



Student Handbook

2011-2012 School Year

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Welcome Letter



Dear LAVA Family:

Welcome to our second year as an online school. This year we have a lot of new and exciting changes in store for you -with more flexibility, more accountability and a more student friendly learning management system. As a new school, we invite you to come learn with us as we move into the fun and exciting world of online education.

In addition to this guide, we encourage you to check our website (www.lavavirtual.com) for additional information and support. We have posted video tutorials that will assist you in working in the learning management system. As always, if you ever have any questions, please give us a call.

Please keep your orientation packet handy. This packet contains important calendars, phone numbers, and descriptions of programs. We have an exciting year ahead of us and are pleased you have selected our school. Please do not hesitate to contact your teacher or the LAVA office if you have any questions or concerns.

Best wishes for a great year,

A handwritten signature in black ink that reads "Myron M. Hammond". The signature is written in a cursive style with a large, looping "H" and "M".

Myron M. Hammond, M.Ed. Principal

Calendars

Middle School Calendar

Description	Start Date	End Date
Semester 1	August 8th, 2011	December 16th, 2011
Labor Day - office closed	September 5th, 2011	--
Professional development day - office closed	September 16th, 2011	--
Fall Break	October 10th, 2011	October 14th, 2011
Midterm	October 17th, 2011	--
Veterans' Day - office closed	November 11th, 2011	--
Thanksgiving - office closed	November 24th, 2011	--
Winter Break	December 19th, 2011	January 2nd, 2012
Semester 2	January 3rd, 2012	March 9th, 2012
Martin Luther King Day - office closed	January 16th, 2012	--
Professional development day - office open	January 30th, 2012	--
President's day - office open	February 20th, 2012	--
Spring Break	March 12th, 2012	March 16th, 2012
Midterm	March 19th, 2012	--
AIMS Testing	April 16th, 2012	April 20th, 2012
Promotion	May 25th, 2012	--

High School Calendar

Description	Start Date	End Date
Block A1	August 8th, 2011	September 15th, 2011
Block B1	August 22nd, 2011	September 30th, 2011
Labor Day - office closed	September 5th, 2011	--
Block C1	September 6th, 2011	October 28th, 2011
Professional development day - office closed	September 16th, 2011	--
Block A2	September 19th, 2011	November 10th, 2011
Block B2	October 3rd, 2011	November 23rd, 2011
Fall Break	October 10th, 2011	October 14th, 2011
Block D1	October 17th, 2011	November 23rd, 2011
AIMS Writing - 11th & 12th Grade	October 25th, 2011	--
AIMS Reading - 11th & 12th Grade	October 26th, 2011	--
AIMS Math - 11th & 12th Grade	October 27th, 2011	--
Block C2	October 31st, 2011	December 9th, 2012
Veterans' Day - office closed	November 11th, 2011	--
Block A3	November 14th, 2011	January 13th, 2012
Thanksgiving - office closed	November 24th, 2011	--
Block B3	November 28th, 2011	January 27th, 2012
Block C3	December 12th, 2011	February 10th, 2012
Winter Break	December 19th, 2011	January 2nd, 2012
Block D2	January 3rd, 2012	February 10th, 2012
Martin Luther King Day - office closed	January 16th, 2012	--
Block A4	January 17th, 2012	February 24th, 2012
Professional development day - office open	January 30th, 2012	--
Block B4	January 31st, 2012	March 9th, 2012
Block C4	February 13th, 2012	March 30th, 2012
President's day - office open	February 20th, 2012	--
Block A5	February 27th, 2012	April 13th, 2012
AIMS Writing - 10th, 11th & 12th	February 28th, 2012	--
AIMS Reading - 10th, 11th & 12th	February 29th, 2012	--
Spring Break	March 12th, 2012	March 16th, 2012
Block B5	March 19th, 2012	April 27th, 2012
Block C5	April 2nd, 2012	May 11th, 2012
AIMS Math - 10th, 11th & 12th	April 10th, 2012	--
Stanford 10 Testing -- 9th ONLY	April 10th, 2012	April 11th, 2012
AIMS Science - 10th ONLY	April 11th, 2012	--
Block A6	April 16th, 2012	May 25th, 2012
Block B6*	April 30th, 2012	May 25th, 2012
Graduation	May 29th, 2012	--

*Block B6 is a shortened block and students can only take one course.

Mission Statement

Mission

Leona Advanced Virtual Academy uses innovative and state-of-the-art online tools to offer the latest educational opportunities for students. LAVA's online program specializes in providing personalized educational experiences for students who are interested in attaining their high school diploma, engaging in credit recovery, challenging themselves with honors and Advanced Placement or exploring vocational technology.

Vision

Leona Advanced Virtual Academy provides students with a world class online education. LAVA offers a wide array of course offerings including traditional high school academics, Advanced Placement classes, and vocational technology classes designed to meet the individual needs of all students.

Additional Features:

- Highly qualified teachers who are experts in their field
- Access to teachers through web conferencing, discussion boards, secure e-mail and phone contact
- Lab-based science classes with materials provided
- Connections to the broader community through field trips and service learning

Admission & Entrance Requirements

LAVA enrolls students who are in seventh through twelfth grade. Admission is granted to students who meet all legal requirements including the following:

- Arizona resident
- all documents as required by the enrollment process
- a digital photograph of the student is required
- appropriate age for public school (less than 22 years of age for high school)
- student can complete their academic program before they exceed the maximum age of 22

Students who have gone through or are going through due process with another school system, will need to meet with the school administrator prior to enrollment. As allowed by state law, LAVA, reserves the right to refuse enrollment for a student who has been expelled from another school system.

Application For Enrollment

The enrollment application for LAVA is available online at www.lavavirtual.com. You may also enroll in person at our office in Tempe.

For students under the age of eighteen, a parent/guardian must enroll the student. Students who are at least eighteen years old may enroll themselves.

Submission of the enrollment application does not guarantee acceptance into the school. All enrollment applications are placed on an enrollment list. If LAVA's enrollment list exceeds the charter's capacity, LAVA uses an equitable method to select students for admission. Sibling preference is given to students who have a sibling enrolled in the LAVA during the current or prior school year. Upon selection, families are notified by the LAVA to confirm intent to enroll and complete the enrollment process.

Parents must fully complete the online or paper enrollment form, submit required documentation. Failure to provide all requested information may delay or forfeit the enrollment process. Students who have received services under the Individuals with Disabilities In Education Act (IDEA) must provide this information and, when possible, a copy of the student's most recent Individual Education Plan (IEP). Falsification of any information may be grounds for removal from the school.

Attendance

Instructional Time

Arizona Revised Statutes 15-901(A)(2) requires all public schools offer a minimum of one-hundred-eighty (180) days of instruction between July 1 and June 30. Additionally, statute requires a minimum number of instructional hours by grade level:

Grade Level	Yearly Hours	Weekly Hours	Daily Hours
Grades 7-8	1,080	30	6
Grades 9-12	900	25	5

Students may log instructional time anytime during the day Sunday through Saturday beginning with the first day of school and ending on the last day of school. Instructional time must directly relate to lesson objectives which are aligned to the Arizona Academic Standards.

Attendance & Truancy

As a public charter school, LAVA is required to monitor student attendance in accordance with all applicable statutes and State Board of Education Rules. Our teachers and administration monitor student attendance.

Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. A LAVA student is considered truant if he/she fails, without a legitimate excuse, to log attendance for 10 consecutive calendar days or at a rate that is 10% below the attendance requirements over a given month.

Process for withdrawal of truant students:

1. Teachers and administration monitor student attendance and progress weekly.
 - a. An e-mail or a phone conference is made informing parents that their child has been absent for 10 or more calendar days or attends 10% less time than mandated by state requirements and is in danger of being withdrawn or expelled due to excessive absenteeism. If parents respond within 24 hours, we create attendance action plans with the families. Adherence to these action plans are monitored by LAVA.
 - b. If there is no response within 24 hours, a letter is sent to the family via e-mail and/or ground postage that notifies the family that the child(ren) has been withdrawn from LAVA due to excessive absenteeism. LAVA's teachers and administrators may make a recommendation for expulsion or seek the resources of local police.
2. If a family does not fulfill the attendance action plan, the family is withdrawn from LAVA due to excessive absenteeism. LAVA's teachers and administrators may make a recommendation to expel a truant or excessively absent student. If this occurs, the parents are notified in writing of this recommendation and provided a date and time for a hearing.

Supplemental activities

Parents seek to provide the best possible education for their child and often enrich the child's curriculum with extra activities and family trips. These activities may be logged into the student's daily schedule and counted toward his/her mandatory hours of instruction if the activity directly relates to lesson objectives and is approved by the student's teacher in advance.

Attendance FAQs

1. When can I log attendance?
You are able to log attendance from your first day of school until the last day of school.
2. What if my child exceeds the required attendance hours?
Your child is encouraged to attend school above the required attendance hours.
3. Where do I need to log my child's attendance and how often?
Students must log their attendance daily on forms provided by the school. These forms must be mailed weekly to the school in order to ensure attendance is accurately recorded. Failure to submit weekly attendance may result in your student being removed from the school.
4. What are supplemental hours?
Provided you complete your coursework first, attendance time may be logged for activities in which your student engages that relate to the course objectives but not required by the course. Please contact your teacher before entering supplemental attendance time to ensure the additional activity you wish to include satisfies course objectives.
5. Is there a maximum number of hours a day a student can log?
There is no maximum number of hours per day that a student may log, however the student's teacher must document hours in excess of 12 hours per day. Notify your teacher of each circumstance requiring more than 12 hours of instructional time.

School Policies

Adult Students

Experience has shown that students at have great success when they have the support of family and friends. We have found this to be especially true for students who are over the age of 18. As a condition of enrollment at LAVA, students who are 18 years of age and older agree that LAVA staff may discuss the following with any of the contacts that are provided:

- The Student's Attendance
- The Student's Academic Performance
- The Student's Behavior while at School
- The Student's Health

LAVA strongly recommends that adult students regularly check with the office to ensure that the contacts they have on file should be given access to this information.

Contacts which have been identified by the student as EMERGENCY CONTACTS will ONLY be contacted by LAVA if the student is incapacitated and/or is no longer able to respond for themselves due to medical/health reasons.

Academic Advancement For 7th & 8th Grade

It is important to understand that the decision to advance a student to the next course or grade level is made jointly by the parent and teacher and focuses on what is in the best interest of the child. We understand that children do not learn at the same rate or in the same manner. The program offers families flexibility in scheduling and instructional strategies.

At LAVA we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding.

It is the goal of LAVA to allow students to advance to the next course level at any time of the year up to the end of March. Parents and teachers evaluate every student's course level and grade level prior to the conclusion of the current school year. This evaluation does not affect course level changes, which can be made at any time up to the end of December. Together, the teacher and parent arrive at a decision on the advancement of the student. Advancement of a student from one course level to the next requires the approval of LAVA administration. Sufficient progress in all courses is expected before course level advancement in one area may be considered. Students must be on grade level in language arts and math before being promoted in other subjects.

8th Grade Promotion Policy

For a LAVA student to be promoted from 8th grade, he/she must have at least 90% attendance (average of at least 27 hours a week), be at least 90% complete with their assigned courses, be passing their core classes (English, Math, Science & History) and have the recommendation of their teacher. Promotion for Special Education students in 8th grade will be decided by the IEP team.

In the event that a student is currently working in the above courses, but is not on track to complete 90 percent of the coursework by the end of the school year, the student may choose to take the final semester assessment with an LAVA staff member. If the assessment is mastered by at least 80 percent, the student may be promoted from the 8th grade.

Academic Integrity

All work submitted is assumed to have been completed only by students. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the principal and will result in a conference with the student's parent and/or Learning Coach.

Cheating

In order to ensure that concepts are mastered by the students, LAVA requires students to do their own work. This means that students work out all problems and answer all questions based on their own learning -not by querying the internet, associates or other sources. This is especially true for tests and assessments. In order to ensure that students are learning and retaining material, all courses require frequent in person discussions with the teacher where the teacher will assess the students learning. LAVA reserves the right to put in place a program for all students requiring a non-relative proctor who will verify that the student follows testing protocol.

Consequences

If a teacher believes that a student's test/assignments scores do not match up to the expected performance of the student based on attendance, in person discussions and time spent in the course, the teacher can require the student to submit to an oral examination. If the student refuses and/or does not pass the oral examination, the student's score will be changed to a 0(F). The student will be given the opportunity to submit to a 2nd oral examination to increase their score by a date established by the teacher. The score on the 2nd examination will be final.

Plagiarism

The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Some examples of plagiarism that we will not tolerate are:

- Copying or rephrasing another student's work.
- Taking material from Internet sources and using it as your own, even if some words are changed.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, CliffsNotes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as CliffsNotes, Coles Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Source Citation

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and date of access.

Consequences.

- 1st offense-Redo work sample, no credit for initial plagiarized sample, mandatory plagiarism training
- 2nd offense-Redo work sample, no credit for initial plagiarized sample, mandatory plagiarism training, may not promote from course(s) without more proof of mastery through work samples and/or discussion based assessments with teachers
- 3rd offense-Removal from the school

Academic Progress And Probation Policy

LAVA makes every effort to work with all students to be successful in their courses. However, we recognize not all students are successful in the online environment for a variety of reasons. LAVA has designed the Academic Progress and Probation Policy to ensure students are making satisfactory academic progress towards promotion in the most appropriate school environment. This program ensures that students are given the support to be as successful as possible. However, if students are not making satisfactory academic progress, we will encourage them to locate an alternate school placement.

During the course of a term, student progress is monitored by the administration, lead teachers, and teachers. If a student exhibits signs of academic risk over the course of a semester, we will meet with the learning coach to devise strategies to assist the student. If the student's academic progress does not improve throughout the term and the student continues to not make adequate progress in the curriculum, the academic team will place the student on academic probation status. The academic probation program provides additional support and mentoring to students to improve their academic progress throughout the next term.

1. The learning coach will attend a conference call with the teacher in which the teacher will express his/her concerns about the student's lack of progress and/or attendance.
2. Parent must submit or approve a daily schedule.
3. Action plan created if progress does not improve after submission of schedule.
4. The learning coach must attend weekly "Student Success" meetings. The success meeting is a conference call scheduled with the teacher.
5. If the learning coach misses a meeting, he or she will have to check in with the teacher for a progress check that same week.
6. The learning coach and teacher will attend a meeting with the principal in which an Academic Progress and Probation form to be completed if action plan is not being followed.

If the learning coach does not comply with the conditions of the Academic Progress and Probation program after at least three warnings, LAVA administration will shut down and suspend the courses until a meeting can be convened to discuss student progress and goals.

Students who do not make satisfactory progress after a term in the Academic Progress and Probation program can be retained in the program for the next year. In either case, a meeting will be requested to determine the next steps taken for student success.

Benchmark Testing

All students will take two sets of benchmark tests during the school year. Students will test in math and reading both at the beginning and the end of the school year. These assessments will be delivered by computer through a secure website. You will be e-mailed your child's login information. The purpose of these tests is to provide your teacher with information on your child's strengths as well as areas which need additional focus this school year and to measure growth during the school year.

Test tests are not optional as they are used to not only measure your student's individual performance, but also for the school's overall performance for the State Charter Board and our accreditation agencies. All students are required to take these tests as a condition of enrollment at LAVA.

Extra Credit

Extra credit can be earned at any time during a course; however, it will not be applied to a student grade until the student has completed all graded items required. Extra credit cannot exceed a total of 5% of the total points available in a course. Teachers are not required to offer extra credit opportunities in the course.

Extra- Curricular Requirements

Any student who considers participating in LAVA-sponsored club or sport should realize that he or she is assuming a responsibility and a commitment of his or her time and energy as a member of the club or sport. Students need to consider academic commitments when participating in sports.

LAVA student-athletes or those who participate in an LAVA club must be passing all courses to be eligible to participate. While we fully encourage students to participate in extra-curricular activities, we must recognize academic progress as the priority. Progress checks will be conducted with registration in a club or sport. Students who do not maintain their grades (progress), have attendance problems or have severe disciplinary issues will not be allowed to participate. Regular progress checks will be conducted throughout the school year and throughout the club or team season.

Leaving LAVA

Removal From Lava Students may be removed from the LAVA due to disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, or attendance in another public school. The program director must approve re-enrollment in LAVA. Students are provided all necessary due process rights before removal.

Withdrawal From Lava Parents of students who are withdrawing from the LAVA must contact the office and notify us to withdraw. We will conduct an exit interview with you. We will also assist you in arranging to return all school equipment and materials. Failure to return all school equipment and materials in satisfactory condition may result in a collections action.

Objectionable Materials Policy

There may be times a parent finds certain lessons, books or materials objectionable for various reasons. If a parent finds objectionable material, he/she should contact his/her teacher via e-mail. Teachers work with parents to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met.

Parent, Student & Teacher Communication

Teachers are an essential and vital piece of the educational model utilized by LAVA. The teacher is responsible for validating student attendance, curricular progress and educational growth. The teacher is also the first point of contact for the parents and students with all issues regarding the school. Resources provided by LAVA teachers include: instructional and curricular support, organizational assistance, and 'good old-fashioned' encouragement. A healthy working relationship between the student/learning coach and the assigned LAVA teacher(s) is essential. Parents of students may be required to participate in conference calls with their student's teacher.

E-mail is a primary source of contact between the teacher and the parents/students, therefore parents and students are encouraged to check their e-mail at least twice a day (morning and evening). Parents and students are asked to promptly reply to any e-mail received from the school. NOTE: For your student's safety, ALL e-mails from school staff will be sent from the LeonaGroup.com domain or from schoolmessenger.com. If you receive an e-mail from another domain from a member of our staff, notify the school.

Parents and students are expected to inform LAVA of any changes to contact information.

Questioning Grades

Students and family members have the right to question grades and grading procedures. The student should first consult with his or her teacher and attempt to resolve the matter. If a resolution is not made the student should address the matter with the school leader. Issuance of grades and grading procedures are local school matters and every attempt to remedy the situation at the school level should be made.

School Property

LAVA provides books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. A list of property that must be returned is provided to parents. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school.

Student Progress Monitoring

One of the many features afforded by the online school is a current report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, he/she may print a copy of the planning and progress screen in the online school account for the student. Additionally, parents will be issued a PASS account that gives parents access to their student's immunization records and unofficial transcript.

Student Property

Leona Advanced Virtual Academy nor the Leona Group can take responsibility for personal property brought on our campus or other facilities that we use for school functions. This includes cell phones, automobiles and other electronic devices. All electronic devices will be collected by the school during any state mandated testing sessions. Students who bring personal property on campus do so at their own risk.

State Testing

State tests **MUST** be administered in person. Students are required to show up at the required testing site on the day of testing.

Pursuant to A.R.S. 15-808 B, LAVA must notify students and parents of mandatory state testing requirements. Students in 7th, 8th and 10th grade must take the Arizona Instrument to Measure Standards (AIMS). 9th grade students are required to take the Stanford 10. Test dates and times will be communicated to families.

If 95% of our students within each applicable subgroup do not show up for testing, the students who did not take the test become ineligible to continue enrollment in LAVA.

Student Contract

The following rules and procedures are enforced at Leona Advanced Virtual Academy for the purpose of maintaining a safe, drug-free learning environment.

Policies For All Students

Attendance: Middle school students will attend class thirty hours per week and high school students will attend class for twenty-five hours per week.

- Students who do not meet the full-time attendance requirement as defined above will be placed on attendance probation for the next week. Failure to meet the requirement two weeks in a row during the course of a term may result in the student being withdrawn.
- Attendance will be collected from the time logged online. Students are required to submit time for work completed outside of the online school, weekly. Failure to submit attendance on time may result in student being withdrawn from the program.

Parent Notification: As a condition of enrollment at LAVA, students agree that LAVA staff may discuss attendance, academic performance, behavior and health with any of the contacts that are.

Privacy: LAVA tracks the use of its online school resources and computer systems. Users are hereby notified that they have no expectation of privacy while using school controlled electronic resources and computer systems.

Teacher Availability: Teachers are available to communicate with parent/guardians. E-mail is the preferred method of communication with teachers and staff. Teachers can be reached by phone during their office hours as posted in their contact information in your student's course. Additionally, teachers will hold regular virtual classroom sessions with students for additional instruction and support.

Disrespect: Students will not be disrespectful to teachers, staff members or fellow students. This includes the use of racist, sexist, obscene language or gestures in the classroom (virtual or physical), on class work, on campus as well as a disrespectful attitude when addressing staff members or fellow students.

No Gang Activity or Association: Leona Advanced Virtual Academy strictly enforces a zero tolerance policy towards any type of gang activity or association. This includes but is not limited to hand gestures/signs, clothing, belt buckles, T-shirts, handkerchiefs, emblems, writing graffiti, user ID names, email address, etc.

Vandalism: Vandalism is forbidden. Any destruction of school property by a student is the financial responsibility of the parent/guardian and may be reported to the police for further action.

Verbal Abuse or Intimidation: Additional student behaviors that will not be tolerated are verbal abuse, mocking, extortion, threats and intimidation, or any conduct that will endanger the health and safety of fellow students and/or staff members.

Illegal Possession: Any actions involving the possession, use, or sale of any type of drug, alcohol, tobacco, or other controlled substances will result in notification of authorities.

No Weapons: Weapons or any other dangerous items are not allowed on campus; this includes look-alikes and replicas. Possession of dangerous items will result in notification of authorities.

Academic Integrity: Plagiarism is defined as using the work of another as your own work without proper citations. Students are expected to do their own work on all assignments, tests, and quizzes. All work that is identified as plagiarized will be graded as 0 (F). Severity and frequency will be considered by the school before any work is allowed to be resubmitted.

Policies While At Our Learning Center

Closed Campus Policy: Leona Advanced Virtual Academy operates a closed campus policy. Students who become ill or have an emergency must report to the office and sign out before leaving campus. All students under the age of 18 must have parent/guardian permission; students 18 or older must speak to administration before being allowed to sign out and leave campus.

Personal Phone Calls & Text Messaging: Students will not receive telephone calls or respond to text messages during school hours. Emergency calls from parents/guardian will be taken at the front desk.

Fighting: Fighting on our campus or school related areas such as bus stops or adjacent businesses will not be tolerated. If a student anticipates a problem of any type, he/she should contact the principal, or assistant principal immediately.

Personal Electronic Equipment: Cell phones should not be used while on campus. Beepers, hand-held computer games and other electronic equipment are allowed but cannot be used in the building or administrative offices. Students at the learning center may use music players while working. LAVA encourages students not to bring personal electronics on to campus. LAVA does not accept responsibility for personal property.

Trash/Littering: Students will throw trash in trash cans and assist the Leona Advanced Virtual Academy staff in keeping the campus litter free.

Gambling: Gambling in any form is not allowed on campus.

Attire: Students are expected to dress appropriately. Any attire which is inappropriate or distracts from the learning environment will not be tolerated.

As an online school, LAVA provides its services online. We offer computer access to students who would like to work in a campus environment. LAVA reserves the right to prohibit students from working at its campus due to long-term suspensions, expulsions, issues at other Leona Group schools and any other issue that LAVA identifies that would distract from the Learning Center environment.

Work Sample Requirement

LAVA requires that parents maintain samples of student work to assist teachers with the decision to advance a student to the next course/grade level. Examples of materials/work to keep on file include, but are not limited to, the following: handwriting samples, artwork, creative story samples, math worksheets and spelling tests. LAVA requires student work to be original with appropriate citations for references to published works.

The Learning Coach

Expectations

LAVA's program is challenging. All LAVA parents/guardians need to understand the basic expectations. I Understand and Agree:

- to provide access to a computer with internet access the entire time the student is enrolled
- to provide an area free of distractions for students to work
- to assist the student in scheduling their time to ensure they meet attendance and progress requirements
- to work with teachers and school administration to ensure a quality education for your child
- that I will submit attendance for offline work to the school on a weekly basis
- that online school is not homeschooling and my student will have teachers who must follow the current Arizona state standards as well as school expectations in educating my student
- that my student must meet attendance requirements as established by the school and the State of Arizona
- that if my student is working from home, that LAVA does not support leaving minor children at home to work on schoolwork without proper supervision
- that student progress is an expected part of the LAVA program in addition to the hours logged. Teachers review progress and consider other factors, including parental input, when making student advancement decisions. Promotion is based on progress, not simply attendance
- that my student is required to participate in state mandated testing and that failure to do so may result in my student being removed from the program
- that LAVA is a full-time public school program, and that my student may not be enrolled in any other full-time or part-time public school program during their time of enrollment
- that my student will need to adhere to the academic integrity policy in which plagiarism is discussed along with consequences for violations. I will read the plagiarism policy with my student(s)

Motivating Students

Many students begin the school year excited about their new classes. However, at some point students may procrastinate, dawdle, and do everything possible to avoid completing their assignments. Many students (and parents) experience difficulty becoming and remaining motivated. This is common and to be expected. While the learning coach is going through several changes of his/her own, it is easy to forget the student is going through adjustments and may not be the "picture perfect" student that sometimes the parent/learning coach expects.

It is OK! Allow the student some growing room and adjustment time as well, and realize the first two months are usually the hardest. Most students really enjoy the new learning environment once the adjustments are made. Remember, there is no perfect way to do the LAVA program. How students and learning coaches make it work is as varied as the families enrolled. Feel free to be flexible within the program and make it work for your student. Below, learning coaches can find suggestions, incentives, and online resources for maintaining enthusiasm and excitement about learning.

Do:

- Be consistent.
- Stick to a schedule.
- Send in required monthly work samples.
- Involve your student in creating and completing a daily schedule.
- Discuss courses and create a plan to work toward goals set for the year.
- Discuss accomplishments each day.
- Plan time for play every day.
- Create an inviting work environment.
- Provide a space for your student to work.
- Keep a space for ongoing projects.
- Eliminate distractions.
- Keep materials where they are easily accessible.
- Focus on the positive.
- Become your student's learning partner.
- Offer incentives for your student to complete his/her work.
- Enjoy a fun, free-time activity once a goal is achieved.

Don't:

- Compare your student to other students.
- Blame your child if schooling does not run smoothly. Step back, take a break, and evaluate what is working.
- Leave school up to your student alone; he/she needs your help!

Incentives:

Incentives allow students to control whether or not they earn rewards. Once incentives are earned, they are not to be taken away. Below are some examples of incentives. Learning coaches can be creative and determine what works for their families.

- Buy a set amount of game tokens. Designate a cup or bowl for earning game tokens. Tell your student that every assignment he/she completes without complaining earns him/her 1-2 tokens (or whatever amount you decide). Indicate on a calendar the day that your student may use the earned tokens.
- Prepare a "treasure chest" and stock it with various little treasures that your student has helped you select. Students can place stickers for completed lessons on small incentive charts that can be purchased at a local teacher supply store. Once the chart is full, learning coaches may encourage their students to select a prize in the treasure chest.
- When schooling multiple children, a "happy bean jar" may work wonders. Obtain a glass jar and a bag of beans. When students work together cooperatively, place a bean in the jar. Once the bean jar is full, reward students with an item or activity of their choice.
- Create a chart that lists activities that a student can complete to earn tickets. For instance, getting himself/herself up and ready for school = 2 tickets, or completing an extra assignment = 5 tickets, etc. Students can redeem tickets for time on the computer, craft time, video game time, TV time, etc. Students can even redeem tickets for a bigger "ticket" item such as lunch or dinner out or even an overnight trip (especially motivating for the older students).

Along with the do-and-don't checklist and the aforementioned incentives, learning coaches may find information about motivating students with most search engines on the Internet. Some well-established philosophies and strategies to motivate students are listed below:

- Logical and Natural Consequences: Dinkmeyer and McKay
- PAT-“Preferred Activity Time:” Fred Jones, author of Positive Classroom Behavior
- Discipline with Love and Logic: Foster Cline and Jim Fay
- Choice Theory and Control Theory: William Glasser

Scheduling And Managing It All

Starting School

- Start slowly, do what you can, and remember that getting in the “groove” of things takes a little time.
- Maintain open contact with teachers and make schooling your priority.
- Persevere as a family. Do not allow yourself or your family to become overwhelmed. Work cooperatively and patiently to troubleshoot challenges (i.e., computer or software problems, lifestyle change, etc.).
- Understand that some families need up to a year to become completely comfortable with the new school. The curriculum and instructional techniques become more familiar over time as exercises are repeated.
- Keep in mind that parents who have no schooling at home or home school experience may find the task of schooling at home to be time consuming.
- Thoroughly read the information sent to you by the school.

Organization

- Organize your workspace as early as possible. Keep simple hanging files for the student's finished work organized by subject, and separate a hanging file for monthly work sample submissions.
- Establish a reward system based on daily attitude and activity. (Verbal praise is more effective than a trip to the mall.)
- Learn how to best set up your own schedule. Work with your teacher to come up with something that works for you and your family.
- Obtain a notebook and write down questions for discussion with the teacher. Leave space to record responses.

Scheduling

Now that you have made this decision to join LAVA, we need to look at how you can find more time in your day, be more efficient, and be able to enjoy time together as a family. The first thing you need to do is get control of your time!

Start by making a master plan schedule of your entire week. Put things on the list that occur every week and block out that time commitment. Put every waking hour on this master plan. This is going to help you identify where your time is spent, as well as determine those nasty “time drains.” Some examples of time drains are the TV, telephone, video games, appointments, and time spent in the car traveling.

After you create a weekly schedule, break it down into a daily schedule. One suggestion is to set a timer every fifteen minutes for a day or two. Simply jot down what you were doing when the alarm went off. Within a couple of days, you will have a good idea of how time is spent throughout each day.

Things To Consider When Creating Your Schedule

- Take your child's biological learning time into consideration. If your child is not a morning person, don't push it.
- Let him/her help create the schedule. He/she will be more willing to stick to it.

Tips For Managing Your Home

- Have a list of 5, 10, and 15-minute tasks that your child can do if you are not quite ready to move onto the next lesson when he/she is! This way you won't lose him/her to Legos in the bedroom!
- Consolidate your movement. Try to run all of your errands at the same time instead of leaving your home multiple times each day. This will eliminate a huge time drain!
- Create a meal-of-the-day schedule. Make large meals and freeze them for instant meals!
- Delegate tasks. You don't have to do all of it by yourself!
- Keep realistic expectations.
- Create a "mobile office" to take with you when you are on the go. You can pay bills, make a grocery list, etc all while waiting for Johnny to finish football practice!

Graduation Requirements

Over the next few years, the state of Arizona is modifying its graduation requirements for all schools. The table below shows the graduation requirements established by the State Board of Education and adopted by LAVA. The AZ University requirements meet the minimum requirement for all school years and applies only to students who desire to enter the university immediately after high school.

Content Area	2012 Diploma	2013 Diploma	AZ University
English	4.0	4.0	4.0
Mathematics	3.0	4.0	4.0
Science	2.0	3.0	3.0
Social Studies			
World History	1.0	1.0	1.0
US History	1.0	1.0	1.0
US Government	0.5	0.5	0.5
Economics	0.5	0.5	0.5
Fine Arts/Career & Technical Education	1.0	1.0	1.0
Foreign Language	0.0	0.0	2.0
Electives	7.0	7.0	5.0
Total Credits	20.0	22.0	22.0
AIMS Testing Requirement	Passing score on AIMS Reading, Writing and Mathematics		

College Admission Information

The AZ University requirements are based on information provided by the Arizona Board of Regents as of June 1st, 2011. These requirements are for students who desire to enter one of the state universities as freshman just out of high school. If a student attends community college for the first two years and earns an associates degree the student can be admitted to a university without meeting the AZ University graduation requirements stated above.

The decision to go to a university for all four years or split your four between a community college and a university is an important one. Your school advisor can discuss the pros and cons of both options to help provide information so you can make a decision that works for your educational goals.

The Arizona Board of Regents specifies which courses can be used to meet the math and science requirement. The information provided in this table is a simplified summary of requirements, please work with your advisor to ensure that you meet all requirements. Students who desire to graduate using the AZ University requirements must notify the school and work with their advisor to ensure that courses assigned meet the requirements.

You can learn more about university entrance requirements at www.azregents.edu.

Enrollment Requirements

Students who desire to obtain a diploma from LAVA must complete a minimum of 25% of their required credits from LAVA. Students graduating in 2012 must complete a minimum of five credits from LAVA. Students graduating in 2013 and beyond must complete a minimum of 5.5 credits from LAVA. Exceptions to this requirement are considered on a case by case basis -students who are granted an exception do not qualify for graduation honors.

AIMS Testing

Students have their first opportunity to take the HS AIMS test in the spring of their sophomore year. If a student does not pass any of the three required AIMS subtests their sophomore year, they are required to re-take the subtests that they did not pass every time the HS AIMS test is offered. For juniors and seniors the HS AIMS test is given during the fall (usually the end of October) and the spring (usually the end of February for Reading and Writing and the beginning of April for Math).

AIMS Augmentation

Students who do not pass AIMS may be eligible to increase their AIMS score to a passing score using the grades earned in high school classes. This process is called augmentation. If a student wants to use augmentation to meet the AIMS requirement, House Bill 2008 (Forty-eight Legislature, Regular Session) requires students –

- To take the AIMS test each time it was offered
- To complete, with a passing grade, all coursework and credits required for graduation by the pupil's school district governing board
- To participate in any academic remediation programs available at the school in the failed subject areas

Assuming a student meets the above requirements, we can increase a student's AIMS score using a formula approved by the Arizona State Board of Education which is based on the graduation cohort for the student.

Graduation Honors

Students who have completed all graduation requirements, are in the top 15% of the graduating class and are in good standing with the school will be awarded honors at the graduation ceremony and may qualify for the Presidential Scholarship presented by Maricopa Community Colleges.

The graduating class Valedictorian will be the honor student with the highest grade point average (GPA). The graduating class Salutatorian will be the honor student with the second highest grade point average (GPA).

Student Discipline

Extreme Infractions

The following violations are extreme infractions and will evoke disciplinary actions, up to and including expulsion from the school:

- Students involved in violence of any kind
- Students fighting including bullying and threatening behaviors
- Students who are in possession of a weapon including but not limited to firearms, knives, etc.
- Students who are in possession of, using, distributing or under the influence of illegal substances
- Students who are in possession of or using tobacco
- Students who are in possession of, using, distributing or under the influence of alcohol

School issues will be handled by school personnel. Criminal activity will be referred to the proper authorities. Discipline actions may include any of the following:

- Community service
- In-school suspension
- Out-of-school suspension
- Withdrawal from school
- Due process hearing which may result in expulsion

All Other Violations

When a student does not meet expectations for any other area and is referred, administration will apply consequences while:

- Considering what precipitated the event in question
- Considering the student's intentions
- Considering the personality and temperament of the student
- Considering what actually occurred
- Considering the damage or hurt caused by the misbehavior or rule violation

Consequences for all of these violations may include any of the following:

- Office referral where the student is counseled and redirected
- Confiscation of offending material/property by the school.
- Community service
- In-school suspension
- Out-of-school suspension
- Withdrawal from school

Discipline Guidelines

During disciplinary actions LAVA attempts to maintain the follow core beliefs:

- All members of the discipline team should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
- Students should be guided and expected to solve the problems they create without creating problems for anyone else.
- Students should see a reasonable connection between their actions and the consequences that follow.
- Students should be given opportunities to make decisions and live with the consequences, be they good or bad.
- Students should have an opportunity to present his/her side of the story at a time that is mutually convenient for all parties.

Student Internet Safety

As an online school, student safety is of utmost importance. Students and parents are reminded to:

- Not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of LAVA
- Not agree to meet in person anyone you have met only on the Internet and who is not affiliated with LAVA

Safety Tips

- Keep your computer in an open room with the front of the monitor visible. That way, you can easily see what sites your children are viewing.
- Establish rules for going online, including what time of day, the amount of time, and what sites they can access.
- Bookmark child friendly sites for your student to visit.
- Teach your students never to open email or attachments from anyone they don't know.
- Remind students that people they meet online may not be who they say they are.
- Never allow your student to meet face to face with another person they meet online unless they have your permission and you accompany them to the meeting.
- Teach your student to immediately turn off the computer and tell you if they have any experience that makes them feel uncomfortable.
- Remind your children not to share any personal information, including passwords, on the Internet.

Network Etiquette

As an LAVA student, you are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues. being discussed, not on the individuals involved.
- Focus your responses on the questions or issues
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.

Cyber Bullying

What Is Cyber Bullying?

Cyber bullying is sending any type of threatening or hateful message to someone over the Internet or a cell phone. Many people believe that they can get away with this type of behavior. They mistakenly think they can hide their identity and won't have to take responsibility for their actions.

How can cyber bullying be prevented?

Talk about it before it ever happens. Many young people are not aware that saying hurtful things about another person, calling him/her names in an email, or telling lies about someone, even as a joke, is a form of cyber bullying.

What Do You Do If You Are A Victim Of Cyber Bullying?

- Ignore the person and the comments. Most bullies want the attention they gain and will give up if they are ignored. If you respond to their messages, they will know that you are affected, which will encourage them to continue.
- Leave the site or get off the Internet immediately. Most email services and instant message sites also allow you to block access to another person.
- Change your screen name or email address. Be sure to only give the new one to your friends.
- Tell your parents.
- Make a copy of any threatening or outrageous email messages in case you need proof later.
- Report the bullying behavior to the proper authorities – the site moderator, the school, or even the police.

Opening E-Mail Attachments

No matter which program is used to check e-mail, or who is providing the e-mail account, the user should be familiar with the provider and process used. Throughout the year, LAVA teachers distribute e-mails with documents or other files attached that need to be read, saved, and/or printed out.

Users must not download attachments or other files from an unknown or mistrusted source. They should also take precaution to ensure that an antivirus program runs at all times. Following these suggestions should reduce the likelihood of contracting a computer virus.

Troubleshooting

Internet Browsing Issues

A common technical issue experienced by families is the inability to browse the Internet. When the computer is connected to the Internet and a web browser is opened, there are several actions that take place in the background that are invisible to the user.

First, any 3rd party browser enhancements or spyware/adware installed on the system are loaded into the Windows operating system. Secondly, the browser checks the Temporary Internet Files (cache) for a cached version of the browser's homepage. If a cached version of the homepage is found this is loaded into the browser window. If a cached version of the homepage is not found, the browser will request the page from the web server where it resides, pull the page into the cache, and display it on the monitor.

At this point in the browsing process, the error message "The page cannot be displayed. The page you are looking for is currently unavailable. The web site may be experiencing technical difficulties, or you may need to adjust your browser settings" may be displayed. There are several possible reasons for this error, including:

- An older or different version of the web page has been stored in the browser cache
- Corrupted Temporary Internet Files located in cache
- Too many Temporary Internet Files stored on the hard drive

- Corrupted cookies
- Damaged or improperly installed Downloaded Program Files (objects)
- 3rd party browser enhancements loading in the background
- Spyware/adware or viruses loading in the background
- Incorrect system date or time (especially when trying to browse a secure website)
- Corrupted Internet Explorer or Windows operating system files.

Self-Help Troubleshooting Procedure

Ensure that the computer is properly connected to the Internet. In the system tray located in the lower right hand corner of the screen there should be an icon that resembles two computers together, one behind the other. Right click this connection icon and click Status. A new window will appear on the desktop. The upper portion of the window is titled Connection. In this portion, ensure that Status is Connected. In the bottom portion of the window titled Activity ensure that the packets sent and received are counting up. If the computer is not currently connected to the Internet, connect it in the manner that it normally connects with. If there are any error messages while trying to connect, or the computer is unable to connect, contact the Internet Service Provider (ISP) to troubleshoot the connection issue.

Once the computer is successfully connected to the Internet, use the following steps to troubleshoot the Internet browsing issue.

- Clear your browser's temporary internet files
- Clear your browser's cookies

Troubleshooting Elluminate Issues

In order to log into an Elluminate classroom, you need to download the free Elluminate software. It can take up to 30 minutes so be sure to complete the downloading before the scheduled tutorial. Go to the following link:

http://www.elluminate.com/jwsdetect/demos_events/jwsdetect.html

Download the necessary software to run this program at least 30 minutes before trying to participate in one of the sessions. Please note that if you are on dial up, Elluminate is not going to work properly. This can be done any time prior to the meeting. When logging onto Elluminate please use only your first initial and last name.

After you have successfully installed the software onto your computer, you may want to watch a brief new user orientation. To see this demo click on this link <https://www.elluminate.com/support/> and choose "Online Orientation" and/or "Recorded Introduction" in the new users' section.

Informational Websites

The following websites may prove helpful when computer questions or technical difficulties arise.

- <http://www.google.com> – Widely used search engine
- <http://www.whatis.com> – provides definitions of most technical terms, concepts and ideas
- <http://www.howstuffworks.com> – provides information on how computer hardware and software work in addition to about everything else one could ever want information about
- <http://housecall.antivirus.com> – free online virus scanner that can be used as a “second opinion” to the installed antivirus software
- <http://www.homenethelp.com> – provides information for setting up and troubleshooting a home network environment
- <http://www.computerhope.com> – free computer help for everyone. Drivers, questions & answers, and forums.
- <http://support.microsoft.com> – Microsoft’s self-help support web site including data base of common issues and resolutions
- <http://www.webopedia.com> – online dictionary and search engine for computer and Internet terms
- <http://www.modemhelp.net> – more advanced site that provides information on error messages and screenshots for troubleshooting technical issues
- <http://www.dslreports.com> – information on DSL, Cable, and other high speed Internet connections

School Disclosures

Armed Forces Recruitment

Armed Forces Recruitment -Section 9528, the "Armed Forces Recruiter Access to Students and Student Recruiting Information Act," requires that schools make student names, addresses and telephone numbers available to military recruiters and colleges. However, the law also requires schools to notify students and parents that they may opt out so that such information is not released without the prior consent of the parent or student. If you do not want the aforementioned information released, please contact the school.

Child Find

AZEIP (Arizona Early Identification Program for Infants and Toddlers) is a program that identifies children who have special needs, provides a Service Coordinator, provides screening/evaluation services and helps families to find services. It is funded by and based on the Individuals with Disabilities Education Act (IDEA), Part C. The law gives primary responsibility for planning and implementation to a single state agency, named by the Governor. In Arizona, this is the Department of Economic Security (DES). The law requires the lead agency to obtain interagency agreements covering the fiscal and programmatic responsibilities for Part C. The Governor appoints an Interagency Coordinating Council (ICC) to advise and assist the lead agency in carrying out its responsibilities.

Early Intervention is simply a name for services which are provided for children (birth to three years old who have developmental delays or established conditions known to be associated with developmental delays) and their families. Services include but are not limited to: audiology, family counseling and home visits, nursing services, nutrition, occupational and physical therapy, psychological services, special instruction, transportation, speech and language pathology, vision services and others. These services are designed to help children become ready to learn.

AZEIP's mission is to optimize the developmental potential of Arizona children, birth to three years old, who have developmental delays or established conditions known to be associated with developmental delays, and their families. This is accomplished, through the development and implementation of a comprehensive, coordinated, community-based service delivery system that is family-focused and culturally appropriate.

AZEIP has established a public awareness program focusing on early identification of eligible infants and toddlers. AZEIP must inform the public and primary referral sources about the program and the child find system, including how to make referrals and how to gain access to evaluation and services. AZEIP established a comprehensive child find system with an effective method for hospitals, physicians, parents, day care programs and other providers to refer children to the early intervention system for evaluation and assessment.

You may call the school office, if you require further information or assistance. Additionally, you may refer children for evaluation to the State AZEIP Office, (602) 532-9960 or Maricopa County AZEIP, (480) 820-3605.

Compliance With Required Insurance

The Leona Group, L. L. C. is in compliance with insurance as required by the Department of Education.

English Language Development

Leona Advanced Virtual Academy's English Language Development (ELD) Program serves students who need assistance learning English. Arizona law requires that students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Based on the results of the assessment, students may be placed in the English Language Development Program designed to aid them in acquiring English. ELD services at LAVA are integrated into all curriculum areas by way of your student's Individual Language Learning Plan. Additionally our teachers are trained in SIOP instruction. SIOP (Sheltered Instruction Observation Protocol) is a researched based educational practice that emphasizes language development in every course.

Equal Educational & Employment Opportunity

Leona Advanced Virtual Academy provides a nondiscriminatory learning environment ensuring that all students and staff are free from discrimination regarding race, color, ethnicity, national origin, gender, religion and disability. A lack of English language skills will not be a barrier to admission and participation in the vocational education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the school office manager or assistant principal at any time. In the event a student experienced discrimination, the student should report the incident to the school leader within 10 school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken. Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion or disability. If an alleged incident is not resolved at the school level the complainant may contact our management company, The Leona Group of Arizona. The Vice President for Student Services is The Leona Group of Arizona's compliance officer for Title IX, Title VI, Section 504 and ADA. If a student or family member wishes to contact TLG offices the contact address is 7878 N. 16th Street, Suite 150, Phoenix, AZ 85020. The office phone number is 602.953.2933 and the facsimile is 602.953.0831.

Family Education Rights & Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. Among these rights are the right to inspect and review a student's education records within 45 days of the day the school receives a request for access, the right to an amendment of the student's educational records that the student believes to be inaccurate or misleading and 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. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school leader. If a reasonable solution is not made at the school level the family member or majority age student may contact the school's management company, The Leona Group of Arizona (TLG). The Vice President for Academic Services will review the complaint and attempt to resolve the situation with the complainant. The complainant has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school concerning the FERPA.

Parents Right To Know

The No Child Left Behind (NCLB) Act of 2001 [Section 111 (h) (6)] gives parents the right to request and, in a timely manner/understandable format, receive their child's assessment data and the qualifications of their child's classroom teachers. Please contact the school leader to review this information.

Rights Of Homeless Students

This school shall provide an education environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate education opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- 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
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

- Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.
- School Selection: McKinney Vento eligible students have a right to select from the following schools:
 - The school he/she attended when permanently housed (School of Origin)
 - The school in which he/she was last enrolled (School of Origin)
 - The school in the attendance area in which the student currently resides (School of Residency)
 - In Maricopa County, Thomas J. Pappas School
- Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.
- Participate in programs in which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond quickly and it must be a written response. During the dispute the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making a decision, providing notice of any appeal process and filling out dispute forms. You have the right to appeal a decision to the state level.

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

Maggie True Homeless Liaison 5058 S. Price Rd. Tempe, Az. 85282 PH 480-838-1322 FAX 480-838-1522 Maggie.true@leonagroup.com	Frank Migali Homeless Education Coordinator Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ (602) 542-4963 fmigali@ade.az.gov
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Special Education Services

All students possess unique physical, intellectual and cognitive characteristics which influence instruction. LAVA seeks to maximize the potential of all students regardless of ability. Every newly enrolled student undergoes a 45day screening process to monitor for potential physical, cognitive or emotional disabilities. If a student enrolls with active or expired special education documentation, the student's records are immediately provided to the special education coordinator. If a student is perceived to have a disability or documentation indicates that the student has received services, the special education teacher may discuss further action needed with staff and the student's family.

If parents perceive that their child is not benefiting from general education services they may request, at no cost, an evaluation of their child's cognitive and intellectual ability. The special education coordinator, in conjunction with school staff, will review requests and respond to parents in a timely manner in accordance with the Individuals with Disabilities Education Act. If an evaluation is warranted, the school will provide complete results in 60 calendar days of a written request. Students and families have the right to appeal decisions made by school staff.

Appeals or grievances will be directed to the school leader. Students who are eligible for special education services will receive special education services in the least restrictive environment. Students will receive appropriate instruction in the least restrictive environment with the full implementation of their Individualized Education Plan. Students who receive their education with guidance from an Individualized Education Program may benefit from a range of scheduling options and small group instruction. The certified special education teacher serves as a consultative service to the general education teacher to ensure that appropriate levels of instruction, accommodations or modifications are provided.

Students and families who disagree with program or placement options may, in writing, file a grievance with the school leader. The school leader will review all concerns and respond in a timely manner. If a student or family member disagrees with a school-based decision, the student or family member may contact the school's management company, TLG. TLG's director of special education will attempt to resolve grievances. Parents have the right to review educational records according to the Family Educational Rights and Privacy Act.

What to expect:

- Every special education student will be assigned a special education teacher in addition to his/her regular education teacher.
- The special education teacher works with the student's teacher and the learning coach to ensure that the curriculum is appropriate for your student's needs.
- The special education teacher is available as a resource for instructional strategies, adaptations, and modifications to the curriculum.
- The special education teacher will provide a progress report four times a year noting the progress on the student's IEP goals.
- Special Education students are required to meet the same attendance policies as their peers. The home environment, one on one instruction, and flexible schedule can help create a learning environment which meets the student's specific needs.
- The student's learning coach is expected to keep records that assist in determining the student's progress on IEP goals.

Related Services

Related services may include occupational therapy, speech and language therapy and physical therapy when it is necessary to the child's ability to make adequate progress in the general curriculum.

Related services, placement, and goals are determined by the IEP team. These services will be offered at the nearest Leona Group school or another location (not the home) arranged for by the school at the school's discretion. Options for related services should be discussed with the special education staff before a decision is made to enroll with LAVA. Related services are provided by independent contractors across the state of Arizona. Students are expected to keep appointments. Missed appointments may result in the contractor refusing to provide services. LAVA does not provide

Required Signature Page

Dear Parents and Students:

You have just reviewed the LAVA Student/Parent Handbook. We have attempted to cover all the important rules, regulations, and procedures for which you are responsible during this school year. Your success at LAVA is equal to your effort and desire. Please sign and return the bottom section of this page to the LAVA office listed below within 30 days of your enrollment in the school.

Attendance Requirements:

Grade Level	Yearly Hours	Weekly Hours	Daily Hours
Grades 7-8	1,080	30	6
Grades 9-12	900	25	5



(This bottom section must be returned to the LAVA.)

The policies set forth in this Handbook are subject to change by the school's board. Any changes in policy will be communicated to both parents and students so that you will be aware of them.

We have read and reviewed LAVA's Parent-Student Handbook including the "I understand" statements and FERPA guidelines. In signing, we indicate an awareness and understanding of the school practices and procedures set forth herein.

Student's Signature: _____ Date: _____

Student's Printed Name: _____

Parent's Signature: _____ Date: _____

Parent's Printed Name: _____

Sign and return:

By Mail LAVA 5058 S Price Road Tempe, Az 85282	Scan & E-mail lavainfo@leonagroup.com	By Fax 480.838.1522
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