

Another Choice Virtual Charter School

Student Handbook
First Edition

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Mission Statement

Another Choice Virtual Charter School seeks to provide a safe, individualized educational experience for children with and without disabilities to enable them to meet their full potential both intellectually and socially.

Vision Statement

Through positive academic and social learning opportunities and an educational learning environment that meets the specific learning needs for all, Another Choice Virtual Charter School seeks to make a lasting change in their students by providing a higher quality of life now and in the future.

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Dear Parents,

Welcome to the 2010-2011 academic year at Another Choice Virtual Charter School (ACVS)! We are so excited to welcome you to our first year of operation! This handbook contains important information about the school calendar, attendance, policies, extracurricular activities, etc. It also contains information regarding ACVS's behavior expectations.

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 life long 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 will supply you with the necessary information that will provide an opportunity for you and your student to understand our school rules, ~~and~~ expectations, and consequences.

The staff at ACVS 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 a successful school year. We look forward to working with you and your student during the coming school year.

Upon reviewing this handbook with your student please sign and return the last page; students who are in fourth grade and higher should also sign. Thanks for your support. This is going to be a wonderful year!

Sincerely,

Kelsey Williams
Principal

Faculty and Staff Directory

Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the ACVS Board, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy. ACVS will endeavor 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 filed hereunder 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, counselor, 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

If the complaint is not resolved at Level 1, 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 within sixty (60) 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 shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Principal's decision. This request must be submitted to the Board within fifteen (15) days of the Principal's decision. If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal shall turn the complaint over to the Special Education/Special Programs Director, 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. The Coordinator 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, 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 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 by the ACVS Clerk. 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 does not respond by submitting assignments or contacting their online teacher within 15 10 days, it is assumed that the student does not intend to remain in the course, and the student will be administratively dropped from the course. If a student drops a course after the 10 day grace period they will receive an F for the course.

If a student drops the course after completing 50% of the class requirements, the online instructor can issue either an Incomplete with a set extension or an "F" as a final grade, based on the teacher's decision.

Community Service Project

All students will participate in a yearly community service projects as deemed appropriate and outlined by their class grade. The hours will be tallied in order to be considered part of their school day. A matrix of successful completion will be provided and posted on our website.

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 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 parent!

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 Teacher first then to the Principal 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 should feel free to ask the teacher how their grades are determined.

Plagiarism Policy

Students must use research conventions to cite and clearly mark other people's ideas and words; otherwise it is considered academic dishonesty. 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. The following are academically unethical and unacceptable:

- 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.
- It is unacceptable to cheat on tests or quizzes. The teacher will state if submissions can use text books.

"Ignorance of the rules about plagiarism is no excuse, and carelessness is just as bad as purposeful violation. At the very least, however, students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy." ~Modern Language Association 10/18/05

Graduation Requirements

All graduation requirements will be as established by the Idaho State Board of Education.

GRADUATION MINIMUM REQUIREMENTS (IDAPA 08.02.03 105, 106, 107)

Content Area	STUDENTS GRADUATING PRIOR TO JANUARY 1, 2013	EFFECTIVE FOR ALL STUDENTS THAT ENTER THE NINTH GRADE IN THE FALL OF 2009 OR LATER
Core of Instruction	25 credits	29 credits (minimum)
Electives	17 credits	17 credits (minimum)
Total Credits	42 credits	46 credits (minimum)
Language Arts (<i>English – 8 credits and Speech – 1 credit</i>)	9 credits	9 credits (Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district)
Mathematics	4 credits No course titles	6 credits Including courses that meet Algebra I and Geometry standards. 2 credits must be taken in last year of high school.
Science	4 credits (2 lab)	6 credits (4 lab)
Social Studies (<i>US History, Economics and American Government</i>)	5 credits	5 credits
Humanities (<i>Interdisciplinary Humanities, Fine Arts or Foreign Language</i>)	2 credits	2 credits
Health	1 credit	1 credit
Postsecondary Readiness Plan	4-Year Learning Plan at end of 8 th grade	4-Year Learning Plan at end of 8 th grade
Advanced Opportunities	None	Districts must offer at least one Advanced Opportunity such as: Dual Enrollment Advanced Placement Tech Prep
Senior Project	None	Required to include an: oral presentation and written report by end of grade 12
College Entrance Exam	None	Take either the ACT, SAT or Compass exam by the end of grade 11
ISAT	Pass the ISAT with a score of Proficient or Advanced	Pass the ISAT with a score of Proficient or Advanced in Reading, Math, Language Usage and Science
Middle School	None	Must take pre-algebra before entering 9th grade

Report Cards and Progress Reports

Report cards will be compiled at the end of each grading period. Report cards will be mailed to parents. Progress reports and/or deficiency notices will be mailed to parents the fifth week of each nine-week period. If a parent does not receive this information in the mail at the time specified please contact your student's teacher.

Schoolwork Make-Up Policy

Students are required to meet with their teacher to monitor and ensure academic progress on a schedule that ensures the teacher is aware of the student's performance. Only through continuous communication can students be successful in a virtual environment. Each instructor will outline the expectations for work submission for that course. Although there is flexibility in when a student completes his/her assignments, students must work in each course EVERY week. Students are held to a weekly assignment schedule unless accommodations have been made previously.

Make-up work is required for all absences. Within the virtual environment there is more flexibility in submitting school work. However, that should not be confused with completing all assigned course work. 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. When due dates are announced prior to absences, all work and tests are still subject to original assigned dates. Make-up tests must be taken in a timely manner; arrangements must be made with the teacher. Tests not taken within (or arrangements made) within five days of the student's return will be scored as a zero. Absences due to school activities require planning on the student's part. Any type of pre-planned absence requires that the student make arrangements prior to the absence to collect any work that will be missed. Assignments are subject to the same due dates as if the student would be in a traditional brick and mortar school. Late homework is a different issue from make-up work. Late homework policies will vary and are at the discretion of the classroom teacher.

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's course of study.

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 twice 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:

K	450 hours
Grades 1 -3	810 hours
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 thoroughness standards. It is additionally required that students meet the required number of hours to progress through their school year. ~~All students are required to attend a minimum of 40 days per quarter.~~ Daily and weekly attendance is recorded through the Blackboard attendant. It is our recommendation that you log attendance at the end of each day.

Absences

Examples of excused absences include student illness, hospitalization, bereavement, family emergency, natural disaster, etc. Please notify your teacher by email or phone as soon as possible so that the absence can be documented. Students are expected to attend a minimum of one synchronous activity per week. 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.

Excessive/Unexcused Absences

If students accumulate three synchronous activity absences in a semester without documentation from a qualified healthcare professional that a medical condition exists, the lack of attendance will be considered a habitual problem, and student's may lose credits. Parents will be notified in writing. If the student is not able to make up the hours required within the school year, students

and parents will be required to appear before the Board to appeal loss of credit for the semester in which the absences occurred.

COMPUTER REQUIREMENTS

Students must have a working e-mail address, access to the internet and the required software (almost always Microsoft Word) in order to successfully submit assignments. Overcoming any personal computer problems is largely the responsibility of the student and is not a valid excuse for incomplete work. However, ACVS will work with you to ensure your computer access is appropriate for the completion of your school work. ACVS teachers will monitor student progress weekly and will counsel students that are behind in their coursework.

ACVS will use family computers, ACVS funds, and community partners, such as Computers for Kids, to ensure that all students have access to computers that have the necessary system requirements, and the on line ability needed, to access all the material. If a computer is provided by ACVS a signed user conduct agreement will be required.

Unacceptable Uses of Network

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 the possession or use of which 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 e-mail (except ACVS e-mail accessed through a web browser.) E-mail 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:

- PC with 500 MHz or higher processor clock speed recommended; 233 MHz minimum required; Intel Pentium/Celeron family, AMD family
- Windows 2000®, XP
- Microsoft Office 2000®, XP, 2003 Word, Excel, Powerpoint, Access
- 128MB RAM (256MB - 512MB preferred)
- 20GB hard drive or larger
- DSL, or cable modem
- Super VGA (800 x 600) or higher resolution video adapter and monitor
- Sound card with speakers
- CD ROM (CD-RW recommended for saving large files)
- Internet service provider (ISP) account
- A current anti-virus application (AVG Antivirus preferred)
- Microsoft Internet Explorer Version 6.0 or later
- Software required for individual classes (if applicable)
- Java 2 Runtime Environment (free download from www.java.com)
- Flash Player (free download at www.macromedia.com)
- Adobe Acrobat Reader (free download at www.adobe.com)

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 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 Web sites 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 may violate penal laws in the United States.
5. It is wise to never 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.

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.
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 as a matter of protocol. If a long term outage occurs on the internet the teacher would individually call each of their students to develop an appropriate plan of study until the internet situation could be resolved.

HEALTH AND SAFETY POLICIES & PROCEDURES

Child Find and Accommodations

Individuals may be eligible for special education and/or accommodations for a variety of reasons. If your student needs special education and/or an accommodation please report this to your teacher immediately.

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 (Section 16-1601 et.sep.) 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 counselors would be instructed on how to appropriately deal with 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' quarterly fire drills will be completed in a variety of environments. 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.

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 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 situations change. 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, not everyone can administer medications. Therefore, discuss this with your teacher if applicable for you.

DISCIPLINE PROCESSES

Due Process

When school begins in the fall of each year, the Principal or his/her Designee will review with staff and students ACVS's expectations of students. At that time, the material contained in this handbook will be reviewed as well as any other information that may be pertinent. This review will constitute the basis for informing students of policies and procedures, and should they fail to adhere to them, the disciplinary action that will occur. The Student Handbook will be posted on ACVS's web site.

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 Teacher and/or Principal.
- b. Email or phone call to parent
- c. Loss of privileges
- d. Student and parent conference with Teacher and/or Principal
- e. Referral to Counselor or Student Specialist for Intervention
- f. Suspension from extracurricular activities
- g. In-School Suspension (if applicable)
- h. Out-of-school suspension (if applicable)

2. Recommendation to Board for expulsion

The Principal 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 regimine 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 his/her 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 his/her designee may temporarily suspend a student for up to five (5) school days. Principal or his/her 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. Any pupil who has been suspended may be readmitted to the school by the Principal or his/her designee who suspended him/her upon such reasonable conditions as said Principal or his/her 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 his/her 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 (e-mail 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 his/her designee.

C. Initial Conference: An initial conference (in person or by tele- or videoconference) shall be conducted by the Principal or his/her designee.

a. Charges and Evidence: The Principal or his/her 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 his/her designee shall make a good faith effort to employ parental assistance or other alternative measures prior to suspension. The Principal or his/her designee may suspend the student immediately. The Principal or his/her 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 E-mail: The Principal or his/her 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 his/her 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 his/her 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 his/her 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 which 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.) incorrigible;
- 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.) a detriment 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: The 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 crossexamine 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 which 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.

G. Reenrollment: Any student who has been expelled from ACVS may appeal to be reenrolled 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 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 and his/her 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

suspicioned 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 suspicioned to be in violation of the law and this policy, regardless of any previous voluntary disclosure, the Principal/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 ACSV 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 parents 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/Designee; AND
3. The Principal/Designee may reduce the suspension to three days when:
 - a. The student and parent(s) show evidence of attendance at a local substance abuse meeting (AA, ALA Teen) and agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the area and 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 and/or his/her 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 and/or his/her Designee: AND
3. The student and parent will attend a hearing with the Board or Board Approved Intervention Team.

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, and 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 on-line 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 be a part of making that positive environment I agree to the following:

- 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. I am aware that creating a false emergency as it relates to the ACVS environment. 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 do damage or theft of private property while participating in a school activity.

- I will not participate in bullying, or verbally or physically harassing or harming another student or any ACVS personnel or interfering with or disrupting 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 participate in insubordination, or the refusal 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 a school activity I will not participate in public displays of affection.
- I will not participate in vandalism, destruction or disfiguring of public and/or private property while involved in any school activity.
- I fully understand that weapons, fireworks, and dangerous instruments are completely unacceptable under all situations. This means that possession, handling, or transporting a firearm, dirt knife, bowie knife, dagger, metal knuckles, or any deadly and dangerous weapons as defined in Section 921 of Title 18 of the United States Code, including any knife, 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 may 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 or his/her Designee may follow the protocol of discipline procedures, or may choose to enforce any of the consequences nonsequentially, or assign an appropriate work consequence as befitting to student and situation.

Signature of Parent or Legal Guardian

Date

Signature of Student if Appropriate (Required for Students Fourth Grade and Above)

Date