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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 - Digital
ASU Prep Digital
# Student Calendar

## 2021/22 Calendar

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<th>July 2021</th>
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<td>K-12 Fall Semester Opens (Start Date Varies)</td>
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<tr>
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<td>Veterans Day</td>
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<td>25-26</td>
<td>Thanksgiving Break</td>
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<td>7-11</td>
<td>Spring Break</td>
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<td>28-31</td>
<td>Reserved State Testing</td>
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<td>Winter Break</td>
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<td>5</td>
<td>Spring Semester Opens (Start Date Varies)</td>
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<td>MLK Day</td>
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<td>Last Day for Seniors</td>
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<td>30</td>
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<td>Summer 1 Session Ends</td>
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About ASU Prep Digital

Arizona State University has partnered with ASU Preparatory Academy to create ASU Preparatory Academy Digital, where online K12 and university courses converge in a unique learning opportunity for all students. ASU Prep Digital is Arizona State University's innovative K-12 digital strategy for impacting student outcomes at scale. 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 six 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

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.

Mission and Purpose

At ASU Prep Digital, we prepare for college, career, and life. The mission of ASU Prep Digital is to personalize education while improving outcomes for all students. 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
- The Ownit! Mentality
- Goal-setting and career planning
- Study skills, digital tools, what to expect, and more!

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

Course Seat Time

The minimum time required in a half-credit middle or high school course is three weeks. 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.

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.

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 participate in academic activities 30-35 hours per week, or approximately six-seven hours per day.

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

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

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

1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS 15-803.
2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10% (18 days) of the number of required attendance days prescribed in section ARS 15-803, subsection B, paragraph 1.
3. As used in this section:
- “Habitually truant” means a child who is truant for at least five (5) school days unexcused within a school year.
- “Truant” means an unexcused absence for at least one (1) class period during the day.
- “Truant child” means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

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

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

- Participate in parent orientation sessions
- Build rapport with teachers and LSC
- Attend Individual Learning Conferences
- Log in to the student portal (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
- Attend face-to-face events when possible
- Set up a designated work space in the home for your child
- Get involved in their activities (coach a sport or volunteer to sponsor a club)
- Arrange family activities to honor students for their effort and hard work
- Encourage them to take advantage of free tutoring if they are struggling
- Complete school surveys
- As soon as it is known, communicate information about IEPs and 504s to your child's Learning Success Coach
- Actively review teacher feedback and convey any concerns to instructor or LSC
- 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 quarterly via web conference at the high school level. 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. Families wishing to request an ILC at the elementary and/or middle school level should make the request known to the assigned Learning Success Coach.*

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 in quarterly ILCs.

**Special Education Services**

ASU Prep Digital provides Special Education in accordance with all federal and state regulations and guidelines. While it is our belief that most Special Education needs can be met in the mainstream digital classroom, students will be provided any needed special instruction as indicated in the student's Individual Education Plan (IEP).

Once enrolled, review of the student’s existing IEP will be conducted within 10 school days. Services, if any, will be provided in accordance with the Individuals with Disabilities Education Act (IDEA). When the student's teacher and/or parent suspect a disability, the pre-referral process will be initiated. If the pre-referral process leads to the need for evaluation, parent/guardian permission will be obtained in writing before an evaluation takes place. After a student has been
evaluated, a multidisciplinary evaluation team (MET) meeting will be conducted to determine the student’s eligibility for special education services. Team members include the classroom teacher, school psychologist, special education case manager, administrative representative, parents and any involved service providers. Based upon the results of this meeting and evaluation, an IEP meeting may be scheduled and an IEP may be developed by the team, which includes the parents and student when appropriate. Our primary goal of services is to fully include students with special needs. In compliance with IDEA 2004, ASU Prep Digital is notifying parents of the availability of special education services for students through 21 years old.

It is expected that students and parents with an IEP will meet with the SPED Case Manager as outlined in the IEP in accordance with special education requirements.

Procedural safeguards are on our website or are available upon request.

**Child Find**

Child find is a component of the Individuals with Disabilities Education Act (IDEA ’04) that requires Public Education Agencies (PEA) to locate, identify, and evaluate all children with disabilities, aged birth through 21, located within their boundaries of responsibility who are in need of early intervention or special education services. The following are the procedures: Pre-referral, Child Find, and Identification.

1. Review school records (from prior schools and school of current enrollment).
2. Complete a 45-day screening for school-aged children.
3. Document interventions attempted for school-aged children prior to referring for an evaluation.
4. Refer children suspected of having a disability age birth to three years to the Arizona Early Intervention Program.
5. Provide information to parent(s) in writing.
6. If appropriate, refer the child for evaluation and/or other appropriate services.

Charter schools identify, locate and evaluate all children with disabilities within their population served who are in need of special education and related services. For more information, click here: [https://asuprep.asu.edu/sss](https://asuprep.asu.edu/sss).
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.

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 paraprofessionals 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
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-12 are determined on the following 4.0 scale:**

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<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Exemplary</td>
<td>4</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>Highly Proficient</td>
<td>3</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>Proficient</td>
<td>2</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>Partially Proficient</td>
<td>1</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>Minimally Proficient</td>
<td>0</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>

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.

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.
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.
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

**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 D or F in a course and retakes that same course at ASU Prep Digital earning a C or higher, the original grade will not negatively affect the grade point average but will remain on the transcript. Grade forgiveness does not apply to students who earn a B or C initially and attempt to take the class over again for a higher grade. 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 the Director. Approval must be received prior to registering for the course(s). Seniors are not permitted to take outside ASUPD courses during their senior year due to graduation deadlines, 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 ABOR statute 15-701.01, only 3-5 credit courses taken concurrently via dual-enrollment, community college, or local university may transfer back as .5 High School credit. Allocation of credits towards graduation requirements will be determined by the Instructional Team.
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, course completion must be reflected on an official transcript and 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.

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

Students are placed on academic probation when satisfactory attendance and/or academic requirements are not being met. Struggling K-5 students will be assigned to a Learning Study Team prior to academic probation. This team will determine if Academic Probation is required. This includes but is not limited to:

1. **Attendance Standard**: Failure to attend class based on weekly hourly attendance minimums

   **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

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

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

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

**Academic Probation Warning**: Students who have not previously been placed on probation in a given term will first receive a warning from the Learning Success Coach. Academic infractions will be addressed with the student and parent. Students will be given the opportunity to take corrective action to avoid being placed on probation. This may include following an individualized pace plan or weekly meetings with the Learning Success Coach.

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

During a conference with the Learning Success Coach, the student and parent/guardian will discuss details of the terms and commit to a collaborative plan to ensure student success. The letter will remain in the student's file but no notation will appear on the student's transcript.
Academic Probation Guidelines: A student on academic probation is required to observe any rules or guidelines the administrative team may impose as a condition for retention. This includes but is not limited to:

1. Logging and accruing weekly attendance minutes in accordance with a full-time work week
2. Weekly attendance at live lessons
3. Weekly progress monitoring meeting with parent/guardian and Learning Success Coach
4. Required minimum pacing guidelines as provided by the Learning Success Coach and administrative team
5. Minimum grade standards in courses
6. Completion of Academic Integrity module

Failure to meet the rules or guidelines by the date imposed by the Director 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

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**Concurrent Courses**

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

Concurrent courses are offered to students at a reduced tuition rate (visit www.asuprepdigital.org for tuition rates). Full-time (Arizona, Out of State, International) students 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 applicable course fees (including a non-refundable, non-transferable $75 university fee per course) and 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 director approval. Course tuition and fees are due prior to course start in order to reserve a seat.

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

Ninth graders must show an established high school GPA of 3.0 from a minimum of 3 credits of core graduation requirements and a letter of recommendation. 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 GPA on their most recent report card or transcript. Letters and test scores may be submitted to the student's Learning Success Coach.

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

A link to the 2021-2022 Concurrent Contract can be obtained via your student's Learning Success Coach.

Additionally, 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.

**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:

- 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. ASUPD 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.
ASU Preparatory Academy will recognize each high school graduating class with the following honors on an unweighted 4.0 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.

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

<table>
<thead>
<tr>
<th>Honor</th>
<th>Cord</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude Honors (3.4-3.59)</td>
<td>Maroon/White Cord</td>
</tr>
<tr>
<td>Magna Cum Laude Honors (3.6-3.79)</td>
<td>Gold/White Cord</td>
</tr>
<tr>
<td>Summa Cum Laude Honors (3.8+)</td>
<td>Maroon/Gold Cord</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Blue Stole</td>
</tr>
</tbody>
</table>
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 24 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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Lab Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>*World Language</td>
<td>2</td>
</tr>
<tr>
<td>CTE/Vocational or Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
</tbody>
</table>

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

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.
CPR Exam

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

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

Arizona State Assessment Testing

Arizona full time students in grades 3-9, and grade 11, along with some Arizona part-time private 9th and 11th grade students are required by state legislation (15-808) to participate in state standardized in-person testing at a designated testing site during the Spring semester (typically late March and/or early April.)

State standardized tests measure proficiency in reading, writing, and mathematics. Recent changes to ensure Arizona complies with Federal requirements under the Every Student Succeeds Act require all publicly funded schools in Arizona to administer the assessments to students in grades 3-9 and grade 11.

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

- The right to inspect and review the student's education records within forty-five (45) dates from the day the school administrator receives a written request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents/guardians should write to the school administrator, clearly identifying the part of the record they want changed, and 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.

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.
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.

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
- 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.
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.
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:

- You must take personal responsibility for your academic performance at all times.
- You must follow all ASU Prep Digital policies and procedures as outlined in this orientation course and the student handbook.
- You must commit to completing and submitting all assignments on time.
- You must 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.
- You must treat all teachers and classmates with respect and refrain from abusive and inappropriate behavior.
- You must immediately contact your teacher or academic success coach if you experience harassment, bullying, or any other inappropriate behavior by a classmate or faculty member.
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 honestly.

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 director phone call.
- Teacher phone call to parent/guardian
- Resubmit assignment for full credit or complete alternative assessment for full credit with completion
- Offense will be noted in the school's disciplinary system
- K-3 infractions will be handled on a case by case basis

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

**Roles and Responsibilities to Ensure Academic Integrity**

**Student**
- Completes Academic Integrity module in student orientation (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
Second Offense
- Formal reprimand
- Documentation of incident
- Parent contact by Director

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

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

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.
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 Board 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.
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.

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. Below is a list of sample clubs we can and have offered. Club approval is pending minimum number of enrollments and student interest.

K-5 Sample of Online Extracurricular Offerings
- Spanish Club
- Art Mix it Up Club
- STEM Club
- Book Club
- Sparky Broadcasting
- Girl Scouts
- Skills With Coach
- Yoga

Middle School Sample of Online Extracurricular Offerings
- National Junior Honor Society
- Veterinary Club
- Student Government
- Science Club
- Fitness club
- Math Challenge
- Diversity & Inclusion Club
- Literary Club
High School Sample of Online Extracurricular Offerings

- National Junior Honor Society
- Veterinary Club
- Student Government
- Science Club
- Fitness club
- Math Challenge
- Diversity & Inclusion Club
- Literary Club

Tuition and Fees

Students incur costs for services and fees throughout the course of their experience with ASUPD. Fees are invoiced through the Student Information System.

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

Full-Time Tuition

Full-time tuition is required to be paid-in-full prior to the first day of classes unless the student is on a payment plan.
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. The $75 course 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, non-refundable $75 university fee (charged per course 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

**Grades K-12 (Out-of-State):** Full-Time tuition is $6,900 per year and is automatically broken into 8 installments. Parents/guardians can pay for all installments in one transaction by adding all items to their shopping cart, or pay by installments. The first payment is required within 30 days of the course start date. If a course extension is required, additional fees may be applied.

**Grades K-12 (International):** Please contact an advisor for international tuition rates.

## 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.

**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.