2019–2020

Parent/Student Handbook
asuprepdigital.asu.edu

ASU® Prep Digital
Arizona State University

Contact Us

844–692–3372
asuprepdigital.asu.edu

4

Table of Contents

ASU Prep Digital 2019–2020 Calendar

July

01–05 | Summer Breaks
04 | Independence Day
08 | Summer School Session 2 Begins
29 | New Student Orientation*

*New Student Orientation dates vary, contact Admissions or your Learning Success Coach for details

August

02 | Summer School Session 2 Ends
05 | Fall Session Opens*

*Fall Session Cohort dates vary, contact Admissions or your Learning Success Coach for details

September

02 | Labor Day

October

04 | Wellness Day
07–11 | Fall Break

November

11 | Veterans Day
28–29 | Thanksgiving Holiday

December

18 | Fall Session Ends
25 | Christmas Day
23–31 | Winter Break

January

01 | New Year's Day
01–03 | Winter Break
06 | Teachers Return & New Student Orientation*
07 | Returning Sem 1 Students Start
13 | Spring Session Opens
20 | MLK Holiday

*New Student Orientation dates vary, contact Admissions or your Learning Success Coach for details

February

17 | Presidents' Day

March

09–13 | Spring Break

April

N/a

May

08 | Spring Session Ends for Seniors
20 | Spring Session Ends
25 | Memorial Day

June

01 | Summer Session 1 Begins
26 | Summer Session 1 Ends

Notes

_____
_____
_____
_____
_____
_____
_____
_____
_____

Welcome
Prep Families

Dear Families,

We would like to extend a warm welcome and thank you for making ASU Prep Digital your school of choice.

Please take time to read through our entire handbook as a family. Reading each section will help you understand the ASU Prep Digital practices that ensure all students are able to learn in a supportive digital learning environment.

Stay up to date with ASU Prep Digital through our monthly newsletters and by visiting our "Resources" page on our website at **asuprepdigital.org/resources/**. Our learning community is most successful when all the partners are involved. Thank you for your involvement and for helping make ASU Prep Digital a great place to learn for your high school student.

Sincerely,

Jill Rogier
Executive Director

About ASU Prep Digital

Arizona State University has partnered with ASU Preparatory Academy to create ASU Preparatory Academy Digital, where online high school and university courses converge in a unique learning opportunity for all students. Built on the Cambridge International Exam framework, this rigorous virtual high school program prepares students for acceptance at leading universities and encourages them to explore future college majors and careers in an increasingly interconnected global environment.

ASU Prep Digital is part of ASU Preparatory Academy, an innovative and thriving public charter school that teaches students in preschool through high school. In addition to ASU Prep Digital, ASU Preparatory Academy has grown to serve more than 3,000 students at six campuses and continues to grow:

- Phoenix Campus (K–12)
  735 E Fillmore Street, Phoenix, AZ
- Polytechnic STEM Academy Campus (K–8)
  6950 E Williams Field Road, Mesa, AZ
- Polytechnic STEM High School Campus (9–12)
  7330 E Innovation Way South, Mesa, AZ
- Casa Grande Campus (9–12)
  2612 W Gila Bend Highway, Casa Grande, AZ
- Tempe Campus (9–11)
  500 W Guadalupe Road, Tempe, AZ
- South Phoenix Campus (K–12)
  at three locations in South Phoenix, AZ

Please visit **asuprep.asu.edu/schools/** to learn more about the ASU Preparatory Academy campus locations. The mission of ASU Preparatory Academy is to provide premium environments for learning, helping all students become innovative leaders and problem solvers who are prepared for success in college and their preferred careers.

This mission is accomplished with the participation of students, staff, family, community and university partnerships and through ASU Preparatory Academy's four pillars: Academics, Partnership, Leadership and Innovation.

This handbook provides guidelines and expectations for students, staff and families that will support a learning environment to best accomplish the mission of ASU Preparatory Academy.

Mission & Purpose

The mission of ASU Prep Digital is to provide a personalized, university embedded, academic program that empowers students to complete college, excel in a global society, and contribute to their communities. This mission is accomplished with the participation of students, staff, family, community and university partnerships and through ASU Prep Digital's four

pillars: Academics, Partnership, Leadership and Innovation.

This handbook provides guidelines and expectations for students, staff, and families that will support a learning environment to best accomplish the mission of ASU Prep Digital.

Organization

ASU Prep Digital is organized to maximize the involvement of all stakeholders including students, parents/guardians, support staff, teachers, administrators, board members and the community. We are committed to a shared process of decision-making by consensus.

Governance

ASU Prep Digital is run under ASU Preparatory Academy, a nonprofit 501(c)(3) organization and has formed a corporation in the State of Arizona. The governing body is the ASU Preparatory Academy Board of Directors.

Nondiscrimination

ASU Prep Digital, in affiliation with Arizona State University, does not discriminate on the basis of race, color, national origin, gender, disability, religion, sexual orientation or age in its programs, activities and enrollment or in its hiring and employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: ASU Preparatory Academy, Section 504 and Title IX Coordinator, 1130 E. University Drive, Suite 230, Tempe, Arizona 85281.

The ASU Prep Way

Work hard. Be kind. Be smart.

Academics

ASU Library

At ASU Prep Digital, your teachers will expect you to conduct high-level research that includes the use of authoritative articles that support your topic. Because of ASU Prep's affiliation with Arizona State University, you have access to an amazing electronic library of resources. That translates into access to millions of full text, scholarly, authoritative articles to use in your studies. You also have access to 400 research databases that house millions of academic articles on every subject imaginable!

All students will receive an email from **Computer.Accounts@asu.edu** with a link to log into your ASURITE username and password.

New Student Orientation Course

All full-time students will complete a one-week student orientation course prior to beginning academic course work. Students will learn:

- Best practices for being an online learner
- How to have academic integrity
- The Ownit! Mentality
- Goal-setting and career planning
- Study skills, digital tools, what to expect, and more!

This five-day course, taught by your Learning Success Coach, will provide the necessary tools to help you succeed in the online environment. The New Student Orientation is an important first step to demonstrate that you are willing and able to handle the rigors of our program. Only after successful completion of student orientation will students receive access to their academic courses.

Course Seat Time

The minimum time required in a half-credit course is three weeks.

The average time to complete courses varies depending on cohort start date.

Attendance

Full-time students at ASU Prep Digital are expected to attend class 30 hours per week, or approximately six hours per day.

Regular attendance is essential for success in school. Although we appreciate that health and family take precedent, we do ask that families not plan activities on days and times when school is in session. If a student participates in extracurricular activities or works part-time during the school week, it is recommended that they distribute any missed attendance hours over the weekend.

- Attendance for full-time students will be logged in the student portal weekly by the parent at **learn.asuprepdigital.org**. Here are instructions:
- Satisfactory attendance status is determined by the following criteria for full time students:
- Logging attendance (30 hours per week, 6 hours per day) weekly, on each Friday, in the student portal. Instructions and a step-by-step video on how to enter attendance in Maestro are located here: **help.asuprepdigital.org/support/ solutions/articles/42000060141-parent-guardian-how-do-i-log-attendance**
- (Two weeks of not logging weekly attendance will result in a school-initiated withdrawal)
- Attendance and participation in the weekly live lesson for each course (full schedule here). If a student cannot attend a weekly live lesson, a recording or alternate activity will be provided.
- Attendance logs and course gradebook should match (i.e., a log of 10 hours in English but no assignments submitted for the week is not satisfactory attendance)

- At or above required percentage completion as indicated by course pace chart.
- Communication with teacher and Learning Success Coach (two-way communication via phone calls, emails, attendance at Individual Learning Plan Conferences, etc.).
- Attending weekly homerooms with Learning Success Coach.
- Attends all mandatory state testing, if applicable.

Failure to maintain a satisfactory attendance status could lead to a school-initiated withdrawal from ASU Prep Digital.

Vacations or Days Off: Because ASU Prep Digital allows students to work ahead or catch up on course work by allowing 24/7 access, students have the flexibility to take days off and still stay on pace. All requests for vacations or days off should be sent via email to your Learning Success Coach and teachers. It is preferred that student vacations align with the course calendar whenever possible.

Our attendance policy is governed by ARS 15-803 – School attendance; exemptions; definitions:

1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS 15-803.

2. A child who is habitually truant or who has excessive absences, may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10% (18 days) of the number of required attendance days prescribed in section ARS 15-803, subsection B, paragraph 1.

3. As used in this section:

- "Habitually truant" means a child who is truant for at least five (5) school days unexcused within a school year.
- "Truant" means an unexcused absence for at least one (1) class period during the day.
- "Truant child" means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Family Commitment

The key to student success involves family commitment. Engaging in your child's education will make him/her a more successful student. Some examples of parental involvement include:

- Participate in parent orientation sessions
- Build rapport with teachers and LSC
- Attend Individual Learning Conferences

- Log in to the student portal (Maestro) weekly to monitor grades and coursework
- Role play DBAs to help prepare your student for exams and tests
- Encourage involvement in student clubs
- Attend face to face events when possible
- Set up a designated work space in the home for your child
- Get involved in their activities (coach a sport or volunteer to sponsor a club)
- Arrange family activities to honor students for their effort and hard work
- Print out pacing guides and post in a visible area
- Encourage them to take advantage of free tutoring if they are struggling.
- Complete school surveys.
- As soon as it is known, communicate information about IEPs and 504s to your child's Learning Success Coach.
- Actively review teacher feedback and convey any concerns to instructor or LSC.

Individual Learning Conferences

Individual Learning Conferences are meetings with the student, parent and LSC held quarterly via web conference. These meetings involve customized course mapping and learning opportunities to reflect graduation requirements. ILCs encourage the implementation of a thoughtful educational framework. During these meetings, goals will be monitored and may include a criterion list of learning outcomes the student is expected to achieve by the end of the semester. This list will serve as both a visual indicator of progress and an agenda for future conferences.

Participation in ILCs is required for the parent and student.

Additionally, students will be given an Education and Career Action Plan (ECAP) as it aligns with state college and career readiness standards. This plan will be reviewed in quarterly ILCs.

Special Education Services

ASU Prep Digital provides Special Education in accordance with all federal and state regulations and guidelines. While it is our belief that most Special Education needs can be met by the inclusion of the student in the regular classroom, students will be provided instruction as indicated in the student's Individual Education Plan (IEP). Once enrolled, review of the student's existing IEP will be conducted within 10 school days. Services, if any, will be provided in accordance with the Individuals with Disabilities Education Act (IDEA). When the student's teacher and/or parent suspect a disability, the pre-referral process will be initiated. If the pre-referral process leads to the need for evaluation, parent/guardian permission will be obtained in writing before an evaluation takes place. After a student has been evaluated, a multidisciplinary evaluation team (MET) meeting will be conducted to determine the student's eligibility for special education services.

Team members include classroom teacher, school psychologist, special education case manager, school representative, parents and any involved related service providers. Based upon results of this meeting and evaluation, an IEP meeting may be scheduled and an IEP may be developed by the team, which includes the parents and student when appropriate. Our primary goal of services is to fully include students with special needs. In compliance with IDEA 2004, ASU Prep Digital is notifying parents of the availability of special education services for students through 21 years old. Procedural safeguards are on our website or are available upon request. To access services, contact the school.

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, ASU Prep Digital will conduct child find activities for children birth through 21 years old. The following are the procedures: Pre-referral, Child Find, and Identification.

1. Review school records (from prior schools and school of current enrollment).

2. Complete a 45 day screening for school-aged children.
   About 45 day screening: As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), ASU Prep Digital is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions with regard to the screening process, please feel free to contact your child's teacher or school office.

3. Document interventions attempted for school-aged children prior to referring for an evaluation.

4. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program.

5. Provide information to parent(s) in writing.

6. If appropriate, refer the child for evaluation and/or other appropriate services. Charter schools identify, locate and evaluate all children with disabilities within their population served who are in need of special education and related services. For more information, contact your school site.

For more information, click here: **asuprep.asu.edu/sss**

45–Day Screening for Full–Time AZ Students

As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), ASU Prep Digital is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's teacher will screen your child on aspects of your child's development such as language, cognition, perception and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions with regard to the screening process, please feel free to contact your child's teacher or Learning Success Coach.

Section 504 Compliance & Grievance Procedure

It is the policy of ASU Prep Digital not to discriminate on the basis of disability. ASU Prep Digital has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Fawn Eaton, Section 504 Compliance Coordinator, 480-727-6215, who has been designated to coordinate the efforts of ASU Prep Digital to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for ASU Prep Digital to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

 A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of ASU Prep Digital relating to such grievances.

The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Chief Executive Officer within 15 days of receiving the Section 504 Coordinator's decision. The Chief Executive Officer shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office for Civil Rights.

ASU Prep Digital will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Section 508 Compliance

ASU Prep Digital strives to ensure our website information and courses are available to all, regardless of abilities. In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Section 508 of the Rehabilitation Act as amended, 29 U.S.C. Section 794d, requires that Federal agencies' electronic and information technology is accessible to people with disabilities.

ASU Prep Digital courses are 508 compliant and conform to Web Content Accessibility Guidelines 2.0 Level A and AA. Client-side supports allow for the additional personalization of accessibility supports based on the individual's tools and experience with access.

Many components of the Web Content Accessibility Guidelines 2.0 can be enhanced by client-side supports, to include a live assistant. ASU Prep continues to be committed to making their courses and content available to persons with various accessibility needs. If you have difficulty accessing any portion of this site or would like additional information on our 508 initiative, please email your SPED case manager.

McKinney–Vento Homeless Assistance Act

At ASU Prep Digital we believe in the rights and dignity of all students. Our commitment applies to educational rights of students who are homeless or in transition. The McKinney-Vento Homeless Assistance Act is a law that requires every public school district and charter holder to designate a Homeless Liaison to ensure that homeless students are identified, immediately enrolled in school, have access to educational opportunities equal to those of their non-homeless peers, and receive assistance in evaluating and meeting other needs unique to their situation.

Under this law, homeless children and youth may include those:

• In a shelter, temporary shared housing, or transitional living program
• In a hotel/motel, campground, or similar situation due to lack of alternatives
• At a bus station, park, car, or abandoned building

Unaccompanied Youth who lack a fixed, regular, and adequate nighttime residence also have rights under McKinney-Vento. According to the law the term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

Eligible students have the following rights under McKinney-Vento:

Enrollment in their school of origin, last school attended, current school of residency, and they can remain enrolled in their selected school until the end of the school year or for the duration of homelessness.

Transportation services if applicable in an online environment.

Dispute Resolution: At any time, if you disagree with the decisions of the school about homeless youth, you may file a complaint with the district; the district will respond; the McKinney-Vento Liaison for the school will assist the student and/or guardian with notices, dispute forms, and other needed information.

If you or anyone you know may qualify for McKinney-Vento services, please contact the school's Liaison. Current Liaison information is posted on the school's website.
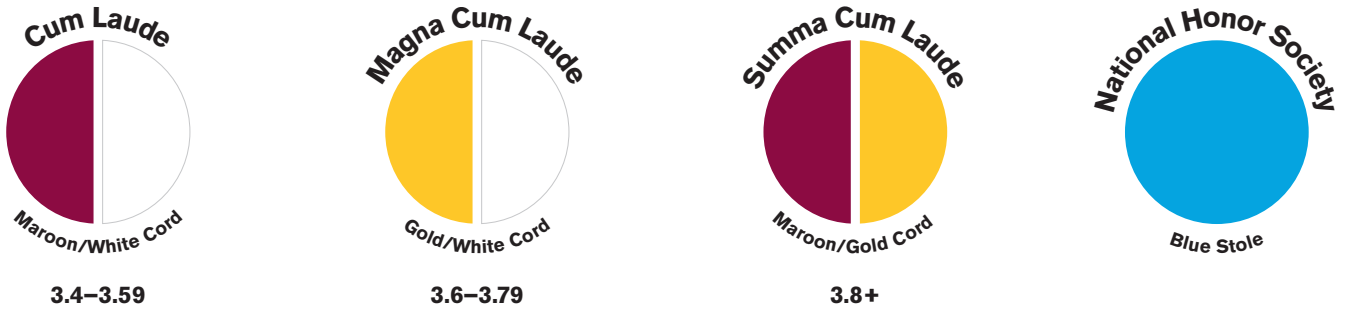
Graduation Requirements

ASU Preparatory Academy will recognize each high school graduating class with the following honors: summa cum laude, with a GPA of 3.8 or higher; magna cum laude, with a GPA of 3.6 to 3.79; and cum laude with a GPA of 3.4 to 3.59.
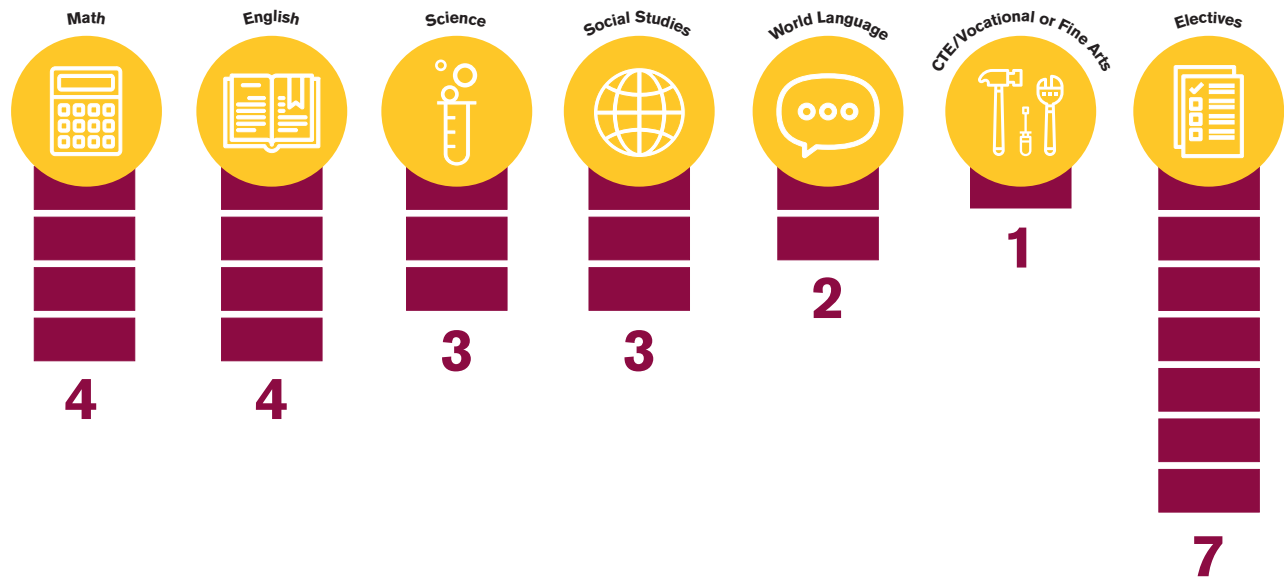
Graduation Regalia

Graduation regalia colors are as follows:

Cum Laude
Maroon/White Cord
3.4–3.59

Magna Cum Laude
Gold/White Cord
3.6–3.79

Summa Cum Laude
Maroon/Gold Cord
3.8+

National Honor Society
Blue Stole

Diploma Requirements

To receive an ASU Prep Digital diploma, students must earn 24 total credits, 6 of which must be earned at ASU Prep Digital. The minimum credits required per subject area include:

Math	English	Science	Social Studies	World Language	CTE/Vocational or Fine Arts	Electives
4	4	3	3	2	1	7

Civics Exam

In 2015, the Arizona legislature passed the American Civics Act (House Bill 2064). This bill requires students, beginning with the graduating class of 2017, to pass a civics test based on the United States Immigration and Naturalization civics questions. Students will be required to score 60% or higher in order to graduate from high school. ASU Prep Digital offers students the flexibility to take the test at anytime throughout their high school experience. The test is administered online, is untimed, and students can retake the test as many times as necessary until the minimum passing score of 60% is achieved. All students will be provided with study guide materials and resources in preparation for the exam. Successful completion of the civics test will be included on an official transcript as a "P" for pass and does not factor into a grade point average. Any student that transfers into ASU Prep Digital having already successfully completed the Civics Test requirement for graduation in Arizona will not be required to retake the exam.

CPR Exam

Beginning July 2019, Senate Bill 1137 requires that high school students receive CPR instruction. ASUPD provides online instruction that does not lead to cardiopulmonary resuscitation certification. Full-time online students are not required to practice or demonstrate hands-on cardiopulmonary resuscitation as defined in Section 15-808.

Exemptions from CPR instruction may be permitted at the request of the parent or submission of written documentation that the student has completed prior CPR training or is CPR certified.

Grading Scale

Concurrent and honors courses will be awarded an extra grade point for a grade of A, B, C up to a maximum of 5 points. Letter grades are determined on the following 4.0 scale:

Grade	Description	Gr. Points	Percent
A	Exemplary	4	90–100
B	Highly Proficient	3	80–89
C	Proficient	2	70–79
D	Partially Proficient	1	60–69
F	Minimally Proficient	0	0–59

ASU Prep Digital requires that students complete all the coursework to complete the course with a passing grade.

High School Honors Courses

Please refer to our website at **asuprepdigital.org/high-school-courses/** for the most up-to-date honors offerings.

Grace Period Policy

Fall & Spring

Grace Period is within 1–14 calendar days of start date:

- Unenroll with no grade
- No grade goes on transcript
- Does not affect GPA
- Full refund if tuition based

After 14 day Grace Period:

- Issued a grade of F
- Grade goes on transcript
- Negatively affects GPA
- No refund if tuition based

Summer

Grace Period is within 1-5 calendar days of start date:

- Unenroll with no grade
- No grade goes on transcript
- Does not affect GPA
- Full refund if tuition based

After 5 day Grace Period:

- Issued a grade of F
- Grade goes on transcript
- Negatively affects GPA
- No refund if tuition based

Grade Forgiveness Policy

If a student receives a D or F in a course and retakes that same course at ASU Prep Digital earning a C or higher, the original grade will not negatively affect the grade point average, but will remain on the transcript.

Prior Approval for Course Credit

Students may take courses at another accredited high school or university provided they receive prior approval from the Director. Approval must be received prior to registering for the course(s). Seniors are not permitted to take outside ASUPD courses during their senior year due to graduation deadlines.

Academic Probation

The instructional team (Director of Academics, Instructors, Learning Success Coaches) monitors student progress and makes every effort to assist students in maintaining satisfactory academic standing.

Students are placed on academic probation when satisfactory attendance and/or academic requirements are not being met. This includes but is not limited to:

1. **Attendance Standard:** Failure to attend class 30 hrs per week, or approximately six hrs per day.

2. **Communication Standard:** Failure to complete minimum monthly two-way communication with instructors (minimum bi-monthly with Learning Success Coach)

3. **Pacing Standard:** Failure to maintain minimum pacing guidelines in accordance with course guidelines.

4. **Academic Integrity Standard:** Violation of Academic Integrity.

Academic Probation Warning

Students who have not previously been placed on probation will first receive a warning from the Learning Success Coach. Academic infractions will be addressed with the student and parent. Opportunity will be given for the student to make corrective action to avoid being placed on probation. This may include following an individualized pace chart or weekly meetings with the Learning Success Coach.

Academic Probation Letter

If the above standards are still not met within a timely manner, the Director of Academics will issue an Academic Probation Letter via email to the student and parent/guardian. The student and parent/guardian will have 3 business days to review and accept the terms of the letter. Failure to respond within 3 business days may result in immediate dismissal from ASU Prep Digital.

During a phone call with the Learning Success Coach, the student and parent/guardian will discuss details of the terms and commit to a collaborative plan to ensure student success. The letter will remain in the student's file but no notation will appear on the student's transcript.

Academic Probation Guidelines

A student on academic probation is required to observe any rules or guidelines the Director of Academics may impose as a condition for retention. This includes but is not limited to:

1. Weekly attendance at Live Lessons

2. Weekly progress monitoring with parent and Learning Success Coach

3. Required minimum pacing guidelines as provided by the Director

4. Minimum grade standards in courses

5. Completion of Academic Integrity Module

Failure to meet the rules or guidelines by the date imposed by the Director may result in recommendation for dismissal from the ASU Prep Digital full-time program. Upon withdrawal, a grade of WF will be issued in all courses in which standards are not being met and all work toward course completion will be vacated.

Required Materials List

While the majority of the curriculum will be online, some courses do require additional course materials (i.e., a novel, inexpensive lab supplies, etc.). Please check the syllabus for each course for full details.

Student will need access to a webcam, microphone, headset, and printer access. Technology requirements are:

Devices *(Recommend a device that is 5 years or newer)*

- Desktop
- Laptop
- Chromebook
- Microphone and webcam

Operating Systems

- Windows 7 and newer
- Mac OSX 10.6 and newer
- Linux
- ChromeOS

Internet Speed

- High speed internet *(recommended)*

Supported Browsers

- Internet Explorer 11 and Edge *(latest version)*
- Safari *(latest version)*
- Chrome *(latest version)*
- Firefox *(latest version)*

Supported Browser Plugins & Settings

- Javascript enabled
- Flash – latest version is recommended
- 1024x768 is recommended
- Pop-up blockers should be disabled
- Cookies should be enabled.

Concurrent Courses

Concurrent courses are college courses offered through ASU and taught by ASU professors. University course content is not modified in any way and follows the ASU academic calendar. Any 3-5 credit concurrent courses transfer back to the high school GPA as a 0.5 credit. This is a great opportunity for students to receive high school and college credit for the same class, have an authentic college experience, learn from experts in career fields locally and across the globe, and get ahead on a college major pathway.

Concurrent courses are offered to students at a reduced tuition rate (visit **www.asuprepdigital.org** for tuition rates). Full-time (Arizona, Out of State, International) students taking **at least 4 ASU Prep Digital high school courses** are eligible for a tuition waiver covering up to two 3-credit hour courses per semester. Students with a tuition waiver are still responsible for applicable course fees (including a non-refundable $75 university fee per course) and books. Students may be enrolled in a maximum of 6 courses at a given time. Taking more than 2 concurrent courses during a given semester will require out-of-pocket tuition payment and director approval. **Course tuition and fees are due prior to course start in order to reserve a seat.**

Students wishing to enroll in a concurrent course should speak to their Learning Success Coach to discuss eligibility requirements, prerequisites, placement exams, cost of course materials, add/drop/registration deadlines, and more. Students wishing to take any concurrent courses in a semester must meet academic qualifications including but not limited to a **3.0 GPA overall** and in the area of study, demonstrated successful completion of a full-time course load, and the recommendation of the Learning Success Coach. Students who have been placed on Academic Probation in the semester prior are ineligible for concurrent courses in the fall or spring semester.

The faculty and staff of ASU Prep Digital are committed to student success both in high school and college courses. Students enrolled in an ASU concurrent course will be expected to complete and sign the Concurrent Course Contract prior to registration and enrollment. This contract outlines important information students will need to be successful in a college course.

A link to the 2019-2020 Concurrent Contract can be found on our website.

Progress Reports/Report Cards

Student progress is available 24 hours a day by logging into the student portal at **learn.asuprepdigital.org**. Students and families are asked to actively monitor grades and review teacher feedback. Student grades are based on assessments and student work outlined in the online syllabus for each course.

Arizona State Assessment Testing

Required State Testing for Arizona FT Students

Annual Standardized Testing (Formerly AzMERIT)

Arizona Full-Time and Part-Time Private 10th grade students are required by state legislation (15-808) to participate in state standardized on-site testing at a designated testing site during the Spring semester (typically late March and/or early April.)

Formerly known as AzMERIT, these tests measure proficiency in reading, writing, and mathematics. Recent changes to ensure Arizona complies with Federal requirements under the Every Student Succeeds Act requires all public funded schools in Arizona to administer the assessments to students in their 10th grade year. **Parents/Guardians are responsible for transportation to and from designated state testing locations.**

For the 2019-2020 school year, AIMS Science will continue to be the state standardized test offered to assess standards and readiness in Science. AIMS Science is typically administered to 9th grade students at the end of the Spring semester. AIMS Science is also administered to any 10th grade student that did not take AIMS Science in their 9th grade year.

Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA affords parents and students over eighteen (18) years of age (eligible students) certain rights. They are:

- The right to inspect and review the student's education records within forty-five (45) dates from the day the school administrator receives a written request for access.

- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents/guardians should write to the school administrator, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to the school officials with legitimate educational interests to review educational records in order to fulfill professional responsibility.

Standards of Conduct

The first priority for all decisions and actions taken at ASU Prep Digital is to provide a safe and orderly learning environment. This can happen if all involved are committed to performing their best and respecting the rights of others.

Dr. Crow, President of ASU, reminds us of an important lesson provided by Dr. Martin Luther King, Jr. who wrote in the Morehouse College campus newspaper in 1947:

"We must remember that intelligence is not enough. Intelligence plus character – that is the goal of true education."

This sentiment, which Dr. King so eloquently articulated as a young man based upon his personal experience in college, is reflected today in the ASU Student Code of Conduct: "The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals." Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect our school community and to maintain order and stability within our school.

Civility Code

ASUPD aims to promote mutual respect, civility, safety, and orderly conduct within the bounds of a safe and secure online learning environment. It is critical that all students, parents/guardians, teachers/staff, and other stakeholders maintain respectful interactions and adhere to conduct that promotes success in college, career, and life. As such, the presence of a positive, congenial, and collaborative relationship between all students, parents/guardians, faculty and staff is of the utmost importance. As a collective community focused on student learning and success, it is an expectation that all associated parties conduct themselves in a manner that is respectful, and courteous.

No person shall:

- Use profanity or make threats to students or staff in any form (verbal, non-verbal, or written communication).

- Intentionally cause or threaten harm toward student or staff (physical, emotional, or otherwise).

- Intentionally cause damage or destruction of school property, (physical/electronic, etc.). This includes property belonging to any ASUPD student, faculty, or staff.

- Intentionally cause disruption in courses, events, school programs, or other affiliated activities.

- Intentionally cause disruption in courses, events, school programs, or other affiliated activities.

- Intimidate, harass, or discriminate against students or staff on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other basis protected by federal, state or local laws.

- Refuse to comply with any reasonable request of identifiable school officials in the course of performing their duties.

- Deliberately provoke or encourage others to commit any acts as prohibited by the ASUPD student/parent handbook, or by law.

- Violate any federal, state, or local laws.

Violations of the Civility Code shall be reported to the Administrative Team for review. Upon investigation, ASUPD and its Administrative Team reserves the right to pursue action including but not limited to: warning, withdrawal, administrative discipline, expulsion, or in severe cases, pursuit of civil or criminal legal action for any party in violation of the Civility Code.

Code of Conduct

As a member of the ASU Prep Digital family, you will be expected to uphold the rules, policies, and procedures of our school. The Online Code of Conduct for students includes the following:

- Reach for new content and skills, and make them your own.

- Participate in online course discussions and other activities on a regular, substantial basis.

- Review course requirements; organize and schedule work.

- Be persistent as you read, study, research, plan, and accomplish work.

- Learn and practice the new technology skills needed for assignments and interaction.

- Keep an open mind, and consider different perspectives and opinions.

- Participate in online discussions with thoughtful posts that build upon previous ideas and information.

- Contribute toward an online class environment that supports and encourages creativity and sharing.

- Use the support and ideas of your online community to participate in the creative process of learning.

- Treat your classmates and teacher with courtesy and respect.

- Think before you communicate; avoid derogatory, dismissive, or overly critical comments.

- Support others in learning by providing constructive feedback, resources, and information.

- Post questions in the message board so that other students can benefit from the clarifications and solutions provided by
your teacher or the learning community.

- By your comments and actions, show your appreciation for the contributions of others.

- Welcome and value the diversity, expertise, and insights of the learners in your class.

- Be honest in your representations of your background and education when sharing with your teacher and classmates.

- Submit work that is your own.

- Follow copyright laws, and give credit when using the work of others.

- Be an active, dependable member when participating in group activities.

- Always strive for excellence in all things that you do.

Student Rights, Privileges, and Responsibilities

At ASU Prep Digital, we wholeheartedly believe that you should have special rights and privileges as a student in the school. You are placing a great deal of trust in ASU Prep Digital, and we plan to place that same trust in you. With those rights and privileges, though, comes great responsibility. You are expected to be a self-directed learner and, as such, you will be required to commit significant time and energy to your academics.

In return, ASU Prep Digital offers you the following rights and privileges:

- Access to a world-class, rigorous education that will prepare you for success in college, career, and life.
- Access to a safe, diverse, and inclusive learning environment that fosters the intellectual, personal, social, and ethical development of all students.
- Access to the ASU Library and other digital resources to make your learning experience profound, productive, and meaningful.
- Access to learning opportunities that promote critical thinking and problem-solving, and that prepares you to apply what you have learned to real world situations.
- Ability to choose the direction of your learning and studies as you navigate through the digital high school program.
- Access to state-of-the art, 21st century digital tools to facilitate learning, collaboration, and communication.
- Access to a dynamic learning environment that includes engaging and interactive coursework, robust discourse, and opportunities to collaborate with peers at a deep level.
- Access to regular, timely, and substantial feedback from teachers on assignments and projects, including individualized assistance as needed.

The benefits and privileges are numerous for attending ASU Prep Digital High School. In return for these benefits and privileges, you are asked to acknowledge, adhere, and agree to the following responsibilities:

- Access to a safe, diverse, and inclusive learning environment that fosters the intellectual, personal, social, and ethical development of all students.
- Access to the ASU Library and other digital resources to make your learning experience profound, productive, and meaningful.
- Access to learning opportunities that promote critical thinking and problem-solving, and that prepares you to apply what you have learned to real world situations.
- Ability to choose the direction of your learning and studies as you navigate through the digital high school program.
- Access to state-of-the art, 21st century digital tools to facilitate learning, collaboration, and communication.
- Access to a dynamic learning environment that includes engaging and interactive coursework, robust discourse, and opportunities to collaborate with peers at a deep level.
- Access to regular, timely, and substantial feedback from teachers on assignments and projects, including individualized assistance as needed.

Academic Integrity

Academic Integrity, as defined by ASU Prep Digital, is the set of core values and principles that drive our mission of providing a personalized academic program that empowers you to complete college, excel in a global society, and contribute to your community. These core values include honesty, integrity, hard work, and the fortitude to do what is right and just. ASU Prep Digital reserves the right to require additional Discussion Based Assessments and proctored exams (in person and/or virtual).

ASU Prep's mission is accomplished with the participation of students, staff, family, and community partnerships and through ASU Prep's four pillars: Academics, Partnership, Leadership, and Innovation. Academic integrity is an integral part of "Being Smart" at ASU Prep Digital. What do these words mean?

Academic
Your educational experience.

Integrity
To act with honesty.

Having academic Integrity means that student work submitted is truly their own. Academic dishonesty includes, but is not limited to:

Direct Plagiarism
A word-for-word transcription of a section of someone else's work, without citation and without quotation marks. This also includes allowing another student to copy your work.

Mosaic Plagiarism
Sometimes called "patchwriting" and happens when someone borrows phrases, as opposed to complete sentences, but doesn't use citation.

Using an Academic Broker
Allowing another person to complete coursework on your behalf

Self–plagiarism
Submitting work that is the same or significantly the same as you previously submitted for another class without approval from your teacher.

Consequences from Academic Integrity violations can include, but are not limited to:

First Offense
- Completing online module "Understanding Academic Integrity at ASU Prep Digital" within 48 hours of course assignment. Failure to respond will result in immediate lock out of course and director phone call.
- Teacher phone call to parent/guardian
- Resubmit assignment for full credit or complete alternative assessment for full credit with completion.
- Offense will be noted in the school's disciplinary system.

Second Offense
- Teacher and Administration phone call to parent/guardian
- Redo the original assignment with academic integrity. Receive reduced grade (50%) on assignment.
- Write a 2-page essay on the topic of academic integrity. The student's teacher will work with the school's academic integrity coordinator for details.
- Offense will be noted in the school's disciplinary system.

Third Offense
- Automatic zero on assignment
- Parent contact by Director.
- Offense will be noted in the school's disciplinary system.
- Voluntary withdrawal or expulsion

Roles and Responsibilities to Ensure Academic Integrity

Student

- Completes Academic Integrity module in student orientation
- Submits only original work
- Protects their original work (do not post online or share with another student)
- Communicates with teacher or Learning Success Coach if unsure about any aspect of Academic Integrity expectations
- Never shares username or password

Parent/Guardian

- Attends Parent Orientation Webinar (Academic Integrity is discussed)
- Monitors student work to ensure only original work is submitted
- Discusses Academic Integrity and the consequences with your child
- Notifies LSC and instructors when travelling for IP address monitoring

Teacher

- Use internet-based screening software to detect plagiarism.
- Monitor live lesson, discussion boards, and assessments to ensure originality of all submitted work.
- Complete check-in calls and Discussion Based Assessments (DBAs) with students to discuss course content
- Monitor IP Addresses
- Facilitate randomized proctored exams (face to face and virtual)

Academic Integrity Email Address

Any academic integrity issues can be reported anonymously by email to **academicintegrity@asu.edu**. Please include a full description of the Academic Integrity violation in your email.

Misconduct

Misconduct refers to non-academic misconduct by a student. Misconduct is defined as:

- Interfering with the orderly conduct of an examination, lecture, tutorial or other teaching class, or impairing or hindering the learning or assessment performance of others
- Impairing or undermining the reputation of ASU Prep Digital, its courses or assessments
- Gaining or seeking to gain an unfair advantage in relation to any work submitted for assessment or dishonestly helping others to gain an unfair advantage
- Collusion

Examples of Misconduct are:

- The use of profanity, sexually explicit comments or threatening comments toward school staff or other students in any verbal or written communication
- Disrupt the orderly conduct of live lessons, tutoring sessions, discussion boards or any school activity
- Refuse to comply with any reasonable request of identifiable school personnel performing their duties
- Violate any federal or state statute

Consequences from misconduct violations can include, but are not limited to:

First Offense

- Documentation of incident
- Parent contact by teacher

Second Offense

- Formal reprimand
- Documentation of incident
- Parent contact by Director

Third Offense

- Possible short-term suspension
- Student Conduct Agreement
- Parent contact by Executive Director

Fourth Offense

- Possible long-term suspension and/or expulsion from ASU Prep Digital
- Parent contact by Executive Director

Cyberbulling

CyberBullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. Examples of CyberBullying include, but are not limited to:

- Mean text messages or emails
- Rumors sent by email or posted on social networking sites
- Sending embarrassing pictures or videos

Becoming a global citizen at ASU Prep Digital will encompass collaborating and connecting with students and teachers around the world using the latest technology. Online audio, video and texting tools will be used along with email, personal phone calls and texts to provide an enhanced global experience between students.

- School-wide Rules against CyberBullying:
- Students will not CyberBully other students
- Students will help students who are CyberBullied
- Students will tell an ASU Prep Digital staff member and an adult at home when we know CyberBullying is occurring

Consequences for CyberBullying can lead to dismissal from ASU Prep Digital.

Any CyberBullying issues can be reported anonymously by email to: **ASUPrepDigitalCyberBullying@asu.edu**.

Communications Expectations

Email, Phone & Texting

Students will be communicating with their teachers regularly through email, phone and text messaging. Responding in a timely manner to all communication helps build a more connected community at ASU Prep Digital. Best practices for these communication tools include, but are not limited to, the following:

Email

- Reading and responding to email is expected on all days school is in session
- Email is to be used for school-related work between students and teachers and/or students to students
- Sending bulk email is prohibited

Phone/Texting

- Regular phone communication and texting is an expectation between students/parents and teachers/Learning Success Coaches
- Students will discuss academic material with their teacher via phone on a monthly basis
- Students are required to have a working voicemail system for faculty and staff to leave messages
- Inappropriate texting including sending electronic photographs or videos with nudity is strictly prohibited
- ASU Prep Digital is not responsible for costs associated with long-distance phone calls, use of data or school related apps, or texting. Please check with your phone provider to know your specific phone plan.

Live Lessons

All courses will include a weekly one-hour live lesson. Student attendance and participation is an integral part of bridging the online content to real-world applications as well as collaboration opportunities with your peers around the globe. Check the homepage for your course to view the weekly calendar of live lessons.

Discussion Boards

A discussion board forum contributes to the development of critical-thinking skills and allows time for thoughtful, in-depth reflection on course topics. By facilitating a global, exploratory learning platform to respond to the work of others, discussion boards pave the way to approach your own learning in diverse ways.

Discussion boards are for educational discussions that pertain directly to the course and not for social conversation. Being thoughtful to differences of opinions allows everyone to contribute to the topic while also allowing intense discussions.

When posting on the discussion board in your course, be sure to abide by the following rules:

- All posts are to be on topic and within the scope of the course material
- Be respectful of opinions that differ from your own
- Read all the posts in a discussion board before posting to avoid repetition
- Avoid plagiarism by giving proper credit when referencing or quoting another source
- Be open minded and push yourself to truly consider differing opinions
- Never insult or make fun of another student's post
- Avoid slang words and use concise language

Discussion Board posts will be evaluated by your teacher to determine your understanding of an idea or concept that has been presented in a lesson. Before composing your response, it is always a good idea to refer to the discussion board rubric that will be used to evaluate your work.

Discussion Based Assessments (DBAs)

Students will participate in Discussion Based Assessments (DBAs) throughout each course via phone or real-time web conferencing. DBAs are oral assessments where the teacher and student talk about specific coursework and demonstrate course mastery. Students are encouraged to have notes and the lessons available as references for the discussions.

Students will see DBAs in their course pace chart and can contact their teacher to arrange a time to complete. Timely completion of DBAs is an expectation to remain in good academic standing. DBAs are a requirement for course completion. Per Academic Integrity reasons, only one DBA per course per day is permitted.

Due Process

Students have the right and the responsibility to respect the rights and property of others. If a student fails to fulfill responsibilities regarding conduct, disciplinary action will follow. Each student is entitled to due process. This means that the student must be informed of the allegations and have an opportunity to respond.

Extracurricular Offerings

Online Extracurricular Offerings

We offer a variety of clubs to our students for a robust and well-rounded learning experience. Students may sign up for more than one club and experience opportunities to have fun with and learn from their peers in structured online activities.

Dependent on interest, here is a sample of online extracurricular opportunities:

- National Honor Society
- Student Government
- STEM Club
- Book Club

- Yearbook
- International PenPals
- Yearbook
- Global Youth Debates Team

- Mythology
- Fitness Club
- World Languages
- ASUPD Ambassadors

Tuition

Full-time Tuition

Full Time tuition requires a signed contract and a payment plan choice.

A deposit of 10% of the first semester's tuition is required prior to the first day of classes, as well as a signed contract and a credit card on file for future payments.

Part-time Tuition

Tuition for part time students is required to be paid in full prior to the start date of the course.

Contact the Business Office Manager for more details.

Network News & Media Opt Out

Your student may be interviewed, recorded, videotaped, or photographed by the media or school staff for a story in the newspaper, Internet, radio, or television. These media requests must be approved by school administration which will ensure the best interests of your child and that their safety and rights are upheld. We will be cautious with our practices regarding this issue. Parents/guardians who want their child(ren) EXCLUDED from these activities, must opt out on the ASU Prep Digital signature form.

Student Surveys, Research Studies & Evaluation

Due to ASU Prep Digital's partnerships and affiliations, there will be times when students will be asked to complete surveys and have the data analyzed and evaluated. The privacy and confidentiality of our students is important; therefore, every opportunity to provide anonymity for each student will be taken. Whenever appropriate, all stakeholders will be provided with additional pertinent information regarding the participation in the research.