

Parent/Student
K-12 Handbook



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Welcome

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 <http://www.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 K-12 student experience.

Sincerely,



Jill Rogier
Head of Schools
ASU Prep Digital

Student Calendar

2023/24 ASUP Digital Calendar



July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 | Independence Day

10 | Summer Session 2 Begins

November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 | Veterans Day Observed

23-24 | Thanksgiving

March 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

31

4-8 | Spring Break

11 | Spring Session 5 Begins

25 - 29 | TBD State Standardized Testing

August 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 | End of Summer Session 2

7 | Fall Session 1 Begins

21 | Fall Session 2 Begins

December 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

31

13 | End of Fall Semester

14-29 | Winter Break

25-26 | Christmas Observed

April 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 - 12 | TBD State Standardized Testing

September 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 | Labor Day

5 | Fall Session 3 Begins

18 | Fall Session 4 Begins

January 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 | New Years Day

2 | Teachers Return

3 | Spring Session 1 Begins - Returning Students

8 | Spring Session 1 Begins - New Students

15 | MLK

22 | Spring Session 2 Begins

May 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10 | End of Semester - Seniors

23 | End of Semester

27 | Memorial Day

October 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 | Fall Session 5 Begins

9-13 | Fall Break

February 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 | Spring Session 2 Begins

19 | Presidents Day

20 | Spring Session 4 Begins

June 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 | Summer Session 1 Begins

28 | Summer Session 1 Ends

No School

Important

updated 1/10/23

About ASU Prep Digital

Arizona State University has partnered with ASU Preparatory Academy to create ASU Preparatory Academy Digital, where online K-12 and university courses converge in a unique learning opportunity for all students. Unique to the program, ASU Prep Digital is integrated with the university, with more than 200 pathways into the disciplines that give students direct access to university faculty and major-level courses in high school. Throughout their K-12 experience, students also become part of a college-going and college attending community, thus providing familiarity, confidence, and an affordable pathway to post secondary success.

ASU Prep Digital is part of ASU Preparatory Academy, an innovative and thriving public charter school network 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 seven campuses in Arizona, and continues to grow:

- Phoenix Campus (K-12): 735 E Fillmore Street, Phoenix
- Polytechnic STEM Academy Campus (K-6): 6950 E Williams Field Road, Mesa
- Polytechnic STEM High School Campus (7-12): 7330 E Innovation Way South, Mesa
- Casa Grande Campus (9-12): 2612 West Gila Bend Highway, Casa Grande
- South Phoenix Primary/Intermediate Campus (K-6): 5610 S Central Ave., Phoenix
- South Phoenix Intermediate/High School campus (7-12): 4445 S. 12th Street, Phoenix
- Pilgrim Rest Campus (K-6): 1401 E Jefferson Street, Phoenix

Please visit <https://asuprep.asu.edu/schools/> to learn more about the ASU Preparatory Academy campus locations.

ASU Prep Digital serves both full-time and part-time students in Arizona, nationally and internationally. Full-time students are required to enroll in a prescribed course load and abide by a pathway to graduation with their assigned cohort.

Khan World School @ ASU Prep

Khan World School @ ASU Prep is an honors program of ASU Prep Digital. Students work together solving real-world problems in a unique online school model that rewards curiosity, empowers agency and provides them with the skills and confidence needed to excel in college and careers.

Four learning design elements serve as the foundation for the program. Real-time daily seminars provide interactive Socratic discussion to help connect and engage with peers around challenging questions. Small group tutorials offer individual and group discussions to support student growth

in the knowledge, skills and dispositions articulated by the curriculum. Self-paced, personalized learning combines the ASU Prep Digital course content and the Khan Academy curriculum to allow students to follow customized paths toward both graduation requirements and college credit. Finally, peer tutoring through schoolhouse.world, provides Khan World School students with high-demand group tutoring, office-hours, and dedicated virtual study spaces.

Khan World School @ ASU Prep requires an additional program application. All policies in the ASU Prep Digital Handbook apply to KWS except where indicated. The ASU Preparatory Academy leadership will determine any final decisions around application of the handbook to KWS. Also, see Appendix for KWS specific information.

ASU Prep Local and Experience

To help fulfill our mission of designing new models of educational success, the ASU Prep team has created flexible school program alternatives. These programs are designed to serve families looking for just the right mix of in-person and digital learning to meet student needs, while accessing ASU faculty through an on-campus experience.

Local:

- 2 days per week on-campus, year-long program on the ASU West campus, the ASU MIX Center in Mesa, or the ASU Tempe campus.
- Available to all ASU Digital 9th-12th grade students
- Faculty-supported workshops that focus on real-world, project-based learning
- Opportunities for students to be enrolled in concurrent ASU courses
- Core content support on-site with a Personalized Learning Advisor

Experience

- 1 day per week on-campus, semester-based when offered
- Honors Elective high school credit earned
- Faculty-supported workshops that focus on real-world, project-based learning
- Application-based; available to all ASU Digital 9th-12th grade students
- Rotates to different ASU campuses each semester

All policies in the ASU Prep Digital Handbook apply to the Local and Experience programs except where indicated. See Appendix for ASU Prep Local and Experience for specific information.

Mission and Purpose

At ASU Prep Digital, we prepare for college, career, and life. The mission of ASU Prep Digital is to design new models for educational success and to raise academic achievement for all learners. We are committed to ASU's core values of excellence, access and impact in everything we do. We measure ourselves by the outcomes our students achieve, the accomplishments of our graduates, our contributions to the public good and by the economic, social, and cultural vitality of the communities that surround us. 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 part of 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.

Contact Us

Phone Number: (844) 692 - 3372

Website: asuprepdigital.org

Follow us on social!

-  @asuprepdigital
-  @asuprepdigital
-  @asuprepdigital
-  ASU Prep Digital

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 high school 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 middle and high school 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
- Goal-setting and career planning
- Study skills, digital tools, what to expect, and more!

This five-day course, taught by your Learning Success Coach team, 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.

All elementary students will complete a New Family Orientation with their Learning Success Coach as well as a grade level specific orientation. Students and families will learn:

- How to access parent portals
- Best practices for being an online learner
- How to have academic integrity and zoom etiquette
- Grade level specific digital tools and system navigation

In these two orientation sessions, families have the opportunity to join their student in the Learning Success Coach's New Family Orientation, and work alongside their student in the teacher provided New Student Orientation. Both opportunities are designed to ensure student success prior to their first live lesson.

Course Seat Time

The minimum seat time required in all K-12 digital courses is three weeks. This means that students will work and participate in their course for 21 days and maintain compliance with the attendance policy. The average time to complete courses varies depending on session start date.

Retention and Promotion Policy

Grades K-12 students who are not demonstrating mastery and proficiency in expected/required state standards at the end of each semester will meet with a team consisting, but not limited to parent, student, LSC/counselor, administrator to establish a plan for success in the second semester.

K-8 students who are being recommended by teacher or parent for retention or acceleration of a full grade will contact the LSC/Counselor and a team consisting, but not limited to parent, student, LSC/counselor, administrator will convene to discuss the following items:

- Current mastery of standards/content in all areas
- Work habits and attendance
- Social and emotional maturity
- State assessment results
- School-issued diagnostic and benchmark test results
- Teacher input regarding classroom participation and student agency
- Parent input and feedback regarding request (if applicable)

The team will determine the appropriate retention and or acceleration. It is the recommendation in most cases to adhere to consistent grade level progression since we have the ability to personalize the student's learning. Any approved grade level advancement or promotion will be officially processed and reflected in the student record at the conclusion of the school year.

Recommendations for learners that do not demonstrate mastery:

1. Participate in a conference to determine parent/LSC/teacher concerns and garner feedback
2. Summer School for remediation - Math Momentum and/or Reading Refresh
3. Complete an Exact Path Diagnostic test at the start of the new school year

Attendance

Full-time students at ASU Prep Digital are expected to regularly log and participate in academic activities 30-35 hours per week, or approximately six-seven hours per day. A standard full-time course load consists of six courses for high school and five courses for middle school with a minimum of five course enrollments per term. K-5 course loads vary for full-time with a minimum of four courses.

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.

Full-Time Attendance

Attendance for full-time and part-time students is required to be logged in the parent portal weekly by the parent at <https://asuprepaz.infinitecampus.org/>. Satisfactory attendance status is determined by the following criteria for full-time and part-time students:

- Logging attendance weekly, in the student portal.
Instructions and a step-by-step video on how to enter attendance are located on our website: [ASU Prep Digital Attendance](#)
- Accrue attendance through participation in the weekly live lesson for each course. 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.
- Active participation in courses as recorded in Canvas, Learning Cloud, Rosetta Stone, ClassLink, etc.
- 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.
- Attend all mandatory state testing, if applicable.

Weekly Attendance Hours that are required to be logged by Grade Level:

- Kindergarten: 15 weekly or 3 hours daily
- Grades 1-3: 30 weekly or 6 hours daily
- Grades 4-5: 30 weekly or 6 hours daily
- Grades 6-8: 35 weekly or 7 hours daily
- Grades 9-12: 30 weekly or 6 hours daily

Failure to maintain a satisfactory attendance status through accrued and logged time could lead to a school-initiated withdrawal from ASU Prep Digital.

NOTE: For Khan World School, KWS Guides will submit attendance.

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.

Part-Time Attendance

ASU Prep Digital strongly advises regular attendance in part-time courses. Consistent, regular progress is vital for retention and for achieving academic success. We recognize that students have varied schedules and require schedule flexibility. Part-time learners are expected to follow course pacing guidelines, regularly communicate with instructors and support staff, and actively engage in course(s) each week. Students who fail to consistently work throughout the duration of a course may be subject to withdrawal.

Part-time students who are funded through Arizona state funding are required to abide by the full-time attendance requirements documented above, logging the number of hours applicable to part-time status.

Family Commitment

ASU Prep Digital follows a “high tech, high touch” model. While our curriculum may be asynchronous, the relationships between teachers/LSCs and the students/families are not! Success in our program is dependent on the partnership among students, teachers, parents/guardians, and LSCs. To that end, frequent two-way phone communication with teachers and LSCs is an expected element of academics at ASU Prep Digital.

Engaging in your child's education will make him/her a more successful student. Examples of parental involvement include:

- Encourage live lesson attendance and participation
- Participate in parent orientation sessions
- Build rapport with teachers and LSC
- Attend Individual Learning Conferences
- Log in to the student portal (Infinite Campus) and Learning Management System (Canvas) weekly to monitor grades and coursework
- Role play Discussion Based Assessments to help prepare your student for exams and tests
- Encourage involvement in student clubs and other socialization opportunities
- Attend virtual and 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
- Encourage communication with their teacher to support their needs
- 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
- K-5 students may require additional parental assistance as needed

Individual Learning Conferences



Individual Learning Conferences (ILCs) are meetings with the student, parent and LSC, held via web conference for grades K-12. ILCs are required upon admission in addition to one in the Spring semester to plan for Summer/Fall. 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, high school 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 throughout the year.

Special Education Services

Procedural Safeguards

In accordance with the Individuals with Disabilities Education Act (IDEA) requirement that all educational agencies provide parents of students with disabilities notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations, please review the [Procedural Safeguards Notice](#).

Annual Public Notice of Special Services & Programs

In accordance with federal and state regulations, ASU Prep Digital will provide an annual public notice to families informing them of ASU Prep Digital's child find responsibilities, procedures involved in the identification of educational disabilities and determination of students' service and support needs.

Families are encouraged to review the [following information](#) that describes these regulations. Information regarding ASU Prep Digital's internal practices to comply with these will be available in the ASU Prep Digital's Special Programs Manuals.

Child Find

ASU PREP DIGITAL strives to identify, locate, and evaluate all enrolled children who may have disabilities. Disability, as stated in IDEA, includes such conditions as hearing, visual, speech, or language impairment, specific learning disability, emotional disturbance, cognitive disability, other health or physical impairment, autism, and traumatic brain injury. The process of identifying, locating, and evaluating these children is referred to as Child Find.

As a public school, we will respond vigorously to federal and state mandates requiring the provision of a Free Appropriate Public Education regardless of a child's disability or the severity of the disability. In order to comply with Child Find requirements, ASU Prep Digital will implement procedures to help ensure that all ASU Prep Digital students with disabilities, regardless of the severity of their disability, who are in need of special education and related services—are identified, located, and evaluated—including students with disabilities who are homeless or students who are wards of the state.

Parent/Guardian permission and involvement is a vital piece in the process. Once a student has been identified as having a “suspected disability” or identified as having a disability, ASU Prep Digital will ask the student or the student’s parent/guardian for information about the child such as:

- How has the suspected disability or identified disability hindered the student’s learning?
- What has been done, educationally, to intervene and correct the student’s emerging learning deficits?
- What educational or medical information relative to the suspected disability or identified disability is available to be shared with the school?

This information may also be obtained from the student’s present or former teachers, therapists, doctors, or from other agencies that have information about the student.

All information collected will be held in strict confidence and released to others only with parental permission or as allowed by law. In keeping with this confidence, ASU Prep Digital will keep a record of all persons who review confidential information. In accordance with state regulations, parents have the right to review their child’s records.

As part of the Child Find process, some services may include a complete evaluation, an individualized education program designed specifically for the child, and a referral to other agencies providing special services.

Consent

ASU Prep Digital cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of a student’s parents/legal guardians. For additional information related to consent, please refer to the [Procedural Safeguards Notice](#). Once ASU Prep Digital receives written parental/guardian consent, ASU Prep Digital will proceed with the evaluation process. If the parent disagrees with the evaluation results, the parent can request an independent education evaluation at public expense.

Special Education (IEP) or Service Agreements (504 Plans)

Once the evaluation process is completed, a team of qualified school personnel, parents/guardians, and other relevant service providers hold an evaluation determination meeting to come to agreement on whether the student meets [eligibility for one of the disability categories](#) under IDEA. If the student is eligible and requires specially designed instruction, an Individualized Education Plan (IEP) will be coordinated; during which the IEP team will review and finalize the proposed details of an appropriate educational program to meet the student’s documented needs.

For students confirmed to present with special education needs, once the IEP team agrees on the IEP and the student’s educational placement, a Prior Written Notice (PWN) will be sent to the parent/guardian for signature. This must be signed and returned to ASU Prep Digital. ASU

Prep Digital can only proceed with implementing the student's IEP (or 504 Plan) upon receipt of the signed PWN. Some students are found to present with one or more disability, but do not meet the eligibility criteria outlined under IDEA (special education); however, their disability may still require ASU Prep Digital to develop a 504 Service Agreement (504 Plan) to outline the special provisions a student may require for adaptations and/or accommodations in school-based instruction, facilities, and/or activities.

Students may be eligible to certain accommodations or services if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualify under the applicable laws. ASU Prep Digital will ensure that qualified students with disabilities have equal opportunity to participate in the school program and activities to the maximum extent appropriate for each individual student. In compliance with applicable state and federal laws, ASU Prep Digital will provide students with disabilities the necessary educational services and supports they require to access and benefit from their educational program. This is to be done without discrimination or out of pocket cost to the student or family for the essential supplementary aids, services or accommodations determined to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities and to the extent required by the laws. [See more information related to Section 504](#) of the Rehabilitation Act of 1973.

Parents/Guardians have the right to revoke consent for services after initial placement. Please note, a revocation of consent removes the student from ALL special services and supports outlined on the IEP or 504 Plan.

Privacy and Confidentiality

To maintain privacy of students' special education records, across school systems and databases, ASU Prep Digital follows protocols consistent with the federal regulations associated with the Family Educational Rights and Privacy Act (FERPA).

Accommodations

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. Should you need further assistance or information regarding any of these accommodations, please contact any member of your child's ASU Prep Digital team for guidance.

Translation Needs

[Click here](#) to translate text to a language other than English. Professional interpreter services may be requested at any time for parents/guardians of students with disabilities.

Special Education Grievances or Disputes

ASU Prep Digital recognizes that despite best intentions of all parties, disagreements or miscommunications may arise between the school-based team and ASU Prep Digital families or students. Should this situation occur, the ASU Prep Digital special education case manager will initiate an IEP team discussion where the specific details contributing to any educational concern are fully discussed and addressed as the entire team determines what is most appropriate for the student. Collaboration is a primary focus for this type of meeting. ASU Prep Digital's Special Education Team seeks to establish and maintain the confidence of its families and to maximize their students' educational success.

Dispute Resolution Options

- IEP Facilitation – IEP facilitation is a voluntary process that can be utilized when all parties to an IEP meeting agree that the presence of a neutral third party would help facilitate communication and the successful drafting of the student's IEP. This process is not necessary for most IEP meetings. Rather, it is most often utilized when there is a sense from any of the participants that the issues at the IEP meeting are creating an impasse or acrimonious climate.
- Mediation – A voluntary process in which both parties seek to resolve the issues involved in the concern with an unbiased, third party mediator from the Arizona State Department of Education. The mediator who will write up the details of the agreement that the parties come to through the mediation conference, the agreement is signed by both parties, and thus what the document states is mandated to be implemented; This process is overall less time-consuming, less stressful, and less expensive to complete than a due process hearing (see below)

Formal Due Process

Families are NOT obligated to pursue the above alternatives to due process should they feel their concerns can only be resolved in a formal due process hearing, which requires a formal complaint against ASU PREP DIGITAL submitted to the Arizona State Department of Education.

[Learn more.](#)

Special Education Options

Children with disabilities placed in private schools, by their parents, do not have an individual entitlement to the special education and related services they would receive if they were enrolled in a public school because the private school does not receive state funding.

There are several different options to obtain special education instruction or therapies for your student.

1. The local school district you are a resident of may provide proportionate share of services. The writing of the IEP and provision of the IEP services are handled by the local school district on an annual basis as addressed in the ESA Program Handbook.
2. The parent or guardian can secure special education instruction and therapies privately or through the use of ESA funds.

This information may also be obtained from the student's present or former teachers, therapists, The Exceptional Student Services team can provide students with accommodations listed in the IEP to the best of their abilities provided that it is supplied to ASU Prep Digital.

45-Day Screening for Full-Time Arizona 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.

Gifted Education

During the 2023/24 school-year, ASU Prep Digital will offer a gifted education program for full-time students in grades K-6 to focus on intellectual rigor, individual creativity, and social-emotional development.

- There is no cost for full-time students who reside in Arizona, are not paying tuition, and are not part of a partnership through another district
- Full-time students who are paying tuition or currently accepting empowerment scholarship funding from the state are invited to participate in our Gifted program for an additional cost above the tuition.

Gifted Testing will be conducted twice per year for placement in the next school year; communication will be shared out during the school year. After testing is complete, parents/guardians will receive a complete report summarizing the student's achievement on the CogAT. This report will be sent through email approximately one week after completion of the assessment. ASU Prep Digital follows the Arizona State Board of Education's guidance which states that a score at or above the 97th percentile in any one of the three reasoning categories assessed through the CogAT (Verbal, Nonverbal, or Quantitative Reasoning) qualifies the student to be identified as gifted. Any student scoring in this range will be invited to be part of the gifted program at ASU Prep Digital and will be provided with more information at that time.

Parents Right to Know Notice

We are pleased to notify you that in accordance with the Elementary and Secondary Education Act (ESEA) you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or substitute status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by instructional assistants or learning facilitators and, if so, their qualifications.

Please contact the school office if you would like to request this information.

Section 504 Compliance and 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 Janet Holt, Section 504 Compliance Coordinator, 480-727-6215.

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 that 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.

Social Work Services

ASU Prep Digital has school social workers whose role within the school is to ensure the social and emotional needs of students are met. Within their role, school social workers may do the following: partner with parents and teachers to identify social, emotional, or behavior needs that might hinder academic success; provide short-term intervention services to general and special education students in a variety of settings (classwide, small group, individual); and support parents and families with accessing community-based services and resources. Students may be referred for social work services by a parent/guardian, teacher, or other member of the school staff. Social workers will obtain parent/guardian permission prior to providing ongoing services to students. In the event of a safety concern, social workers may have contact with a student prior to receiving parent permission; in these cases parent permission will be obtained for any additional support that may be needed.

Health and Sex Education

In accordance with Arizona Revised Statute 15-711, sex education is not taught as part of any general education curriculum before grade five. Parents/Guardians have a right to review any sex education course materials in advance, with a requirement for parents to opt-in a child to such curriculum. In the event that a parent/guardian elects not to opt-in to a given lesson or activity, a request can be made for the student to receive an alternative assignment or activity. Please be advised that lessons related to the prevention of sexual abuse are permissible under ARS 15-711 and may occur at age-appropriate grade levels.

ASU Prep Digital offers two Health classes. The standard Health course curriculum does not contain any sex education or reproductive content. Contact your Learning Success Coach to learn more about the Opt-In procedure for the Health course that does contain sex education and reproductive content.

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 for grades K-4 are determined on the following scale:

Name	Score	Percent
Highly Proficient	HP	90 - 100
Proficient	P	80 - 89
Partially Proficient	PP	70 - 79
Minimally Proficient	MP	0 - 69

Letter grades for grades 5-12 are determined on the following 4.0 scale:

Grade	Description	Grade 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 expects students to complete all coursework within a given time frame. Students are allowed and encouraged to take multiple opportunities to achieve mastery if needed. Final and summative assessments in courses are only allowed one attempt. Discussion Based Assessments and end-of-course exams are required to be completed in order to receive course credit with a passing grade. Additionally, in lab-based Science courses (Chemistry, Biology and Physics), all lab assignments/assessments are required to be completed to receive course credit with a passing grade. ASU Prep Digital reserves the right to require students to demonstrate mastery of coursework in order to receive an early grade out for credit.

The honors course material is 25% of the total grade.

Grades are issued for academic performance based on mastery and completion of the course content in a given semester. An appeal must be submitted via email to the instructor within 14 days of the issued grade to begin the appeal process.

Non-letter grades issued to students may include the following, which are issued at the discretion of school administration and have no GPA points.

AU: Audit
NC: No Credit
I: Incomplete
W: Withdraw

Please see the Khan World School Appendix for special grade scale for KWS students.

In circumstances when students are able to demonstrate academic mastery of a grade-level subject area, advancement into the next level can be arranged by the student's Learning Success Coach. For Middle School students taking High School level coursework, the credits earned will reflect as letter grades on the High School GPA and transcript.

Due to the impact advanced and/or accelerated coursework has on a student's transcript and GPA, it is strongly recommended that students:

- Have at least a B or better in the subject area in the middle or high school course they wish to take
- Be in good academic standing as demonstrated by a minimum of B or better in all courses
- Have a recommendation from their course instructor to pursue advanced coursework

Students that do not meet the above criteria are encouraged to work closely with their LSC to determine a course plan that best suits their academic needs.

Due to COVID-19, ASU permits awarding of P/Y grades in ASU concurrent courses. These concurrent grades will reflect 0 GPA on the college and high school transcript. ASU Prep Digital will award .5 high school credit with 0 GPA points for P/Y grades earned in ASU concurrent courses.



Grace Period Policy

Unless otherwise noted, below are grace period guidelines for ASU Prep Digital students. Students may modify class schedules without penalty during the grace period. This policy is not applicable to students who are withdrawing from the school.

Fall and 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 (Failing)*
- Grade goes on transcript
- Failing grade may affect GPA
- No refund if tuition based



Students transferring out of ASU Prep Digital to attend another school will not receive a final grade or earn credit for any in-progress coursework. In-progress grade reports may be produced to families to take to new schools upon request. Additional circumstances, such as medical or major life events that occur within a semester, may result in a student receiving a "W" in lieu of an "F" beyond the grace period.

Summer

Grade 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 (Failing)*
- Grade goes on transcript
- Failing grade may affect GPA
- No refund if tuition based

*Students wishing to un-enroll from courses outside the grace period should consult with the Learning Success Coach and principal to discuss the impact to the student's GPA.

Withdrawal Requests

All withdrawal requests will be processed within 5 business days after a parent or student provides formal notification. Once a student's withdrawal is processed, any school documents (report cards, transcripts, etc) may be downloaded from the student account in Infinite Campus.

Transcripts and Credits

Grade Forgiveness Policy

If a student receives a B or lower in a course and retakes that same course, the original lower grade GPA points will be vacated from the transcript. The original earned grade will remain. In the event that the retake results in the same or a lower grade than before, the highest grade will be figured into the GPA. The letter grade for any other attempts will not be included in the GPA, but will remain on the transcript. To be eligible for grade forgiveness, the retaken course must be the same in naming convention and credit value. Students cannot receive duplicate credit for a course.

Prior Approval for External Course Credit

Students may take courses not offered in the ASU Prep Digital catalog at another accredited school or university provided they receive prior approval from administration. Approval must be received prior to registering for the course(s). Seniors are not permitted to take outside ASU Prep Digital courses during their senior year due to graduation deadlines, unless approved by the Head of Schools of the Digital Academy.

All homeschool credits must be presented at the time of enrollment; credits submitted after enrollment will not be considered. All credits must meet the requirements of the Homeschool and Non-Accredited School Policy. Any credits submitted over 6.0, not to exceed 8.0 total per year, must be approved by administration to be accepted. Homeschool transfer grades will be entered as a "P" for pass with and will not be calculated into the student GPA.

Credits being transferred in will follow the ASU Prep Digital grade weighting standard. In accordance with Arizona Revised Statute 15-701.01, only courses worth between 3 to 5 college credits transcribed by a community college or local university may transfer back as 1.0 high school credit. Allocation of credits towards graduation requirements will be determined by the Instructional Team.

Students wishing to transfer high school credits earned at an international school will need to supply a certified translation from an approved list of credentialed agencies. Certified translated transcripts must include a grading scale for the awarding school as well as the following items for each course: title or course name, start and end date, grade issued, and Carnegie unit or credit earned.

Official Transcripts for Outside Institutions

Official transcripts are required in order to transfer credits to the ASU Prep Digital transcript. An Official Transcript is required from each school previously attended where High School credit was earned. While ASU Prep Digital requests transcripts from prior reported High Schools, it is the responsibility of the student and/or parent to request Official Transcripts from local colleges or universities.

External Credit Policies

High school credits taken at an outside institution must first receive approval from the Instructional Team in order to be considered as part of the students' academic record. In order to transfer such credit, the following criteria must be met:

- course may not be currently offered in the Digital Course Catalog
- course must receive prior Administrator approval and be taken at an accredited institution
- course completion must be reflected on an official transcript
- Official Transcript must be delivered by the outside institution directly to ASU Prep Digital either via U.S. mail or via secure electronic delivery.

Unsealed or electronically forwarded documents do not count as secure transmission. Courses taken at a community college or university will transfer in as weighted credit on a 5.0 scale. External courses taken while enrolled full-time in another institution will not be awarded unless it is reflected on the prior institution's Official Transcript.

Transferring to ASU Prep as a Homeschooler

ASU Prep Digital defines a Homeschooler as one that has learned outside of the public or private school environment and has a current affidavit of Homeschool Education on file with their local district. Courses will be evaluated as part of a Homeschool Education program when instruction, curriculum design, grading, issuing of credits and assessments are administered by the homeschool administrator. Transcripts are not required for incoming 9th graders unless wishing to transfer in high school credits. Parents/guardians must submit all documentation of homeschool credits earned in their Home Education program prior to the start of enrollment for consideration. Unless otherwise approved by administration, no additional credits will be considered for transfer after the student is already enrolled.



A homeschool transcript must include:

- Student's full legal name
- Complete Home Address
- Ninth grade start date (month/day/year)
- Organized by academic year: Grade level start date and end date (month/day/year), Course titles, Course start and end date, Grade awarded, Units of credit for each course
- Grading scale with letter grades (if numeric scale is used)
- Signature (handwritten) of the home school administrator (the parent or person who organized, taught and evaluated the home school coursework) the ninth grade start and end date (month/day/year)

Continuous Academic Achievement

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

Per ARS 15-808: If the academic achievement of a pupil declines while the pupil is participating in Arizona online instruction, the pupil's parents, the pupil's teachers and the principal or head teacher of the school shall confer to evaluate whether the pupil should be allowed to continue to participate in Arizona online instruction.

Failure to meet the rules or guidelines by the date imposed by administration may result in recommendation for an Academic Success Plan or dismissal from the ASU Prep Digital full time program. Upon withdrawal, a grade of F 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.

Students 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
- Printer access (K-5)

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 and Settings

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

**Chromebooks must be equipped with a webcam, or utilize a plug-in webcam device.*



Concurrent and Universal Learner (ULC) 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. 3-5 credit concurrent courses transfer back to the high school transcript as 1.0 credits and will calculate into a student's high school GPA on a weighted 5.0 scale. 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 are eligible for a tuition waiver covering up to two 3-credit hour courses per semester, not including summer session. Use of the tuition waiver requires that a student take 4 high school courses to maintain full-time status. Students with a tuition waiver are still responsible for books or materials. Taking more than 2 concurrent courses or courses that exceed a total of 6 credit- hours during a given semester will require out-of-pocket tuition payment and administration approval. Course tuition is 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 unweighted GPA overall in a minimum of 6 high school courses and in the area of study (ex: 3.0 or better in Math and overall to take concurrent math courses), demonstrated successful completion of a full-time digital courseload, and the recommendation of the Learning Success Coach. Students who earn a D or F in a concurrent course, or that are placed on Academic Probation are ineligible for concurrent courses in the following Fall or Spring semester. Students who receive a C in a concurrent course are limited to one concurrent course in the following semester. Any student with an outstanding balance is also ineligible for concurrent courses.

Incoming 10th -12th grade students who are requesting a concurrent course in their first semester are required to provide proof of academic readiness in the form of PSAT/ACT/SAT scores or a cumulative 3.0 unweighted GPA on their most recent report card or transcript. Test scores may be submitted to the student's Learning Success Coach for review.

Students may be required to attend a separate Concurrent Course Orientation conducted by their Learning Success Coach. Students are expected to adhere to all university policies, expectations, and codes of conduct, which may differ from ASU Prep Digital requirements; if there is a discrepancy, Arizona State University rules and procedures supersede those of ASU Prep Digital.

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. Any policies and procedures outlined in the contract supercede the information found in the Student/Parent Handbook. A link to the 2023-2024 Concurrent Contract can be obtained via

Universal Learner Courses

Another opportunity to earn college credit while enrolled at ASU Prep Digital is through Universal Learner Courses. What is unique about the Universal Learner courses is the concept of flexibility. Based on their success in the course, they have the option to convert their efforts to college credit. If not satisfied with the final grade it will not appear on their high school or college transcript. This is a helpful safety net for many students that want to protect their academic GPA at both the high school and college level. However, if they decide not to convert the course to credit this will impact the student's graduation plan and might require summer school or additional courses to be completed. Universal Learner courses are included as an option within the 2 three credit hour courses covered by being enrolled as a full time student

It is recommended that students wishing to take ULC courses have an established 2.5 GPA in a minimum of 3.0 High School credits, and be on track for graduation requirements for their assigned cohort.

Students enrolled in Universal Learner Courses will only earn a weighted high school credit at equivalency of 1.0 credit (if the course is between 3-5 credits) if they convert the final ULC course to college credit. Students will need to earn a C or better in the college course to be eligible for conversion.

As part of the enrollment process, prior to rostering in college courses students and parents will be expected to read and sign a college contract each semester for both Universal Learner Courses and Concurrent Courses.

Progress Reports/Report Cards

Student progress is available 24 hours a day by logging into either Infinite Campus or Canvas. 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. Progress reports are communicated frequently at the individual class level by teachers.

Honor Roll and Principal's List

Honor Roll and Principal's List recognizes K-12 students for their hard work and provides an incentive to demonstrate academic success in the online environment. Actively enrolled full time students that have completed a minimum of 4 courses in the fall or spring term are eligible for Honor Roll or Principal's List. Upon issuing of final grades, the Instructional Team will award Honor Roll or Principal's list based on the following criteria:

KG-4th Grade

- Honor Roll Requirements: Students who achieve proficient grades within one semester
- Principal's List: Students who achieve highly proficient grades within one semester

5th Grade

- Honor Roll Requirements: Students who earn all A's and B's within one semester
- Principal's List: Students who earn all A's within one semester

6-12th Grade

- Honor Roll Requirements: Students who earn a weighted semester GPA of 3.0-3.49
- Principal's List: Students who earn a weighted semester GPA of 3.5 or above

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 visit the school resources page on our website: <https://www.asuprepdigital.org/resources/>.

Returning to School After Significant Illness, Injury or Surgery

To maintain the health and safety of our students, it is essential that we receive current information on a child who is returning to school after a period of absence. In the event that a student is absent for three or more consecutive days, is hospitalized, has a need to go to the Emergency Room, or has a change in their functional status due to illness or injury, please provide the Learning Success Coach with documentation from the physician noting any change in medications or restrictions including start date, date of return to school, or changes in activities. ASU Prep Digital students that present documentation with chronic health issues may receive special accommodations, including a reduced workload and withdrawal without penalty if unable to attend school full time. All documentation must be sent to the Learning Success Coach and approval of accommodations will be made by the academy principal(s).

Directory Information Non-Release Request

Directory information includes the student's:

1. Name
2. Class designation (grade level)
3. Extracurricular participation
4. Achievements, honors and awards
5. Enrollment status
6. Photograph
7. Prior school

Parents/guardians who do NOT want information released about their children must deny directory information on the Handbook Acknowledgment form.

High School Graduation Requirements

ASU Preparatory Academy will recognize each high school graduating class with the following honors on a weighted 5.0 GPA scale: 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. Honors distinction will be awarded based on a student's weighted cumulative GPA after the completion of the 7th semester prior to graduation.

Graduation Regalia

Cum Laude Honors (3.4-3.59)	Maroon/White Cord
Magna Cum Laude Honors (3.6-3.79)	Gold/White Cord
Summa Cum Laude Honors (3.8+)	Maroon/Gold Cord
National Honor Society	Blue Stole

Diploma Requirements

ASU Preparatory Academy students must pass all courses required to meet the minimum college entrance standards for Arizona Board of Regents, along with required electives. Students must also be in good academic standing and have no unpaid balances or fees. Only students who have met ASU Preparatory Academy graduation requirements may participate in end-of-year ceremonies.

To receive an ASU Prep Digital high school diploma, students must earn a minimum of 22 total credits, 6.0 of which must be earned at ASU Prep Digital. The final 1.0 credit must be taken at ASU Prep Digital.

The minimum credits required per subject area include:

Math	4 credits
English	4 credits
*Lab Science	3 credits
Social Studies	3 credits
*World Language	2 credits
CTE/Vocational or Fine Arts	1 credit
Electives	5 credits

*Students will be exposed to all essential standards based on the AZ State Science Mandate in the first three (3) years and be prepared for the assessment at the end of their Junior year.

**World Language requires 2 full years of the same language.

***All Full-time ASU Prep Digital seniors are required to take the 1.0 credit of Senior Seminar.

Seminars: Freshman and Senior Courses

Freshman and Senior Seminar are paired, required courses for full-time students designed to prepare students for success in college, career, and beyond. Starting in 9th grade, these courses guide students in the pursuit of their academic and personal life goals.

Freshman seminar focuses on personalizing each student's high school education through various areas including study skills, college and career exploration, and technology integration. The curriculum focuses on organizational skills, test taking skills, note taking skills, using reference sources, and academic integrity.

Senior Seminar provides the opportunity for the students to hone these skills in preparation for post secondary life. The curriculum focuses on preparing students for college life and career readiness including FASFA applications, letters of recommendation, budgeting, and service to their community.

These courses:

- Prepare students for the rigors and expectations of online course at ASUPD
- Build affinity to ASU through experiences geared toward college and career readiness
- Prepare students for rigor of concurrent college courses
- Develop students mastery of 21st century skills, including critical thinking, collaboration, and creativity

Seminars: Junior Courses

Junior Seminar serves as a course to direct students on their path to college enrollment. Naviance and the Naviance ACT Test Prep curriculum will serve as the foundation for this course. This ACT test preparation provides students with tools and strategies to not only familiarize them with the structure and content of the ACT but also provide them with a head start on their senior year. By the end of this course, students will be well-prepared for the college application process. They will identify career paths of interest and explore what post-secondary education they will need in order to obtain their goals.

Civics Exam

Students are eligible to take the AZ Civics exam as early as their 8th grade year. 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 any time between 8th and 12th grade. 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. The Civics exam is not a proctored exam. 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. Proof of completion is indicated on incoming official transcripts. Private paying and/or students utilizing the Arizona Empowerment Scholarship (ESA) are not required to successfully complete the Civics exam.

*As of 2022, students graduating in 2026 and after must have a passing score of 70/100 on the Civics Exam.

If a student graduates in 2026, and has already taken the civics test and scored a 60-69, they will need to retest and score a 70/100 sometime before they graduate in 2026.

CPR Exam

Beginning July 2019, Senate Bill 1137 requires that high school students receive CPR instruction. ASU Prep Digital 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. Private paying and/or students utilizing the Arizona Empowerment Scholarship (ESA) are not required to successfully complete CPR instruction.

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.

Arizona State Assessment Testing

Required State Testing for Arizona FT Students

All publicly funded schools in the state of Arizona are required by state legislation (15-808) to administer annual, in-person state standardized assessments. ASU Prep Digital is a publicly funded school and has a responsibility to administer these assessments from both the Arizona Department of Education (ADE) and the United State Department of Education (USDOE). State standardized assessments measure students' proficiency in reading, writing, mathematics, and science. For the 2023/2024 school year, all Arizona full-time students, along with some Arizona part-time, private students in grades 3-8, grade 9 (cohort 2027) and grade 11 (cohort 2025) will be expected to participate in state standardized testing at a designated testing site during the Spring semester (typically late March and/or early April). Students in different grade levels may take different assessments. Please look below to see the assessments required for each grade level.

Elementary and Middle School Grades 3-8

Test Days	Content Area	Approximate Time
Day 1	AASA Math Part 1 AASA Math Part 2	60-85 minutes 60-85 minutes
Day 2	AASA ELA - Reading Part 1 AASA ELA - Reading Part 2 AASA Oral Reading Fluency 3rd graders ONLY	45-75 minutes 45-75 minutes 15 minutes
Day 3	AASA ELA - Writing AzSCI Science 5th & 8th Graders ONLY	60-90 minutes 90 minutes

High School 9th Grade (Cohort 2027)

Test Days	Content Area	Approximate Time
Day 1	ACT Aspire (English, math, reading, science, and writing)	5.5 hours (with breaks)

High School 11th Grade (Cohort 2025)

Test Days	Content Area	Approximate Time
Day 1	The ACT* (English, math, reading, science, and writing)	5.5 hours (with breaks)
Day 2	AzSCI Science	120-160 minutes

*The ACT assessment administered by ASU Prep Digital is an official administration of the ACT exam that students can use to meet their college entrance exam qualifications. Taking the ACT with ASU Prep Digital during the spring state standardized testing window makes the exam free for qualifying students. The writing portion of the ACT is required as part of the state ACT administration. Taking the ACT independent from ASU Prep Digital will not count toward participation in state testing and may cost anywhere from \$63-\$88.

In addition to the state assessments listed above, Arizona full-time, along with part-time, private students in grades K-12 who have been identified as potential or current English Language Learners (ELLs) will be required to participate in the Arizona English Language Learner Assessment (AZELLA). The AZELLA assesses students' English language proficiency and is used to either place students into an ELL support program or to reassess students who are currently in an ELL support program. AZELLA placement assessments are conducted within 30 days of a student's enrollment with ASU Prep Digital while the AZELLA reassessment will be conducted in the testing window between late-January and mid-March each year.

For all state standardized assessment administrations, parents/guardians are responsible for transportation to and from designated state testing locations. While we work to provide testing locations close to as many homes as possible, some students/parents may need to provide transportation up to an hour each way from their home address during the annual testing process.

State Assessment Preparation

To prepare for state assessments, visit <https://www.azed.gov/assessment>, then follow the below instructions.

AASA Sample Tests and Tutorials and AzSCI Sample Test

Directions: Select Arizona, then scroll down below the "sign in" and click on "Mic Check and Sample Tests"

ACT Aspire Sample Tests

Directions: Select ACT Aspire, then scroll down below the "sign in" and click on "Exemplars"

ACT Sample Tests

Directions: Select ACT, then scroll down below the "sign in" and click on "Sample Tests"

State Assessment Results

For all state standardized assessment administrations, parents/guardians are responsible for transportation to and from designated state testing locations. While we work to provide testing locations close to as many homes as possible, some students/parents may need to provide transportation up to an hour each way from their home address during the annual testing process.

Results for state assessments are typically reported to schools during the middle or end of May each year, but each assessment has its own reporting process.

AASA - Results are reported directly to the school. Digital results are reported at the end of May and paper results arrive over the summer. At the same time schools receive digital results, they will also receive account information to the AASA parent portal. ASU Prep Digital will send families their parent portal user information and access instructions within the first few weeks of June each year.

ACT Aspire - Results are reported directly to the school. Digital results are reported at the end of May and paper results arrive over the summer. Parents can expect to receive a secure email with their student's results within the first few weeks of June each year.

ACT - Results are reported directly to students within 3 weeks of taking the test. Schools receive results from the ACT within 5-8 weeks of students completing their exam. Since these results are automatically reported to students, results will be sent to authorized contacts who request them.

AZELLA - Results from AZELLA Placement assessments are reported to schools within 2 weeks of the test being completed. Results from the Spring AZELLA Reassessment will be reported to schools during the first few weeks of May each year. Once schools receive these results, they will be immediately sent to families with additional information regarding whether or not their student has or will continue to qualify for ELL services.

For additional information regarding ASU Prep Digital's state test administration, please contact our District Testing Coordinator, Amanda Coronado at arupert@asu.edu

For more general information regarding state testing, please visit <https://www.azed.gov/assessment>.

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) days 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 specifying 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.
- Visit the [FERPA website](#) to read the full FERPA annual notification of rights and additional options.

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 and courteous 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 stakeholders is of the utmost importance.

No person shall:

- Use profanity, insults, or other disparaging remarks towards students or staff in any form (verbal, non-verbal, or written communication)
- Knowingly misrepresent, mischaracterize, or misquote information received from others (verbal, non-verbal, or written communication)
- 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
- 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
- Take photos or videos of students or staff (virtually or in person) without the written consent of ASU Prep Digital
- 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.



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 productive, and meaningful
- Access to learning opportunities that promote critical thinking and problem-solving, and that prepare 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 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
- 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. In return for these benefits and privileges, you are asked to acknowledge, adhere, and agree to the following responsibilities:

- Take personal responsibility for your academic performance at all times.
- Follow all ASU Prep Digital policies and procedures as outlined in this orientation course and the student handbook.
- Commit to completing and submitting all assignments on time.
- Conduct yourself in a professional manner at all times and follow the rules of netiquette when interacting with and collaborating in the ASU Prep Digital learning environment.
- Treat all teachers and classmates with respect and refrain from abusive and inappropriate behavior.
- Immediately contact your teacher or academic success coach if you experience harassment, bullying, or any other inappropriate behavior by a classmate or faculty member.

Honor Code

We, the students of ASU Prep Digital, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace our duty to uphold ASU's Honor Code, and in light of that duty, we promise to refrain from academic dishonesty. We pledge to act with integrity and honesty and to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of ASU Prep Digital.

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).

Academic: your educational experience.

Integrity: to act with honesty.

Types of Academic Integrity Violations

Having academic Integrity means that students submit work that 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," which entails borrowing phrases, as opposed to complete sentences, but not using a 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 for Academic Integrity Violations

Consequences for 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 lockout of course and administrator 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
- K-3 infractions will be handled on a case by case basis

Second Offense

- Student and parent/guardian meeting with Administration and LSC.
- Redo the original assignment with academic integrity. Receive reduced grade (50%) on assignment.
- Complete 2nd Offense module in "Understanding Academic Integrity at ASU Prep Digital" for second offense within 48 hours of course assignment. Failure to respond will result in immediate lockout of course and administrator phone call.
- Offense will be noted in the school's disciplinary system
- K-3 infractions will be handled on a case by case basis

Third Offense

- Automatic zero on assignment
- Parent contacted by administrator
- 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 (K-3 completion with parent or guardian)
- 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 traveling for IP address monitoring

Teachers

- Use internet-based screening software to detect plagiarism
- Monitor live lessons, 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
- Disrupting the orderly conduct of live lessons, tutoring sessions, discussion boards or any school activity
- Refusing to comply with any reasonable request of identifiable school personnel performing their duties
- Violating 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 and/or administration

Second Offense

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

Third Offense

- Possible short-term suspension
- Student Conduct Agreement
- Parent contact by administration

Fourth Offense

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

Technology Acceptable Use Policy

Students are expected to use ASU Prep Digital issued accounts including but not limited to e-mail, Single Sign-On account, and other electronic information services (EIS), collectively referred to as the “ASU Prep Digital Account,” in a responsible, efficient, ethical, and legal manner in accordance with the mission and educational goals of the ASU Prep Digital and in accordance with Governing Board Policy and the Student Code of Conduct.

1. Students shall use their ASU Prep Digital Account productively and responsibly, and for school-related purposes only. Users shall not use the ASU Prep Digital Account for personal or non-school related use.
2. Students may not use their ASU Prep Digital issued account to engage in transmission, receiving or possession of obscene materials of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language. ASU Prep uses Gaggle to monitor student email and Google Docs, ensuring their safety and promoting responsible digital behavior. Gaggle actively scans content, flagging any concerning material, to address potential threats like cyberbullying and inappropriate content. This monitoring tool helps create a secure and supportive educational environment while fostering a positive online community. Students are encouraged to use their school-provided accounts responsibly, knowing that their activities are monitored to ensure a safe learning experience.
3. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/iPad/network.

4. Students may not use their ASU Prep Digital Account to engage in illegal activities such as software pirating, peer- to-peer file sharing (i.e., FrostWire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the school Director and IT Director.
5. Transmission of any material in violation of any state, federal law, or school policy is prohibited.
6. Use of your ASU Prep Digital Account to engage in cyber bullying is prohibited. Cyber bullying 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.
7. Privacy in communications when using the ASU Prep Digital Account is not guaranteed. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files and/or messages residing on or sent using the ASU Prep Digital Account.
8. When using the ASU Prep Digital Account students must follow the directions of school teachers/staff and adhere to school policies.
9. Users agree to not use the ASU Prep Digital Account in any manner that violates Governing Board policies or the ASU Prep Digital's code of conduct.

Cyberbullying

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group, 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.

Communication Expectations

Email, Phone and Texting

Students communicate regularly with their teachers 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(s) 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 6th - 12th grade courses will include a weekly 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 peers around the globe. For grades 6-12, the weekly calendar of live lessons can be found on the course home page. For grades K-5, a weekly/daily playlist will be provided to keep students on track and ready to learn in their assigned classes. This includes a daily Morning Huddle lasting between thirty and forty-five minutes and Live Lesson lasting between forty-five minutes and one hour. These are conducted with the whole class via video conference. K-5 students also have two Sun Devil Learning blocks for additional support.

See the Khan World School Appendix for specific information around live lessons for the program.

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 used 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. K-3 students may need to upload video recordings or images to participate in discussion boards.

Discussion Based Assignments (DBAs)

Students are required to participate and earn passing grades for 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, giving students a chance to demonstrate course mastery. Students are encouraged to have notes and the lessons available as references for the discussions.

The frequency and timing of DBAs varies by course. DBA information and due dates can be found within course modules, grade book, and the Pace Reporting tab in Canvas. Students should contact their teacher(s) to arrange a time to complete. Timely completion of DBAs is a requirement to remain in good academic standing and to successfully complete the course. Per Academic Integrity reasons, only one DBA per course per day is permitted.

See Khan World School Appendix for specifics on requirements for the program.

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 one club and experience opportunities to have fun with and learn from their peers in structured online activities. For the most up to date list of clubs, please visit <https://www.asuprepdigital.org/active-clubs/>.

Students are encouraged to participate in clubs that are the best fit for their interests. Due to the limited number of club offerings, students are allotted membership in one club per year. Should a club have openings after the first month of a term, applications will be accepted to join a second club. To maintain membership in a club, students are to be in good academic standing at ASU Prep Digital.

To join a second club, students should:

- Ensure they are in good academic standing, including regular participation in courses, and logging and accruing required attendance minutes.
- Complete the additional club permission form.
- Request a letter of recommendation from the Learning Success Coach to be sent to the club sponsor for review.
- Follow up with the club sponsor to ensure the recommendation letter and parent-permission form has been received.
- Students will not be eligible for a second club without the completion of the above requirements.

Proposals for new clubs may be submitted between May 1 and May 31 each year. For more information, including proposal and club requirements, please visit this link.

Tuition Policies

Students incur costs for services and fees throughout the course of their experience with ASUPD. Guardians will receive invoices via email. Payment is due upon receipt.

Arizona state-funded full-time students' academic progress cannot be impeded by the attempted collection of these fees. The following applies if students have an outstanding balance:

- May not participate in any ASUPD-sponsored events (campus tours, field trips, clubs, etc.)
- May not participate in graduation ceremonies
- May not enroll in any ASU concurrent courses
- ASU concurrent courses will not be applied to High School transcript

The following applies to tuition paying students:

- Transcript withheld
- May not participate in any ASUPD sponsored events (campus tours, field trips, clubs, etc.)
- May not participate in graduation ceremonies
- May not enroll in any ASU concurrent courses
- ASU concurrent courses will not be applied to High School transcript

Tuition

New tuition rates are effective August 1, 2023.

Full-Time (Grades 6-12) is defined as a student enrolled in 5 to 8 courses per semester with ASU Prep as their primary school. Full-time tuition will be charged in 8 installments; which can be paid in one transaction or by installment. The K-5 Program is only Full-Time.

Part-Time (Grades 6-12) is defined as enrolled in 4 or less courses per semester and ASU Prep is not designated as the primary school for the student. Tuition is charged per course and full payment is due on or before the 14 calendar day grace period. K-5 is a Full Time program ONLY.

Annual tuition contracts are required and must be signed prior to enrollment in courses.

Khan World School's tuition rates are found in the Khan World School appendix.

For details on tuition rates, please visit <https://www.asuprepdigital.org/tuition-2023-2024/>.

ASU concurrent courses – All concurrent courses must be paid for, in-full, on or before the first day of the course (see ASU Calendar for session details <https://students.asu.edu/academic/calendar>). If payment is not received by the first day of the course, the enrollment will be dropped. Part-Time Students: Tuition and the \$75 university course fee is due on or before the first day of the course. Course Tuition is refundable if the student drops the course within the grace period. The \$75 fee is non-refundable.

Grades K-12 (Arizona Residents): ASU Prep Digital Students and Families are financially responsible for charges incurred for services and fees when they choose to participate in programs we offer during their educational experience at ASU Prep Digital.

Examples include, but are not limited to:

- Fees associated with Clubs, National Honor Society, etc
- ASU concurrent course tuition, \$75 university fee (charged to Part-Time students, per course, and non-refundable regardless of drop date), additional credit hours, labs and all course materials
- Students who choose to sign up for the ASU SunCard/ID at \$25 will be responsible for any charges from the ASU bookstore, ASU meal plans, ASU printing/photocopying and ASU parking permits

Late Payments

Tuition and fees are assessed and paid within ASU Prep Digital's Student Information System, Infinite Campus. Parents are required to activate their parent portal account promptly when provided the information to do so.

Failure to pay the full amount due on or before the due date can result in late fees of up to 3% on each delinquent installment payment. This penalty and late fee will process on the first business day after the due date. The late fee will only apply to the delinquent tuition payment(s).

Part-Time Tuition

Grades 6-12 Tuition is charged per course. Payment plan options are not available for part-time students. K-5 students are full-time only.

ASU concurrent courses - Full payment is due by the first day of the course (see ASU Calendar for session details <https://students.asu.edu/academic-calendar>)

High school courses - Full payment is due on or before the 14th day of class (14 day grace period). If a course extension is required, additional fees may be applied.

Network News and 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, safety, and rights of your child 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 Handbook Acknowledgment form issued to you in the student information system.

Student Surveys, Research Studies, and Evaluation

Due to ASU Prep Digital's partnerships and affiliations, there will be times when students will be asked to complete surveys, and the resulting data will be analyzed and evaluated. Our students' privacy and confidentiality 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 participation in any such research.

Khan World School @ ASU Prep

KWS Calendar & Course Schedule

KWS students will follow the same school year calendar and breaks as ASU Prep Digital. However, the KWS high school courses taught by KWS Guides will be 1.0 credits, or year long. Students may progress at their own pace. Students may continue to work on courses over the summer if they choose with permission of their KWS Guides. Seminars and tutorials are not held during the summer. At minimum, students will be scheduled for at least 5.0 core classes in middle grades and 6.0 high school credits or university-equivalent courses per school year.

KWS Guides

KWS Guides will serve as advisors and subject expert teachers for students. Each student will have a designated Guide who will assist with course selections, college going milestones, and general support for their learning. KWS Guides will also conduct Individualized Learning Conferences with students. Any language in the ASU Prep Digital handbook that refers to LSCs or teachers will correspond to KWS Guides in this program.

Admission Requirements

- Student must be entering grades 6-12
- Student must be proficient in reading and writing in English
- In addition to the standard ASU Prep Digital forms and documents KWS requires the following:
 - Submission of standardized test scores in ELA and Math.
 - Participation in a live seminar experience for prospective students
- Personal Video answering the question, "Why do you want to be a Khan World School student?" (Please keep it under three minutes)
- A writing sample from a recent school project. It can be a paper or project, but please make sure it's past work. (At least 300 words)
- One written reference letter from an adult other than a parent.

Attendance

Students are required to attend Seminar and/or Tutorials as part of KWS. If students are unable to attend, they must make prior arrangements with their KWS Guides. At Khan World School, the KWS Guides will enter attendance due to the synchronous requirements. All other ASU Prep Digital attendance policies apply.

Course Recommendations for KWS

Students in the KWS program must meet the ASU Prep Digital graduation requirements. In addition, we recommend these requirements for Khan World School Students:

- Honors courses for all core subject areas: Mathematics, English, Social Studies, and Science.
- Mathematics completion of at least Calculus prior to graduation with the ability to take multiple math credits each year.
- 1-2 university courses each ASU semester on a major pathway for upperclassmen or as students meet qualifications.

Transfer to ASU Prep Digital

Students who decide to transfer from Khan World School to ASU Prep Digital are encouraged to do so at the semester. The KWS Guide will work with the ASU Prep Digital Learning Success Coach on placement and transfer of credits.

KWS Grade Scale

At KWS, all middle grades and high school level courses utilize a mastery grading model and scale. The focus at KWS is deep learning and personalization of the journey for each individual student. All core courses at the middle grades and high school level are year long experiences. While students are working towards mastery of learning, their grade will show “in progress.” As students meet at least 80% of the course complete with a grade of at least 80% or higher, their grade will then equate to a “B” or meeting competency. All students are encouraged to continue learning until they reach 90% or higher with the coursework complete.

Each KWS course will include a syllabus that defines the 80% progress point for the course. The syllabus will also state expectations for mastery of the course.

Course Progress	Percent Score	KWS Grade Scale
< 80% of course complete	N/A	In Progress
> 80% of course complete <i>Qualifies for 1.0 credit</i>	80% or higher score	B
100% of course complete <i>Qualifies for 1.0 credit</i>	90% or higher score	A

Honor Roll

KWS Honor Roll will be announced after the school calendar year is complete for 1.0 credit courses. The same GPA bands will be recognized for KWS as ASU Prep Digital. Students must complete at least 4 courses in Middle Grades or 6.0 credits per year at the high school to be eligible for Honor Roll. Any courses over 6.0 credits “In Progress” at the calculation of Honor Roll will not be included in the year’s calculation but will be eligible for inclusion the following year. Students should finish all of the 6.0 credits by the end of June 30, 2023. “In Progress” over 6.0 credits may roll to the next year.

Progress Reports/Report Cards

During “In Progress,” students and parents will be able to follow their progress in Infinite Campus, Canvas and Khan Academy for individual assignments. Infinite Campus hosts the official credit, transcripts, and GPAs and will not be updated to “B” or “A” until mastery has been met. Students always have the opportunity to improve to an A. Should a student need a traditional report card or transcript while “In Progress”, the registrar will be able to produce a customized report. Students may request this through their KWS Guides.

New Student Orientation

Khan World School students will participate in a weeklong New Student Orientation similar to ASU Prep Digital but modified to meet the onboarding requirements for KWS, including introduction to Seminars, Small Groups, Khan Academy, and Schoolhouse.world.

Tuition

- The tuition for full-time students who are Arizona residents will be paid for by the state at no cost to families.
- Students who live in the US, but outside Arizona, will pay \$9,900 per year tuition.
- Students who live outside the US will pay \$12,900 per year.
- Tuition for all students does include the opportunity to take two university courses per semester and earn college credit.
- All other tuition policies apply to KWS students with the exception of the total amount.

ASU Prep Local/Experience

Local Calendar and Course Schedule

ASU Prep Local and Experience students will follow the same school year calendar as ASU Prep Digital. Students will be on campus on their respective cohort days or experience day unless that day falls on a holiday or a no school day. Students will not be expected to be on-campus any holiday or no school day according to the calendar on the ASU Prep Family Handbook.

Local

Students will be enrolled in their core digital courses as well as a Local elective that will be determined by site.

Experience

Students will be enrolled in their core digital course and will be enrolled in the ASU Prep Experience course for the semester. This is a .5 honors elective course.

Personalized Learning Advisors

Local

Personalized Learning Advisors (PLAs) will serve as advisors and facilitators of learning on-site. PLAs will coach and guide students in their academic, social, and emotional success in collaboration with the family, LSC and Digital teachers. Additionally, PLAs will collaborate with ASU faculty to provide project-based learning experiences.

Experience

Personalized Learning Advisors (PLAs) will serve as advisors and facilitators of learning on-site. They will facilitate student learning and collaborate with ASU Faculty to provide project-based learning experiences.

Local/Experience Attendance

Students are required to be on-site for their assigned cohort or Experience day(s). Attendance will be taken on-site each day by the PLA. However, parents are required to log a student's digital attendance for the remainder of their week per the policy in the ASU Prep Family Handbook. In the event that state testing is scheduled on the same day as your cohort or experienced day(s), state testing takes precedence.

Local/Experience Arrival/Dismissal

Families are expected to coordinate transportation to and from the campus where their student is enrolled. The Local and Experience program hours are from 9am-3pm on their designated day(s). Students who plan to stay on campus after the school day ends will need to have a permission slip signed by a parent or guardian.

Local/Experience Dress Code

Students are not required to wear a uniform and may dress in clothing that is weather and school appropriate.

Local/Experience Supervision/Campus Policies

Students will be on a college campus and will be monitored by an ASU Prep staff member(s). At times, students may work independently, in small groups, and/or with advanced students and professors under program supervision. Students are expected to collaborate, participate fully, and honor all ASU Prep and ASU student expectations in the ASU Prep Digital Family Handbook.

Local/Experience Student Health/Medication Needs

If your student has any specific health needs, including, but not limited to allergies, medications that must be administered during program hours, or health-related conditions that may affect participation in the program, a health professional's documentation will be required.

Laptops, Cell Phones and Social Media Use

Students are encouraged to bring their own laptops and/or tablets to complete work. If a student cannot bring a laptop to the program, they may borrow one from ASU Prep. Students should not utilize their cell phone during class time, unless instructed by a staff member, and ringers should be muted or phones turned off. Students can use cell phones during lunch and breaks. Students may not record videos, take pictures, or post on social media during school hours unless instructed by a staff member.

Local/Experience Emergency

In the event of an emergency, we will notify all guardians based on the Emergency Contact in Infinite Campus. We will follow the emergency plan and guidance of ASU Prep, the University, and/or safety personnel.

Local/Experience Behavior Expectations

Students are expected to collaborate, participate fully, and honor all ASU Prep and ASU student expectations in the ASU Prep Digital Family Handbook. If a student cannot meet the expectations after interventions, a meeting with the students' guardian(s) and LSC may be required and their ability to continue in the program may be in jeopardy.

Local/Experience Student ID

Students enrolled in college courses will receive an ASURITE ID (see Handbook for more information) that they will need to activate.

Local/Experience Communication

Students and guardians should communicate directly with the Personalized Learning Advisor on-site for any questions or concerns. Students may also have the opportunity to communicate directly with professors. When a student needs to communicate with a professor they should cc' their Personalize Learning Advisor. Students can also communicate with the LSCs regarding any course enrollment information.

Local/Experience Lunch

Students are responsible for bringing or purchasing their own lunch on the days they are on campus. Students are requested to bring their lunch on the first day of the program.