter of record and a student will be able to see how their grades are determined by reviewing the course syllabus. If the course is a pass/fail the percentage to receive a passing grade is 60%.

Plagiarism Policy – which is a form of Academic Dishonesty

Plagiarism is copying someone else's work, or to reproduce, submit, or take work written in whole or in part by any other person and to submit that work as if it were your own without acknowledging the actual source. Students must use research conventions, or proper writing rules, to cite and clearly mark other people's ideas and words; otherwise it is considered academic dishonesty or plagiarism. Academic dishonesty will have consequences that could include a failing grade for the assignment up to expulsion from ACVS if it is determined the problem is repetitive. It is academically unethical and unacceptable to cheat on tests or quizzes.

The process that teachers will go through when they discover that you have plagiarized on an assignment is as follows:

August 2018

- The assignment will receive a grade of 0. It will be returned to you to redo that assignment. No points will be deducted from your resubmission. Your advisor will be notified of your plagiarism.
- If you plagiarize again within that same class, your parents will be notified and you will have one of two choices:
 - 1) meet with your teacher to go through the assignment to verify that you know what plagiarism is and how to submit an assignment without plagiarizing, and re-do the assignment; or
 - 2) take a short internet video class on how to not plagiarize and re-submit the assignment. Your parent will be contacted and that conversation will be documented.
- If you plagiarize yet again within that same class, then you will be placed on a lab agreement where the criteria will be set within that agreement.

Graduation Requirements

Students retain credit in grades seven through twelve. Another Choice Virtual Charter School adheres to Idaho State law in regards to middle school promotion and high school graduation. Each student will have a promotion or graduation plan developed. The student's advisor and / or guidance counselor can provide the specific information for you. Additionally, parents can download the promotion and/or graduation plan via Power School for their student. All graduation requirements will be as established by the Board of Directors under the guidance of the Idaho State Board of Education.

Report Cards and Progress Reports

ACVS uses PowerSchool, therefore parents can log onto the Parent Portal and monitor grades at any time. Teachers update grades often and minimally twice per week, Wednesday and Monday. Report cards will be compiled at the end of each semester. Progress reports will go out with the current quarterly grade. Progress reports will be handed out at parent teacher conferences, or are available at the front office if you missed parent teacher conferences. Report cards will be mailed to parents or handed out as applicable at the end of each semester. If a parent does not receive this information in the mail at the time specified, please contact your student's advisor.

Finals

A final is required in all core classes and will count towards 10% of the overall grade.

Schoolwork Make-Up Policy

Only through continuous communication can students be successful in a virtual environment. Each teacher will outline the expectations for work submission for their class. ACVS allows flexibility in the completion of assigned course-work but students are held accountable to the schedules that are set forth. Students are held to a weekly time requirement schedule unless accommodations have been made previously.

All work as assigned is required to be submitted in the time frame set by the teacher. Zeroes will be given if the assignment is not completed in this time frame. However, students can do the work and submit it in most cases to improve their grades.

When due dates are announced prior to absences, all work and assignments are still subject to original assigned dates. Assessments not completed in a timely manner will be scored as a zero. Any type of pre-planned absence requires that the student make arrangements prior to the absence to complete the work. Assignments are subject to the same due dates as if the student would be in a traditional brick and mortar school.

Valedictorian/Salutatorian Requirements

ACVS's valedictorian will be the first year senior who has completed all coursework and has the highest GPA. The salutatorian will be the first year senior who has completed all coursework and has the second highest GPA. Internships will be an acceptable part of a valedictorian or salutatorian course of study.

Driver's Education

ACVS does not offer Driver's Education. However, other locations do and at your own expense you can take those as long as you are able to provide the Verification of Compliance from the school. Attending school is essential to earning and keeping a driver's license. Idaho law sets specific requirements. Students under 18 years old must have a Verification of Compliance form signed by the school stating that they have met at least 90% attendance requirements prior to the student being allowed to pay the permit fee at the Department of Motor Vehicles which is needed prior to signing up for the course. At ACVS if a student is not enrolled for a minimum of five (5) classes per semester and passing 50% of all their classes students are considered not in compliance with the attendance laws, therefore we will not sign a Verification of Compliance until those conditions are met. We do not recommend students to be taking more than eight (8) classes per semester. Lastly, driving privileges and/or the privilege of applying for or obtaining a license may be suspended by the Idaho Transportation Department for failure to comply with enrollment and attendance requirements.

Lab Policy

ACVS has three labs, one in Nampa, Boise, and Caldwell where all students are welcome as long as they have reviewed our safety procedures. Students are welcome and encouraged to come to the labs to attend groups, clubs, and a variety of activities. The Nampa lab is the only lab that specifically has a section for elementary students. All other labs do not have a separate section for secondary and elementary students.

Please be advised that the lab is an "open" lab. We will do our very best to ensure your child is attending and participating in their schoolwork. When you are dropping off your child you are acknowledging that ACVS has an open lab and that a student is expected to comply with the expectation of participating in schoolwork while at the lab or they will be asked to leave and you will receive a call. All students must review the safety procedures for the lab prior to attending any lab annually.

Testing Policy

ACVS participates in progress monitor testing twice a year. Students who are attending ACVS must participate in these tests for the purpose of growth measurement for all students, these tests are within the first and last thirty days of entrance and exit. Additionally, ACVS adheres to state testing requirements. Students who are attending ACVS must comply with state standards on testing. We test all our students as outline by the state unless there would be a medical reason to restrict state testing.

Student's Academic Responsibility

- Check email and respond accordingly daily.
- Log into all your computer programs as applicable each week.
- Check any new announcements.
- Look for any past due assignments - they should be your highest priority.
- Check your study schedule and complete your assignments.
- Email your teachers if you are having any difficulties in their classes.
- Email the IT Department if you have any programs that are not working.
- Email your advisor if you are not going to be completing assignments, due to a vacation or lack of internet in order to keep your teachers in the loop.

Attendance and Truancy Policy

Attendance is defined as either:

- 1.) Actual hours of attendance in ACVS determined on a flexible schedule as determined by the school calendar, or
- 2.) The percentage of coursework completed,

Under either definition, the student's time computation must include the actual time the student is engaged in school based activities as outlined by the ACVS teacher/s. This may include supplemental hours in music, art and Physical Education as determined and approved by the ACVS teacher/s.

- 3.) In either case the student is required to make weekly contact.

Idaho Code #33-512 requires that each school district adopt a calendar that provides students at each grade level with the following minimum number of hours of instruction:

Grades 4-8	900 hours
Grades 9-12	990 hours

Idaho Code #33-202 establishes that school attendance is compulsory for students between the ages of seven (7) and sixteen (16), unless the student is comparably instructed.

ACVS recognizes the need for students to attend school on a regular and consistent basis to ensure their academic success even when in a virtual environment. Attendance at ACVS focuses primarily on coursework and activities that are correlated to the Idaho State standards. It is additionally required that students meet the required number of hours to progress through their school year. It is our recommendation that you log into your courses each school day.

Absences

Examples of excused absences include student illness, hospitalization, bereavement, family emergency, natural disaster, etc. Please notify your advisor or teacher by email or phone as soon as possible so that the absence can be documented. Students are encouraged to attend scheduled synchronous activities with their advisor as scheduled between student and teacher. We do understand that at times there may be unique circumstances that impact attendance. Please keep in close contact and communicate with your teacher when these circumstances arise. Our monitoring of your child's attendance is to ensure success and to see how we can best serve your family.

Academic Probation

- **Yellow Level Probation:** If a student is failing 50% or more of their classes the student's Advisor will place the student on Academic Probation Level Yellow by sending the parent/adult student the yellow level academic probation letter. Students have 10 calendar days to show improvement (our goal is to be passing 50% or more). This is considered your first official level of warning that is why we call it the yellow letter.
- **Orange Level Probation:** If the student was not successful on yellow level probation, the student's Advisor will place the student on Academic Probation Level Orange by sending the parent the orange letter. Students have 10 calendar days to show improvement (our goal is to be passing 50% or more classes). Students on Lab Agreements, IEPs or 504s are required to meet with their Advisor or student support services at this level.
- **Red Level Probation:** If a student was not successful on orange level probation, the student's Advisor will place the student on Academic Probation Level Red by sending the parent the red letter. Students have 15 calendar days to show improvement (our goal is for the student to be passing one or two more classes than they were until they are fully successful). If the student is successful at the end of the probation period they will move back down to orange level for 10 calendar days and then yellow level for 10 calendar days and then will be fully off of probation.
- If a student was not successful on red level probation the student is dropped from our school and the Student has 10 days to return their materials.
- If the student chooses to re-enroll they will be placed at the bottom of the waiting list and will be able to re-enroll when there is an opening, however they will be required to have a lab agreement specifying the requirements needed to be successful in this environment.

Lab Rules

As you are aware, Another Choice Virtual Charter School is an online school that provides students with a computer lab. The purpose of the computer lab is to offer students an outlet where they can have a change of scene to do their schoolwork or receive help in their classes from a teacher. If you choose to work in the lab we want you to be aware of the limitations and expectations of the computer lab.

Use of the Computer Lab is for currently enrolled students of Another Choice Virtual Charter School. Unauthorized individuals (those without a student number) are not allowed in the student areas of the lab without prior authorization.

- Sign in and out of the lab each time.
- Respect yourself and others. That is our primary lab rule, if that is followed all other rules are really not necessary.
- Stay on task and keep noise to a minimum – the computer lab is for schoolwork only.
- Distracting the learning experience for others is not acceptable. If a student is found to be repeatedly and excessively participating in such activities a lab agreement could be developed that could include the student not attending the lab.
- Breaks are permitted however should be limited to 5 minutes every hour.
- Headphones are not provided but are required in the lab.
- Secondary students will comply with assigned curriculum as outlined in each individual schedule.
- Downloading of unauthorized programs (music, games, etc.) to any school computer is prohibited.
- Students will refrain from participating in and or the discussion of drugs, alcohol, and /or other illegal or inappropriate activities.
- Food is not allowed in the lab areas. All beverages must have very tight lids.
- The student lunchroom for secondary students is only for 30 minutes once a day, unless approved by a formal lab agreement.

- ACVS will not tolerate bullying, violence, sexual harassment, and /or hate crimes. If a student is found to be participating in such activities a lab agreement will be developed that could include the student not attending the lab.
- Inappropriate and concerning behavior in the lab is reported to parents.

Computer Requirements

Students must have a working email address, access to the internet and the required software in order to successfully submit assignments.

Computer problems are not a valid excuse for incomplete work. Please contact the ACVS IT department to remedy any computer problems. ACVS teachers will monitor student progress weekly and will counsel students that are behind in their coursework.

ACVS provides computers to full time students with a signed laptop agreement. ACVS does not reimburse for Internet. Students and families are responsible for damages to the computer.

Unacceptable Uses of Network and Devices

The following are considered unacceptable uses and constitute a violation of this policy:

- a. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance which possession or use of is prohibited by ACVS's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- b. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- d. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- e. Students may be prohibited from using outside email and chat systems (except ACVS email / chats accessed through a web browser.) If necessary, outside email access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

Computer Performance Recommendations:

ACVS provides students with Computers. However, you can opt to use your own personal computer in that case it is recommended that you use a PC with 500 MHz or higher processor.

General Rules of Netiquette

1. Always use a computer in a way that shows consideration and respect. You should not use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language. These actions not only violate the school's policy, but also may violate penal laws in the United States.

2. Always give credit to others whose work you use. In other words, don't cut, copy, or plagiarize Internet content without appropriately acknowledging the source of materials in accordance with the Plagiarism Policy and without appropriate consent.
3. When using the Internet, you will abide by the terms and conditions of the websites you access. You will not violate any intellectual property rights of others, including, for example, the copyrights and trademarks of others. Never transmit or publish any information, software, or content that violates or infringes on the rights of others. Security on any computer system is a high priority, especially when the system involves many users.
4. Think about the social consequences of any program you write. Never create harmful computer viruses and never transmit or publish any information, software, or content that is or that you suspect will be harmful. These actions not only violate the school policy, but also may violate penal laws in the United States.
5. It is never wise to give out personal information including your full name, home phone number, home address, or other data, anywhere on the Internet, including your email.
6. Ask for help if you're having problems. Write down any error messages that appear when you try to do something. The IT Help Desk number is on your computer.
7. Email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board, or in the local newspaper. Parents will be notified of students using inappropriate email messages.
8. Be cautious about email messages from anyone, particularly adults asking you for personal information, attempting to arrange meetings, or engaging in personal contact. Disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable.
9. Protect your password. Users are subject to all local, state, and federal laws and agree to abide by all such laws. School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

Internet Use and Safety

Internet access is required for students. Internet access offers valuable, diverse, and unique resources to both students and teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material available on the Internet may contain items that are potentially illegal, defamatory, inaccurate, or offensive. On a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. ANOTHER CHOICE VIRTUAL CHARTER SCHOOL 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. The disclaimer includes direct, incidental, consequential, indirect, or punitive damages arising out of the use of the Internet. However, ACVS firmly believes that the benefits to students from access to the Internet, when taken consistent with school's goals and objectives, far outweigh the possibility that users may procure material that is not consistent with our educational goals. Access to the Internet is a privilege, not a right. That access entails responsibility. The smooth operation of the school network depends upon the

proper conduct of the students and faculty, who must adhere to strict guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire.

Emergency Virtual Operations Plan

All class content is continually backed up on servers as a matter of protocol. If a long-term outage occurs on the Internet, the advisory teacher would individually contact each of their students to develop an appropriate plan of study until the Internet situation could be resolved.

If the computer lab is closed for any reason, communications will be sent out via email or appropriate communication system.

Health and Safety Policies and Procedures

Child Find and Accommodations

Individuals may be eligible for special education and/or accommodations for a variety of reasons. If your student requires special education and/or an accommodation, please report this to your advisor immediately. The ACVS Special Education team will review and address the situation as mandated by State and Federal law.

Birth Certificates or Proof of Identity

Pursuant to Idaho Code, Section 18-4511, the person enrolling the student must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. ACVS is required to contact the State Department of Health and Welfare and local law enforcement when this law is violated.

Child Abuse/Neglect Reporting

Idaho Law (IDAPA 16.16.01) requires that any person having reason to believe a student has been abused, abandoned, or neglected report the allegations to either the Idaho Department of Health and Welfare or a law enforcement agency. School personnel do not conduct any investigations into said allegations. The legal requirement is limited to reporting only.

Student Body Crisis Plan

In the case of a crisis within the student body, such as a student or faculty death which could include natural causes and or suicide, notification will be sent to all students and teachers with instructions on how they could access additional counseling if required. The principal, teachers, and school advisors would be instructed on how to appropriately deal with the situation. If needed additional counselors that are well versed in the particular situation would be contracted to assist our student body to cope with the situation.

Facility Safety

In order to ensure safety for our students, fire drills will be completed monthly at random times. Documentation of date and location of those drills will be provided upon request. Any suspected unsafe equipment and/or locations should be reported to the teacher immediately in order to ensure the situation is remedied. Additionally, our school makes every effort to provide a school "lock down" drill in every lab twice a year at random times.

First Aid and Medication Policy

Minor First Aid will be administered as needed to students. To ensure that communication is clear and concise concerning First Aid a release form will be signed by the parent/legal guardian at the beginning of student enrollment and will be retained on file. This form will not be updated annually as a matter of course. Please update your teacher if there is a change in parent/legal guardian situations. However, under no circumstances can medications be administered to a child without annual written permission. If a student needs to receive medication during the school day, or a school based activity, report this to your teacher as soon as possible. Medications must remain under lock and key with strict documentation requirements. Additionally, only select individuals can administer medications. Therefore, discuss this with your advisor or teacher if applicable for you.

If a student has any diagnosed medical condition, please report this immediately to your advisor or teacher. Our nurse will work with the student and parent/legal guardian to develop a medical protocol for everyone's safety.

Discipline Processes

Due Process

When school begins in the fall of each year, or when your student joins our school they will receive a hard copy of the student handbook for their grade level. This will constitute the basis for informing students of policies and procedures, and should they fail to adhere to them, the disciplinary actions listed below may occur. The Student Handbook will be posted on ACVS's website.

Consequences

1. Discipline actions and consequences for violations of school rules, regulations, and procedures include, but are not limited to, the following:
 - a. Student conference with the advisor and/or School Administrator.
 - b. Email or phone calls to parent.
 - c. Loss of privileges to the computer lab or any school location.
 - d. Student and parent conference with the advisor and/or School Administrator.
 - e. In-lab Behavioral Plan or Lab Agreement with parent/ guardian and student (if applicable).
 - f. In-school suspension or out-of-school suspension (if applicable).
2. Recommendation to Board for expulsion.

The Principal / Head of School determines appropriate consequences for infractions.

Suspensions and Expulsions

In-school Suspension

In-school suspension can be for one (1) period to five (5) days. The student is assigned to a personal study regimen during the suspension and not allowed within the virtual community or on any school related activities. The missed period(s) or days do not count as absences and the student is allowed to complete all work for full credit.

Suspensions:

The Principal or designee may temporarily suspend any pupil for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of the school. A Principal or designee may temporarily suspend a student for up to five (5) school days. A Principal or designee may extend this suspension for an additional ten (10) school days.

The Board may extend this suspension an additional five (5) days upon a finding by the Board that an immediate return to school by the pupil would be detrimental to other pupils' health, welfare or safety. The Principal or designee who suspended the student may readmit a pupil who has been suspended to the school upon such reasonable conditions as said Principal or designee may prescribe. The period of suspension may be "suspended" or "deferred" to allow the student to continue with education, and the student may be required to participate in work and attendance as determined by the Principal or designee. If a student is suspended for inadequate attendance, they will be provided with information regarding options to transfer to other public school programs.

A. Written Referral: Violations shall be presented in written form (email acceptable if documentation of receipt is possible) and should be specific as to the misbehavior or breach of the Code of Student Conduct.

B. Student Notification: The student will be placed on notice of the alleged violation by the Principal or designee.

August 2018

C. Initial Conference: An initial conference (in person or by telephone or video conference) shall be conducted by the Principal or designee.

a. Charges and Evidence: The Principal or designee shall confer with the student, explain the charges and evidence against the student, and allow the student an opportunity to present his or her side of the story prior to taking disciplinary action.

b. Parental Assistance: The Principal or designee shall make a good faith effort to employ parental assistance or other alternative measures prior to suspension. The Principal or designee may suspend the student immediately. The Principal or designee will take into consideration the seriousness of the breach of conduct; whether the conduct is disruptive enough to require immediate suspension and/or if an emergency situation exists.

D. Parental Notification:

a. By Telephone or Email: The Principal or designee shall make a good faith effort to notify the parent by telephone or email of the student's misconduct and the proposed disciplinary action.

b. By Written Notice: Regardless of whether there has been communication with the student's parent by telephone, the Principal or designee shall, within twenty-four (24) hours of taking disciplinary action, send written notice to the parent describing the disciplinary action imposed and the reason for the action taken.

E. Board Notification: The Board of Directors shall be notified of any temporary suspensions, the reasons therefore, and the response, if any.

F. Appeal or Challenge: If the student and/or parent(s)/guardian(s) wish to appeal or challenge the suspension, the Principal or designee will schedule an informal meeting to discuss the charges, any evidence substantiating the charge, the sanctions imposed and the reason for such sanctions. After this informal meeting, the student and or parent(s)/guardian(s) may request a formal hearing before the board if they are still unsatisfied with the decision of the Principal or designee. This formal hearing will follow the same pattern as those required for expulsions. This hearing should take place within thirty (30) days unless the student and/or parent(s)/guardian(s) request more time.

G. Violations: A list of possible violations, which may lead to a short-term suspension, can be found within the ACVS charter. This list is not all encompassing but is illustrative of the types of activity that could lead to a suspension. A student may be suspended for inadequate attendance.

Expulsions and Denial of Attendance:

Pursuant to Idaho Code § 33-205, the Board of Directors may deny enrollment or expel a student who is:

1.) A habitual truant;

2.) Incurable;

3.) In any violation of the Code of Student Conduct, or for any conduct which in the judgment of the board, is considered to be continuously disruptive of school discipline, or of the instructional effectiveness of the school; or

4.) By presence in a public school detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state.

A. Notice: The written notice by certified mail shall state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent(s)/guardian(s) may appear to contest the action of the Board to deny school attendance. The notice will state the rights of the pupil to be represented by counsel, submit any evidence and/or produce any witnesses on his/her own behalf, and cross-examine any adult witnesses who may appear against him/her. If the notice to the parent by certified mail is returned as unclaimed, the parent will be deemed to have been provided notice pursuant to Idaho Code § 33-205 and have waived the right to a due process hearing.

B. Hearing: The Board of Directors shall have a full and fair formal hearing on the allegations set forth in the written notice. This hearing shall occur within a reasonable period of time. The student and/or parent(s)/guardian(s) may request a delay in order to be prepared for the hearing. The hearing shall be held within 30 days of the notice of intent to expel, unless there are extenuating circumstances or a request for an extension of time has been granted to the student/family. During this hearing the Student shall have the right to be represented by counsel, submit any evidence and/or produce any witnesses on his/her own behalf, and cross-examine any adult witnesses who may appear against him/her.

C. Procedure: After proper notice as set forth above, the following procedure shall be used.

a. Opening Statements: Both sides shall have the opportunity for opening remarks or statements.

b. Burden of Proof: ACVS has the burden of establishing grounds for the expulsion of the student based on the allegations set forth in the written notice.

c. Cross examination: The student or their counsel may cross examine adult witnesses.

d. Student's Case: The student or their counsel has an opportunity to present evidence and/or witnesses.

e. Closing Remarks: Both sides have the opportunity to provide closing remarks.

f. Decision: At the close of the hearing, the Board of Directors will retire to deliberate the case and upon reaching a decision will issue findings of fact and conclusion supporting their decision. Upon a motion made in open meeting, the Board will issue the approved findings, conclusions and decision. A copy of which shall be delivered to the student/parent(s)/guardian(s).

D. Violations: A list of possible violations, which may lead to expulsion, can be found within the ACVS charter. This list is not all encompassing but is illustrative of the types of activity that could lead to a suspension. Multiple suspensions may lead to expulsion.

E. Truancy: Any student who is suspended on more than one occasion in a six (6) month period for inadequate attendance; or whose attendance is of a sporadic and inadequate nature without justification or extraordinary circumstances may be determined by the Board of Directors to be a habitual truant and may be expelled after notice and a hearing as set forth above.

F. Special Education Students: Students enrolled in special education will not be suspended or expelled without consideration by a manifestation determination as outlined in the Special Education Manual adopted by the State of Idaho to assure the provisions of FAPE are consistent with the requirements of the IDEA and/or build an accommodation in IEP and go through the probation process in regards to the accommodation needed.

G. Reenrollment: Any student who has been expelled from ACVS may appeal to be re-enrolled in the school, after the terms/time limit of the expulsion has been completed by the student, pursuant to the procedures outlined in Idaho Code §33-502. Approval must be granted by the Principal and the Board of Directors. The Principal will notify the parent(s)/guardian(s) of the student in question, in writing by certified mail of the date and time of the reinstatement hearing. The hearing will be a face-to-face meeting before the Board of Directors (if a quorum can be obtained) or a telephone conference with a quorum of the Board of Directors in attendance.

H. Withdrawal: The parent and student may determine that ACVS is not the better alternative for the education of the student. This decision should be discussed with the School. If the decision is made that the student should withdraw and transfer to another school within the student's residential district. Information regarding said transfer will be provided to parents by the school consistent with the policies of the residential (home schooling) and chartering entity.

Drug Abuse Policy

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1,000 feet from the boundary of any school sanctioned activity.

This policy includes the following three sections:

1. Random/Voluntary Drug, Alcohol, and Tobacco Use Policy
2. Drug Abuse Policy for Students Involved in School Activities
3. Reasonable Suspicion Drug Policy

Random/Voluntary Drug, Alcohol, and Tobacco Use Policy Philosophy: Parents should be involved in all aspects of their student's education, including drug, alcohol, and tobacco prevention programs and counseling.

Definitions

Controlled Substances: Include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

Drug: Any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substance, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance whose use is intended to alter mood.

Reasonable Suspicion: An act of judgment by intervention trained school personnel, which leads to a reasonable and prudent belief that a student is in violation of use or "under the influence" of drugs and/or controlled substances. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date. Reasonable suspicion does not include intentional harassment of a difficult student.

It is a violation of ACVS policy for a student to possess, use, buy, sell, or give away drug paraphernalia, controlled substances, or drugs on any school premises or at any school-sponsored activities, regardless of location, or to have such substances on his/her person, vehicle, school bus, or other property. Students reasonably suspected by personnel of the faculty will be identified, examined, and reported in accordance

with the law. The student's parent will be contacted as soon as possible. A urinary analysis (UA) drug screening can be an automatic part of the referral process, done at the discretion of the Principal or designee. When there is "reasonable suspicion" that a student is under the influence of drugs, he/she will be given a UA, which screens for amphetamines, cocaine, morphine, PCP, and THC, and which provides immediate results. A positive UA will be sufficient to justify the need for assessment as well as result in parent notification and referral to law enforcement personnel, as allowed by Idaho Code 33-210. Referrals, records, assessments, and UA results are classified as confidential. Students of suspicion or who have a substantiated controlled substance or drug problem will be offered assistance. Any student who voluntarily discloses using or being under the influence of any drug or controlled substance while under school supervision and before he/she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that: Disclosure is held confidential on a faculty "need-to-know" basis;

1. Notification is provided to parents; and
2. Available counseling is offered at the school level.

Once a student is reasonably suspected to be in violation of the law and this policy, regardless of any previous voluntary disclosure, the Principal or designee will immediately notify the local law enforcement agency and will seek a law enforcement evaluation of the student. The evaluation may seek transfer of school custodial responsibility to the appropriate law enforcement agency. Voluntary disclosure of use or being under the influence of any drug or controlled substance to school personnel while the student was off school grounds and not under the supervision of the school, may not be reported unless in the best interest of the student or required by school district policy, or State Code.

Discipline Concerning Drug Policy Violation

Discipline for students who possess, use, buy, or give away drug paraphernalia, controlled substances or drugs, on any school premises or at any school-sponsored activity, regardless of location will involve suspension and possible expulsion.

Process

The following process applies to first and second/subsequent offenses at school-sponsored activities, regardless of location:

1. A student's person and/or personal effects, including, but not limited to purse, book bag, etc., may be searched whenever a school official has reasonable suspicion that the student is in possession of materials which violate ACVS policy or law.
2. The virtual community is considered school property and is at all times under the control of the school. Periodic general inspection may be conducted by authorized school officials for any reason, at any time, without notice, without consent, and without a search warrant.

First Offense

1. The student's parent(s)/guardian(s) and law enforcement personnel will be notified as soon as possible; AND
2. The student will be subject to a ten (10) day suspension by Principal or designee; AND
3. The Principal or designee may reduce the suspension to three days when:

a. The student and parents show evidence of attendance at a local substance abuse meeting (AA, ALA Teen); agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the area; conducted by a Certified Alcoholism/Drug Abuse Counselor at the family's expense and follow the recommendations of the agency.

b. The student submits a copy of the recommendation prior to re-admittance. Reduction in length of suspension or extracurricular ineligibility will be immediately revoked by the Principal or designee whenever a student fails to follow through with the evaluation recommendation.

Second/Subsequent Offense:

1. The student's parent(s)/guardian(s) and law enforcement personnel shall be notified as soon as possible;
AND

2. The student will be subject to a ten (10) day suspension at the discretion of the Principal or designee:
AND

3. The student and parent(s)/guardian(s) will attend a hearing with the Board or Board Approved Intervention Team.

** Students and or parent(s)/guardian(s) who have signed a behavioral contract between the school and the family will adhere to the procedures set forth in that contract with the exception of breaking state law. In that situation the State of Idaho supersedes all behavioral contracts.

ACVS Commitment to Our Students

- a. Provide a learning environment which may include facilities that are inspected as required and adopt policies that meet all required city, county, state, and federal health, accessibility, safety, fire, as well as building codes to ensure the safety of students and staff.

- b. Establish, publish, and enforce policies that define acceptable and unacceptable behavior in all environments, including zero tolerance for weapons, violence, gangs, and use or sale of alcohol and drugs.

- c. Create an environment that encourages parents and other adults to participate fully in their child's education and to participate in the school's activities. There will be advertised opportunities.

- d. Develop a staff/student handbook to provide rules and guidelines for online and physical safety. These guidelines will include, and not be limited to, the procedures for fire drills, reporting unsafe equipment, methods for checking students in and out of school locations if applicable, notification of parents' rights, and staff monitoring responsibilities.

Student Code of Conduct

As a student of ACVS I agree that the virtual environment has the possibility to be a positive environment that is conducive to learning. In order to maintain a positive environment, I agree to the following:

- I will strive to check my school email daily and respond to all communication with my current class teachers by email, phone, Google chat, or other.
- I will access the school calendar and / or activity schedule weekly to stay informed.
- I will exhibit academic honesty. That means that I will not participate in cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the computer network and Internet.
- I will not create a false emergency. If I do create a false emergency within the ACVS environment I am aware that it may result in disciplinary action, and/or involvement of appropriate local, county, and/or federal enforcement agencies if appropriate.
- I will not participate in vandalism, destruction, stealing or disfiguring of my school.
- I will not participate in vandalism, destruction, stealing or disfiguring of public and/or private property while involved in any school activity.
- I will not participate in bullying, verbally or physically harassing, or harming another student or any ACVS personnel. I will not interfere with or disrupt the job function of any ACVS personnel in the virtual and/or non-virtual environment.
- I will not participate in illegal acts, which are acts that by law are considered felonies or misdemeanors in courts of law.
- I will not participate in activities that could be considered hazing or anything that could be considered a gang related activity, or an initiation into such an event. This means a ceremony, ritual, test, or period of instruction in which I am, or my peer is, subjected to any or all of the following: rough practical jokes, ridicule, persecution or harassment with meaningless, difficult, abusive, disagreeable, and/or humiliating tasks.
- I will not be disrespectful or refuse to follow the reasonable directive of a staff member or ACVS personnel.
- I will not participate in profanity, which is considered abusive, vulgar, or irreverent language in any format.
- While involved in the lab, the yard around the lab, and during any school activity, I will not participate in public displays of affection.
- I fully understand that weapons, fireworks, and dangerous instruments are completely unacceptable under all situations. This means that possession, handling, or transporting a firearm, pocket knife of any size, bowie knife, dagger, metal knuckles, or any deadly and dangerous weapons as defined in Section 921 of Title 18 of the United States Code, any explosive, including firecrackers, or any other dangerous object [Dangerous object is defined as any object used in a dangerous and/or inappropriate manner that may cause harm to a person or property], on or about his/her possession while engaged in a school activity on other property, and/or while riding in school provided or contracted transportation. Causing or attempting to cause physical injury with a weapon or dangerous implement as defined above, or behaving in a way that could cause physical injury to any person is in violation of this policy. Violation of the weapons policy will result in immediate suspension and expulsion for a minimum of one year or as determined by the Board on a case-by-case basis. The suspension and expulsion includes no participation in or watching of any school activity. This policy is to be modified only by the Board.

I am aware that any school employee or designee has jurisdiction over me as an ACVS student during any school activity. If consequences are necessary for an infraction, the Principal/Head of School or designee

may follow the protocol of discipline procedures, or may choose to enforce any of the consequences non-sequentially, or assign an appropriate work consequence as befitting to student and situation.

Enrollment in School Documents that the student will follow this handbook.