



**2012-2013**  
**Parent / Student**  
**Handbook**

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Dear Parent(s) and Student,

Welcome to Primavera. We hope this handbook will be helpful to you as we start the 2012/2013 school year and give you a good understanding of our mission and vision. Please review the contents before school begins, then keep it accessible for future reference.

Founded in 2001, Primavera is a fully accredited online, tuition-free, public high school serving grades 6-12 for Arizona residents aged 10 to 22. As a 100% online school, our mission is to provide the highest quality online educational experience through an innovative, safe, and challenging learning environment. Because many of today's students have a wide range of demands, we focus on designing our program to meet individual needs and circumstances. We utilize interactive technology, engaging curriculum, and individualized attention from our faculty to offer our students the structure, but also the flexibility, to earn their high school diploma outside of a traditional setting.

Primavera is proud to offer its students the highest quality online education experience available today. Based on best educational practices, we combine academic rigor, flexibility, and a strong support network to ensure that our students achieve academic success.

Several elements that make Primavera successful and unique within the industry are: (1) Primavera's 6 week class block model. This model allows for highly concentrated and focused learning with defined start and end dates. (2) High level of teacher interaction. Primavera students and parents commonly state they have more interaction with Primavera's highly qualified teaching faculty than they ever did in a traditional school. (3) Primavera's propriety custom curriculum solutions. Our innovative curriculum incorporates the three communication and learning styles – visual, auditory, and kinesthetic. (4) Social Activities that include clubs, field trips, and community events. This highly interactive platform engages students and effectively addresses the various learning styles of the teenage learner.

We, at Primavera are excited to continue to offer exceptional online education to Arizona students and enable them to be prepared for a technological-rich society. Primavera looks forward to partnering with you, parent and student, to ensure success.

Sincerely,

A handwritten signature in black ink that reads "Debra Bender". The signature is written in a cursive, flowing style.

Debra Bender  
Principal

Dear Parent(s) and Student,

Welcome to Primavera Online Middle School. We hope this handbook will be helpful to you as we start the 2012/2013 school year and give you a good understanding of our mission and vision. Please review the contents before school begins, then keep it accessible for future reference.

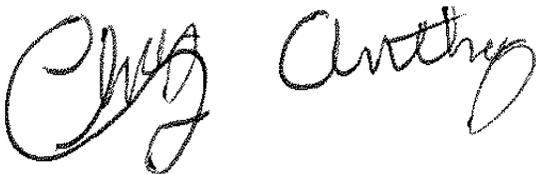
Founded in 2001, Primavera is a fully accredited online, tuition-free, public school serving grades 6-12 for Arizona residents aged 10 to 22. Our mission, as a 100% online school, is to provide the highest quality online educational experience through an innovative, safe, and challenging learning environment. Because many of today's students have a wide range of demands, we focus on designing our program to meet individual needs and circumstances.

Students in our middle school program will engage in a rigorous educational program which will prepare them for High School. Through its hybrid model of online instruction, coupled with telephone and some in-person support through our advisory group model, students will experience first class education and social support, free from negative social pressures.

Students in the middle grades will learn the importance of 21st Century skills in the world today and use them as the conduit for learning all core academic subjects. The middle school staff will actively engage students' learning and mastery of core academic areas while introducing them to elective courses that teach citizenship and success skills.

We, at Primavera are excited to continue to offer exceptional online education to Arizona students and are committed to positively influencing students in younger grades to enable them to be prepared for a technological-rich society. Primavera looks forward to partnering with you, the parent and student, to ensure success.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Anthony". The signature is written in a cursive style with a large, stylized initial "C".

Charles Anthony,  
Assistant Principal

## **Mission Statement**

Primavera provides a rigorous, relevant, and personalized education in a highly interactive virtual environment. As an alternative school, we are committed to educating all students seeking a high school diploma while re-engaging students who are credit deficient.

Primavera strives to be a model charter school in all areas, by developing well the different components of our school and then excelling in each field – curriculum, instruction, guidance, and technology.

## **Objectives**

We will offer a safe environment where students, through daily communication and interaction with instructors and student advisors, can achieve academic excellence and gain valuable technical skills. Primavera will continually strive to meet the academic needs of its student body.

We will utilize successful management techniques and expertise to operate each area of the school, to include students and academic programs, operations, technology, faculty, and staff.

We will educate students so that they will:

- Demonstrate performance and skill levels commensurate with a technologically changing society;
- Reach their potential for creativity and life-long learning; and
- Enter the global community as productive, contributing members.

We will accomplish all of this in a spirit of respect and partnership, with open communication between parents, students, staff and community.

## **Accreditation**

Primavera undergoes an accreditation process every five years through the North Central Association Commission on Accreditation and School Improvement (NCA CASI - the accreditation unit of AdvancED), Tempe, AZ. The accreditation process involves an outside team of professionals who visit the school and evaluate how well the stakeholders have implemented systems to “increase student performance through a continuous process of school improvement”.

In January 2010, our accreditation was renewed for an additional five years. According to Dr. Mark Elgart, President of AdvancED, “Primavera is to be commended for engaging in this process and demonstrating their strong commitment to continuous improvement”.

Here are some additional comments from the NCA Accreditation Team: “Primavera implements a state of the art online curricular and instructional delivery model that strongly supports student academic success, is committed to quality communications with all stakeholders, fosters a culture of collaboration and continuous improvement of all aspects of the school, and its mission and vision drives a curricular and instructional program model that personalizes the education of each student”.

\*Student athletes can visit NCAA website for information on NCAA eligibility and approved courses.

## **Instructional Mentoring Model**

After thorough, comprehensive research to what encompasses the best environment for our students to achieve an exceptional educational experience, Primavera Online has expert teams that include the following:

### **Instructional Team**

Curriculum  
Students  
Instructors  
Technology

### **Advisor's Team**

Enrollment Advisors  
Student Advisors  
Guidance Counselors  
Parents

## **Instructional Team**

### **The Curriculum**

Primavera Online offers a comprehensive set of courses that meet and exceed State and National Standards to prepare our students for college and life skills. Our current graduation requirements cover all the core subjects in math, science, language arts, and social studies, with a wide variety of electives, such as, Career Education, Character Education, World of Work, Psychology and Sociology. Our interactive interface allows students to navigate through the course material and activities with ease, while providing a rigorous program. Daily activities include a variety of different exercises, videos, reading assignments, quizzes, daily classroom discussions, and weekly papers/projects/science labs.

Primavera Online provides dual credit options with colleges to transition students by allowing them to earn both high school and college credit. AP and honor classes are additional options for students to provide advanced curriculum and to help them prepare to meet post secondary goals.

### **Students**

Students are the foundation of our environment. Every staff member's purpose is to help them reach their academic goals. Student performance on assessments as well as college and career goals will provide the framework of their individual academic learning plan.

Students at Primavera Online are also involved in with what we call the "Three C's" -- Citizenship, Character Education and Community Service.

- *Citizenship (both local and world-centered):*

Primavera Online students are encouraged to learn skills that promote active citizenship and a global perspective. They will be prepared for this changing climate by promoting scholarship and service consisting of college preparation, career guidance, character education, and demonstrating active citizenship in their home communities.

- *Character Education:*

At Primavera Online, our character program is effective in encouraging our students to be thoughtful, respectful, tolerant, compassionate, cooperative, responsible, honest, and progressive citizens who will positively contribute to the development of their local communities, as well as to the greater society.

- *Community Service:*

At Primavera Online we encourage our students to be involved in their community. Our service learning program motivates students to actively help the disadvantaged, to provide literacy training, to reach out to voters, to help clean up the environment, etc. Our students receive academic service credits for their contributions based on the amount of time and effort devoted to their communities.

## **Instructors**

Our accredited, certified, highly qualified instructors follow our philosophy of recognizing each and every student's potential to learn and achieve academically, so students are treated as individuals. The goal of all Primavera Online instructors is to teach and guide students through the academic courses they are taking. Our Instructors grade coursework with constructive, timely feedback while engaging students in daily discussion boards related to the academics of that particular week. They also communicate weekly by phone, messaging, email, and blogs about student progress.

Communication is one of the instructor's principal roles in helping students achieve the best educational experience. Instructors are available each school day to provide support, answer questions and address issues. If they are not available immediately, they will respond to email, portal messaging or a phone message within 24 hours during the school week.

## **Technical Support/Customer Care Representatives**

All our courses use interactive multimedia which requires computers have Flash installed. Primavera Online has a Helpdesk, available from 8 am – 8 pm, Monday-Friday (excluding school breaks and holidays). All members of the educational and mentoring staff may direct students and families to technical support, or other departmental support for assistance as needed.

## **Advisor Mentoring Model**

### **Enrollment Advisors**

The enrollment advisor is the first contact for all students and families and is responsible to answer all questions concerning the admissions process. Once the enrollment process is completed, courses are assigned based on the student's graduation track and/or required courses.

### **Student Advisors**

A Student Advisor is assigned to students once they are enrolled in the program. The role of the Student Advisor is two-fold: to collaborate with the instructors to keep students on track and working in their courses, and to be the "constant" point of contact for the duration of a student's classes with Primavera. Through weekly phone calls and messages, the Student Advisor remains dedicated to the support of the student and assists them in reaching their academic goals.

### **Guidance Counselors**

Primavera Online offers students support through our dynamic guidance department. Trained and certified guidance counselors are on staff to enhance a student's Primavera experience and strive to provide the tools and resources to achieve success. The guidance department works closely with the Student Advisors to create individual ECAP plans (see page 11) and support students in the areas of personal and social development, academic progress, and career/college planning.

### **Parents (or other responsible adult)**

Primavera Online instructors provide a collaborative team teaching approach. In addition to reviewing student work and providing instructional feedback, they work with the Student Advisor and guidance counselors to ensure the student receives an exceptional, educational experience. Because of this highly effective method, parents are able to focus on being mentors, motivators and guides for their students to help them achieve academic excellence.

## **Getting Started at Primavera**

All incoming students are required to complete the “My Success” course. This course provides the foundational information, assessments, benchmark testing, tools, and techniques necessary for personal success and achievement in an online learning environment. Resources and strategies will be shared with students to maximize positive learning outcomes and personal achievement.

### **Placement Testing**

Upon enrollment, Primavera requires that all students take placement tests in math and reading to ensure they are properly prepared to meet state graduation requirements. The My Success course provides easy access to these placement tests which can be completed in an approximate 30 minute setting. Once the placement tests are completed, and along with the review of a student’s transcripts, Primavera will assign math and English courses that are most appropriate to the student’s individual learning needs. A student who must still meet the Standardized testing requirements may also be assigned preparatory courses throughout the course of the year to ensure they are prepared to pass the AIMS tests and qualify for graduation.

### **Benchmark Testing**

During the course of the school year, students will be prompted to complete benchmark assessments. Benchmark testing measures student learning and provides specific feedback to successfully prepare students for standardized tests, college readiness, and career choices. The benchmark assessments will be available four times throughout the year and **MUST** be completed in order to progress with classes and continued enrollment. Primavera instructors and advisors will use the benchmark results to determine correct course assignment and more accurately prepare students to master the next set of learning objectives.

### **Math Expectations**

Primavera expects that all students will be prepared with the necessary math skills to be successful in the world and to pass the Standardized math test to meet the Arizona graduation requirement. Math is a subject that can be challenging for some students. It is our goal at Primavera to get to know our students through the math placement and benchmark tests, previous standardized tests and math course scores, as well as the student’s confidence level in this subject to determine a proper plan for math success. Upon reviewing the student math history, a plan will be developed that may include math skills classes, math lab courses and standardized math prep courses to assist the student in acquiring the skills needed to be successful in high school math. Math tutors are available daily from 8 a.m. to 8 p.m. to ensure students have the support and instruction they need to meet the state requirements. Students who have specific challenges in math will be required to follow a prescribed course schedule as determined by working with their student advisor and instructors.

### **Education and Career Action Plan (ECAP) Requirement**

On February 25, 2008 the Arizona State Board of Education adopted board rule R7-2-302.5 establishing an Arizona Education and Career Action Plan (ECAP) to be completed for every student in grades 9-12 beginning with the graduating class of 2013. An ECAP reflects a student’s current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student’s individual academic and career goals. Throughout all four years of high school, students will work toward reaching their academic and career goals by creating, following, and updating a 4-year plan, exploring various careers and skills, researching different education and career pathways, and participating in extracurricular activities. The ECAP will be developed, reviewed and updated annually by guidance counselors, students, parents or guardians as well as school representatives.

## ADMISSIONS

	<b>Enrollment Policies</b>
<b>Residency</b>	<p>Full-Time and Concurrent Students must reside in Arizona.            A student who is attending only Primavera is considered to be full-time.            A student who is attending another Arizona high school or charter school, is considered to be a Concurrent student.            Tuition-based enrollment is available for the following students:</p> <ol style="list-style-type: none"> <li>1. Non-Arizona residents</li> <li>2. Any student 22 years or older</li> <li>3. Any student whose Arizona public high school does not allow concurrent enrollment</li> </ol> <p>More information about tuition-based enrollment can be found on page ten (10). <i>Arizona Revised Statute</i> (A.R.S.) §15-184(E). A charter school shall admit pupils who reside in the attendance area of a school or who reside in a school district that is under a court order of desegregation or that is a party to an agreement with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination unless notice is received from the resident school that the admission would violate the court order or agreement. If a charter school admits a pupil after notice is received that the admission would constitute such a violation, the charter school is not allowed to include in its student count the pupils wrongfully admitted.</p>
<b>Guardianship</b>	<p>A person becomes a guardian of a minor by acceptance of a testamentary appointment or upon appointment by the court. The guardianship status continues until terminated, without regard to the location from time to time of the guardian and minor ward.            A guardian of a minor has the powers and responsibilities of a custodial parent regarding the ward's support, care, and education.            The courts may issue a guardianship order for permanent or temporary custody of the minor child. Permanent Guardianship or Temporary Guardianship court documents may be turned in to prove guardianship. A.R.S. §14-5201.</p>
<b>Emancipated Minors</b>	<p>The court shall determine emancipation based on the best interests of the minor and shall consider all relevant factors. An emancipation order issued by a court pursuant to this article is conclusive evidence that the minor is emancipated.            An emancipation order issued pursuant to this article recognizes the minor as an adult for the following purposes: The right to apply for enrollment in any school or college. Primavera shall recognize a minor as an emancipated minor if that minor can document emancipation from another jurisdiction of the United States and is at least sixteen years of age.            The Arizona Supreme Court has determined that a minor is emancipated as a matter of law upon marriage or entry into the military service. In the event the marriage was dissolved or there was a discharge from military service during the minority, the intent of the parents as well as the minor's capacity for self-support would be determinative on the question of the continuing viability of emancipation. A.R.S. §12-2451.</p>
<b>Homeless Child Enrollment</b>	<p>A homeless student who is enrolling into Primavera shall be immediately admitted without delay regardless of whether or not the before-mentioned student has acquired the proper documentation necessary for enrollment; i.e. information or proof of immunization and medical records, residency requirements, birth certificates, school records, guardianship issues, or dress code requirements. Students are to be enrolled</p>

	immediately upon arrival at the school. All homeless children and youth will have access to and participate in all instructional and non-instructional services provided to other students.
<b>Open Enrollment</b>	Primavera receives applications daily for students wishing to attend. If, by the application deadline, the number of applications exceeds the capacity of a program, class, or grade level, available slots are filled through an equitable selection process. Full-time continuing students receive their schedules prior to start of the next block.
<b>Submitting Documents</b>	Course assignment is finalized when all documents have been submitted and verified. Documents are received: <ul style="list-style-type: none"> <li>• By Fax</li> <li>• By Mail</li> <li>• By Email</li> <li>• In Person</li> </ul> Official Transcripts must be signed and certified by high school registrar and submitted in a sealed envelope from the sending high school. If envelope is not sealed, it will not be considered an Official Transcript. It may be mailed by the high school or hand-delivered.
<b>Deadlines on Submitting Documents</b>	Primavera’s calendar works on a block schedule. In order to be assigned a course for a specific block, all paperwork must be submitted by that block’s document deadline. If deadline is missed, applicant will be placed in the next available block
<b>Re-Enrollment</b>	<ul style="list-style-type: none"> <li>• Updated contact information</li> <li>• Updated Transcript from current high school if possible</li> <li>• Updated enrollment packet documents</li> <li>• Updated Standardized test results if student tested while away from Primavera</li> </ul>
<b>Anti-discrimination Policy</b>	Primavera does not discriminate, prohibit from participation, or refuse the benefits of an educational program or activity for which Primavera is responsible on the basis of race, color, religious preference or national origin. Primavera complies with the American Disabilities Act of 1990.
	<b>Student Records</b>
<b>Reports to Parents</b>	One of the many features included in the PSP (parent/student portal) is the ability to view the student’s academic progress and attendance at any time. Simply logging into the PSP with the student’s user name and password will provide access to the daily progress, pacing, grades and attendance.  In addition to final grade transcript posting, progress reports are provided for students mid-semester. Remember, progress and grades can be found in the students A+ tab located in the PSP.
<b>Transcripts</b>	Transcripts are sent at no cost to the student. Original transcripts must be requested through school administration and will not be issued until all obligations to Primavera have been fulfilled.
<b>Student Records</b>	Student academic records are maintained at Primavera office. As student’s move or apply for jobs, colleges, etc. they often need the records to be forwarded. Parent/Legal Guardians and adult students may contact the office to obtain a copy of the student records. Parents and/or adult students are responsible for keeping contact information current. If there is a change of address, phone number, email address or place of employment, please notify your teacher or student advisor immediately.

## Documents for Enrollment:

The State of Arizona requires the following documentation for each enrolled student:

Full-time students are identified as attending only Primavera and no other educational institution.

(\* ) A Concurrent student is identified as attending another school full-time and enrolled with Primavera to take additional courses on a part-time basis. Middle School Concurrent students may enroll only during Summer sessions (grades 6-8).

Documents	Description
<b>Birth Certificate (*)</b>	<p><i>Eligible documents to use as copy of Birth Certificate:</i></p> <ul style="list-style-type: none"> <li>• A certified copy of the pupil's birth certificate</li> <li>• Baptismal certificate</li> <li>• An application for a social security number</li> <li>• Original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate</li> <li>• A letter from the authorized representative of an agency having custody of the pupil pursuant to Title 8, Chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law</li> <li>• Receipt proving copy of birth certificate has been requested. A copy of certificate must be submitted once received.</li> </ul>
<b><u>Immunizations</u> (*)</b>	<p>Proof of immunization; noncompliance; notice to parents; civil immunity. A.R.S. § 15-872. Exemptions: nonattendance during outbreak (Written Certification or Waiver Form). A.R.S. § 15-873.</p>
<b>Transcript (*)</b>	<p>An unofficial transcript from last attended high school is required for enrollment. An official transcript is not required to enroll, but is required before an official transcript containing Primavera courses will be given or before diploma at time of graduation will be printed. Students entering as a first time freshman (First Enrollment into a High School) are not required to have a transcript or Promotional Certificate as long as they are 14 years of age or older.</p>
<b>Withdrawal Form (*)</b>	<p>Withdraw form from last school attended (A.R.S. § 15-827.) A withdrawal form is required for all full-time students only. If withdrawal form cannot be obtained from last school attended, a Primavera Enrollment advisor may complete an alternate withdrawal form over the phone. The Withdrawal Form must include:</p> <ul style="list-style-type: none"> <li>• Signature of school official</li> <li>• Reason for withdrawal</li> <li>• Dates of entry and withdrawal</li> </ul>
<b>Standardized Testing Results</b>	<p>Entering 11th and 12th grade students must submit the most recent Standardized Test scores. The results must show:</p> <ul style="list-style-type: none"> <li>• Test Name</li> <li>• Test Results (Exceeds, Meets, Approaches, Falls Below)</li> <li>• Test Dates</li> <li>• Test Scores</li> </ul> <p>Students who have transferred to Primavera from an out-of-state school may submit standards-based high school assessments from</p>

	their previous high school. These assessments will be reviewed by a registrar to determine whether the passing requirements for the assessment are accepted in the State of Arizona. (Reciprocity)
<b><u>Proof of Residency</u></b>	<ul style="list-style-type: none"> <li>• Valid Arizona driver’s license, Arizona identification card or motor vehicle registration</li> <li>• Valid U.S. passport</li> <li>• Real estate deed or mortgage documents</li> <li>• Property tax bill</li> <li>• Residential lease or rental agreement</li> <li>• Water, electric, gas, cable, or phone bill</li> <li>• Bank or credit card statement</li> <li>• W-2 wage statement</li> <li>• Payroll stub</li> <li>• Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address.</li> </ul>
<b><u>Home Language Survey (*)</u></b>	This form identifies the language spoken by the student and must be signed by a parent/legal guardian for all applicants under the age of 18 years old. Adult students 18 years of age or older may sign this form themselves.
<b><u>Primavera Signature Page (*)</u></b>	The Signature Page is updated yearly and must be signed by a parent/legal guardian for all applicants under the age of 18 years old. Adult students 18 years old or more may sign this form themselves.
<b><u>Primavera Student Learning Contract (*)</u></b>	The Student Learning Contract outlines the expectations for online courses and must be signed by a parent/legal guardian for all applicants under the age of 18 years old. Adult students 18 years and older may sign this form themselves.
<b><u>Course Selection Form- Full Time</u></b> <b><u>Course Selection Form- Concurrent (*)</u></b>	This form provides Primavera staff with suggested courses as selected by parents/guardians and adult students; however, Primavera will assign courses based on transcript evaluation, benchmark testing, placement testing and graduation plan. The Course Selection form may be used if any of the above are not available prior to course start date.
<b><u>Individualized Education Plan (IEP) For IEP students only (*)</u></b>	Students who enroll with this plan fill out the IEP Questionnaire and provide all current IEP information.
<b><u>Records Request- Full time</u></b> <b><u>Records Request- Concurrent</u></b>	By completing a records request release form it is allowing permissions for the students previous school to release records to Primavera.

**The Family Educational Rights and Privacy Act (FERPA) allows schools to disclose school records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):**

- State and local authorities, within a juvenile justice system, pursuant to specific State law.- Including probation officers according to **Arizona Revised Statutes §15-141**

<b>Tuition Based Enrollment</b>	
<b>Eligibility:</b>	<p>Enrollment is available to any of the following students:</p> <ol style="list-style-type: none"> <li>1. Non-Arizona residents</li> <li>2. Any student 22 years or older</li> <li>3. Any student whose Arizona public high school does not allow concurrent enrollment</li> </ol>
<b>Enrollment Options</b>	<p>There are two enrollment options for tuition-based students:</p> <ul style="list-style-type: none"> <li>• Per course enrollment - \$300 per course, \$200 per credit recovery course. <ul style="list-style-type: none"> <li>○ Students may take up to six courses at a time.</li> <li>○ Courses must be completed within six months.</li> </ul> </li> <li>• Monthly enrollment - \$375 per month <ul style="list-style-type: none"> <li>○ Up to two courses can be taken at a time.</li> <li>○ Students must be enrolled in each course for a minimum of two weeks – one week for credit recovery courses.</li> </ul> </li> </ul> <p>All payments must be received prior to the start of classes. Any credit or debit cards with a Visa or Mastercard logo are accepted. Payments must be made online through <a href="http://primavera.tech.revtrak.net">http://primavera.tech.revtrak.net</a></p> <p>Students may select the courses they take by submitting a Course Selection Form. However, students planning to graduate with Primavera must receive a transcript evaluation and work with their student advisor to determine a course plan.</p>
<b>Documents Needed</b>	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Primavera Signature Page</li> <li>3. Student Learning Contract</li> <li>4. Transcripts: for tuition-based students on the graduation path.</li> <li>5. Course Selection Form <ol style="list-style-type: none"> <li>a. tuition-based students may select their courses via the Course Selection Form or choose to have courses assigned based on their transcript evaluation. Tuition-based students on the graduation path must have a transcript evaluation completed. <ol style="list-style-type: none"> <li>i. Students on the path to graduate will have a paper evaluation completed to assist with the most appropriate course and tuition plan</li> </ol> </li> </ol> </li> </ol>
<b>Course Changes and Refunds</b>	<p>Students have within 10 business days from the start of a class to request a course change. Requests must be made directly to the Student Advisor and may only be for the reasons listed below:</p> <ol style="list-style-type: none"> <li>1. The assigned course was already taken and completed;</li> <li>2. The course assigned does not match the Counselor Course Selection Form; and,</li> <li>3. The course assigned is an elective, and the student wishes to complete a different elective.</li> </ol>
<b>Assessments</b>	<p><i>Placement Testing</i> – We encourage all tuition-based students to complete the My Success A Course to receive an orientation to the Primavera program. Students on the graduation track must complete the placement testing contained in the My Success A Course for the accurate assigning of courses.</p> <p><i>Standardized Testing</i> – Tuition-based students are not required to submit AIMS scores during the enrollment process, or take the AIMS test or other state standardized exam when it is offered. Passing AIMS scores are not required for tuition-based students to graduate.</p> <ol style="list-style-type: none"> <li>a. We encourage all tuition-based students planning to attend college or a</li> </ol>

	<p>four-year university to take the SAT or ACT test. More information on these tests can be found on the Counselor blog (<a href="http://www.thecounseloratprimavera.blogspot.com/">http://www.thecounseloratprimavera.blogspot.com/</a>) or in speaking to a Guidance Counselor.</p> <p><i>Benchmark Testing</i> – Tuition-based students are not required to participate in benchmark testing.</p>
<b>Graduation Requirements</b>	<p>Only students 22 or older, or non-residents of the state of Arizona may graduate as a tuition-based student.</p> <p>If the student is a continuing student from POHS and has only a half credit remaining to meet their graduation requirements, a second class will be provided, free of charge, that must be completed with a passing grade. All new tuition-based students must complete 6 credits in order to receive a diploma.</p> <p>Tuition-based students will be eligible to participate in Primavera graduation ceremonies.</p>
<b>Attendance</b>	<p>While Primavera encourages all students to maintain a consistent work schedule of at least one lesson per day, per course, tuition-based students are not required to comply by state of Arizona attendance requirements. However, all courses must be completed within six months.</p>
<b>Special Education</b>	<p>At Primavera we are committed to working with all students to create a personalized education plan that allows them to succeed.</p> <p>Primavera welcomes all high school students, including those with special needs. While Tuition-based students will not have the full access to special education instructors as Full Time students, primavera’s curriculum is designed to meet or exceed national standards for web-based content accessibility. If you have any concerns about the Primavera program please contact your Enrollment or Student Advisor to discuss how we can meet your needs.</p>

	<b>Attendance Policies</b>
<b>Required Attendance</b>	<b>Full-time students are required to attend and submit 30 hours of attendance. It is suggested that Concurrent students take one course each six week period and submit 15 hours of attendance per week.</b>
<b>Attendance Schedule</b>	<ul style="list-style-type: none"> <li>• School week runs Saturday through Friday</li> <li>• Parents/guardians/adult students are responsible for verifying their students' weekly attendance</li> </ul>
<b>Attendance hours include</b>	<ul style="list-style-type: none"> <li>• Attending the online activities and classrooms</li> <li>• Reading books or other instructional materials</li> <li>• Writing papers, essays, stories, or other assignments, including postings for classroom participation</li> <li>• Conducting research (online or other methods)</li> <li>• Communicating with faculty and staff</li> <li>• Troubleshooting technical issues</li> </ul> <p>All students must submit 5 lessons over a seven day period per course</p>
<b>Truancy</b>	<p>Pursuant to Section 15.803B and C of the Arizona Revised Statutes, students who are absent from school are subject to possible withdrawal from Primavera. Parents/guardians are notified within 24 hours of any absences.</p> <p>Pursuant to Section 15.803B and C of the Arizona Revised Statutes, failure to comply with any of the Attendance/Truancy policies and procedures may result in:</p> <ul style="list-style-type: none"> <li>• Academic Probation</li> <li>• Removal from course(s)</li> <li>• Referral to a Truancy Officer</li> <li>• Referral to Truancy Court</li> <li>• Withdrawal from Primavera</li> </ul>
<b>Illness/ Extended Inability to Participate</b>	Students who are unable to attend school due to lengthy illness or an extended inability to participate may be placed in a temporarily inactive status without penalty or loss of credit.
<b>Risk of Withdrawal</b>	<p>Primavera may withdraw a student for failure to meet one or more policies:</p> <ul style="list-style-type: none"> <li>• Primavera will withdraw any student who has not submitted coursework for the required number of days.</li> <li>• Lack of academic progress</li> <li>• Absenteeism</li> </ul> <p>Parent/guardian withdrawal requests shall be processed by phone, email, or in person by a Primavera Student Advisor. Upon request of the withdrawal, an exit interview will be conducted:</p> <ul style="list-style-type: none"> <li>• Any withdrawal request made after 20 school days results in a final grade as follows <ul style="list-style-type: none"> <li>○ A weighted grade of 59% and below = F</li> <li>○ A weighted grade of 60% and above = W (GPA is not affected)</li> </ul> </li> </ul>

## **Attendance Notifications:**

Parents/Guardians/Adult Students submit attendance through the Parent Student Portal. On the Saturday following each block week, a message appears requesting that weekly attendance be submitted. Once attendance is submitted, the student may continue on to courses. Automated emails are sent to parents/guardians and students based on the number of days a student is absent from school. Primavera policy and Arizona state law determine a student's consequences for absenteeism.

## ACADEMICS

	<b>Academic Policies</b>
<b>Academic Credit/ Transferring Credits</b>	<p>The <i>Arizona Revised Statute</i> § 15-189.03, § 15-701.01, and § 15-702:</p> <ul style="list-style-type: none"> <li>• Mandates that a school district or charter school must accept all transfer credits earned by a pupil who was previously enrolled in another school district or charter school in this state.</li> <li>• Allows a school district governing board or charter school governing board to adopt a policy that determines whether a transfer credit will be assigned as an elective or a core credit.</li> </ul> <p>Primavera reserves the right to determine if a transfer credit will be assigned as a core or elective credit, as deemed by <i>Arizona Revised Statute</i> § 15-189.03, § 15-701.01, and § 15-702 Credits from a non-accredited post-secondary school will be considered on a case-by-case basis.</p> <ul style="list-style-type: none"> <li>• Requires a school district or charter school to provide a pupil who transfers from another school district or charter school within the state with a list indicating which credits were accepted as elective credits and which were accepted as core credits.</li> <li>• Allows a transfer pupil, within ten days of receiving the list, to request to take a test in each particular course where core credit has been denied. The test must be developed and evaluated by a teacher who teaches that particular subject matter.</li> <li>• Requires the school district or charter school to accept the credit as core credit if the student passes the test.</li> </ul>
<b>Credit for Non-Accredited Private School and/or Home School Program Courses</b>	<p>Credits will be accepted for successful completion of home-schooled course(s) provided by a school or parent if one of the following occurs:</p> <p>The home-schooled course was listed on a transcript by a school that is fully accredited by one of the following accrediting agencies:</p> <ul style="list-style-type: none"> <li>• New England Association of Schools and Colleges</li> <li>• Southern Association of Schools and Colleges</li> <li>• Northwest Association of Schools and Colleges</li> <li>• North Central Association of Schools and Colleges</li> <li>• Middle States Association of Schools and Colleges</li> <li>• Western Association of Schools and Colleges</li> <li>• National Catholic Educational Association</li> <li>• National Lutheran School Accreditation</li> <li>• Christian Schools International</li> <li>• National Parent Schools Accreditation Agency</li> <li>• Department of Defense Education Accreditation</li> </ul> <p>-Or-</p> <p>In the absence of meeting requirements, the student shall demonstrate competency through a course specific subject matter examination that is created and administered by Primavera provided that the same course or a similar course is offered in Primavera’s curriculum.</p>

	<p>In order to qualify for the course's competency level test the student shall provide the following evidences to Primavera:</p> <ul style="list-style-type: none"> <li>• School work and seat hours leading to the successful completion of the course, which is being challenged; or,</li> <li>• A transcript from a school, which has evaluated the student's home-schooled class work Credit will be granted for the successful demonstration of mastery, which is 70%, on the subject level examination.</li> </ul>
<b>Grade Level Classification/ Cohort</b>	<p>Primavera places students in courses according to their transcript evaluation and Cohort year. Cohort year is defined as the student grade level based upon the first day they enrolled into High School and started 9<sup>th</sup> grade.</p> <p>Entering home schooled students that cannot provide a transcript from an accredited home school program will enter as a first time freshman with zero credits. Please see "Credit for Home School Program Courses" under the Academic Policy section for more information.</p>
<b>High School Honors Courses</b>	<p>Honors courses in various disciplines will be offered and are based on the Arizona Academic Standards. The courses are advanced in material and rigor and may require more time to complete. We encourage all college bound students to consider enrollment in at least one honors course during high school. Students in these courses will receive additional grade point average weighting for grades in Honors. For further information and planning please contact a Guidance Counselor.</p>
<b>High School Honors Course Criteria for Full time or Concurrent students</b>	<ul style="list-style-type: none"> <li>• Earn an average of a 3.0 or better the previous two blocks**</li> <li>• Overall GPA of 3.0 in specific academic area. **</li> <li>• Obtain permission from parent/guardian if under 18</li> <li>• Acquire materials needed for the course before it begins</li> <li>• Continuation in Honors courses require a minimum C in current Honors courses (specific to each discipline) and minimum 2.5 GPA in previous block</li> <li>• Full time students may enroll in a maximum of 2 Honors courses and no regular courses per block or 1 Honors course with 2 regular courses per block</li> <li>• Concurrent students may enroll in a maximum of 1 Honors course and no regular courses per block</li> <li>• Students may not continue in the Honors program if they require an extension beyond the standard 3 day extension</li> </ul> <p>**If the student does not meet the course criteria guidelines, the parent, student and school administrator will meet to discuss course requirements and expectations before approving enrollment into an honors course</p>
<b>High School Dual Enrollment</b>	<p>Dual enrollment allows students to earn high school and college credits simultaneously. The student pays a separate fee to the college and is then considered enrolled in both the high school course and college course being offered. No additional class work is needed to receive the college credits. Some courses may require a minimum score on a placement test in order to be eligible for dual enrollment credit. *Dual Enrollment is dependent upon teacher certification and course availability. Course offerings may change from year to year. For more information on registering please contact your Guidance Counselor</p>
<b>High School credit for College/University</b>	<p>Primavera gives core or elective credits for college courses pursuant to Arizona Revised Statute 15-507.01. Upon receipt of an official transcript from the college or university, a guidance counselor reviews the course description for the college/university course to determine whether core or elective credit will be awarded based on course content equivalency.</p>

	One three (3) or four (4) credit hour college course will be awarded one-half (0,5) high school credit. Any five (5) credit hour college course may be awarded up to one (1) high school credit. College/university courses earning less than 3 credits will not transfer for high school credit. For additional information please contact the guidance department.
<b>Transcript Amendment Policy</b>	In the event that a course title is amended, the new title will be reflected on any current transcripts. Primavera will retain a list of courses that have titles amended and the change date noted. Only courses that do not have changes to the curriculum will be amended
<b>Course Change Requests</b>	A student may only request a change in course if: <ul style="list-style-type: none"> <li>• The assigned course was already taken and completed;</li> <li>• The course assigned does not match the Counselor Course Selection Form; and,</li> <li>• The course assigned is an elective, and the student wishes to complete a different elective.</li> </ul> Parent must contact a Student Advisor via phone or email to change the elective course within 5 school days from the date the course was assigned to the student.
<b>Course Communications</b>	Student/teacher “live” contact is expected on a weekly basis. Advisors have regular contact with students and parents to ensure the overall success in the program.
<b>Course Work and Completion</b>	<ul style="list-style-type: none"> <li>• Students may retake checkpoints up to 3 times</li> <li>• Students may retake workbook questions as many times as they wish</li> <li>• Exams may be retaken at the discretion of the instructor (this is a case by case basis and must be approved by the department chair)</li> <li>• Midterms and final exams may not be retaken. If there is a special circumstance, the exam may not be retaken without the prior approval of the Principal.</li> </ul> <p>• <b>In order to receive a passing grade, a student must complete the final exam.</b></p>
<b>Course Failure and Repeat Credit</b>	Students are permitted to repeat any courses once all graduation requirements are met. All grades remain on the transcript and are calculated in the overall GPA. Required courses for graduation must be retaken and passed
<b>GED Policy</b>	Students who enroll with Primavera and have already earned a GED, may receive a high school diploma based on a maximum of seven (7) core credits applied towards their graduation requirements. Electives will be applied as earned. All other graduation requirements must be met in order to receive a high school diploma
<b>High School Accelerated Course Completion Program</b>	Students may take additional courses beyond the standard number allowed per block (2 courses for Full Time or 1 course for Concurrent) under the following guidelines: Full Time Students: <ul style="list-style-type: none"> <li>• Must pass previous 2 courses with a B or better in both courses</li> <li>• Must maintain a B or better in all courses to continue with more than 2 courses per block</li> <li>• If a student requires an extension beyond 3 days, they may not continue with more than 2 courses per block</li> <li>• New students WILL NOT BE assigned more than 2 courses in their first block</li> </ul> Concurrent students: <ul style="list-style-type: none"> <li>• Must pass previous course with B or better</li> </ul>

	<ul style="list-style-type: none"> <li>• May take a maximum of 2 courses in any block</li> <li>• Must maintain a B or better in courses to continue with 2 courses per block</li> <li>• If a student requires an extension beyond 3 days, they may not continue with more than 1 course per block</li> <li>• New students WILL NOT BE assigned more than 1 course in their first block</li> </ul>																											
<b>High School Academic Success Program</b>	<p>Primavera Online reserves the right to place a student on academic probation according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Student failed the last 2 courses assigned</li> <li>• Student has more than two failing grades on record in a 45-day period for a course taken with Primavera</li> <li>• Student does not abide by Primavera Online attendance policies. Students may be withdrawn for any breach of policy.</li> <li>• The student/parent may be required to sign and follow an Academic Commitment Contract.</li> <li>• Student is required to comply with all the Academic Commitment Contract stipulations, without exception.</li> <li>• If the student does not maintain passing grades in courses, student will be withdrawn from Primavera for a period determined by the school administrator. Withdrawal may affect final course grade. No extension will be given in courses assigned during time of suspension.</li> </ul> <p>• Upon re-enrollment, student will automatically be placed in the Academic Success Program and is required to follow the Academic Commitment Contract until student's passing grades are recorded and verified. Probation will be removed thereafter.</p>																											
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<b>Grading Procedures</b>	<p>Grades will be determined on how students perform on teacher-graded activities within each course. Depending on the assignment, student work will either be teacher-graded or computer graded. Students may view their grade for each assignment for each course through their PSP A+ gradebook. Weekly contact with an instructor is mandatory and is equal to a ten percent (10%) participation grade. Contact must be live and consists of a phone call, or participation in an adobe session.</p> <p>Teacher/Computer graded activities include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Checkpoints</td> <td>Weekly projects, labs or journal entries</td> </tr> <tr> <td>Workbooks</td> <td>Final exam</td> </tr> <tr> <td>Unit exams</td> <td>Discussions</td> </tr> <tr> <td>Collaboration</td> <td>Participation</td> </tr> </table>	Checkpoints	Weekly projects, labs or journal entries	Workbooks	Final exam	Unit exams	Discussions	Collaboration	Participation																			
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<b>High School Honor Courses GPA</b>	Courses offered at the honors level will be designated more academically challenging and utilize 5.0 scale compared to the standard GPA of a 4.0. The grading scale to assign a letter grade will remain the same as outlined in the student handbook. Honors courses will carry weighted GPA status at Primavera. For additional information please contact a guidance counselor or school administrator.																																																																					
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<b>Grade Point Average</b>	<p>Cumulative G.P.A. is based on all the courses that are taken for high school graduation using the following policies.</p> <ul style="list-style-type: none"> <li>• Plus and minus scores are given and averaged for the G.P.A. total.</li> <li>• Any grades that have been replaced by a higher grade remain on the transcript and are averaged for the Cumulative G.P.A. total.</li> </ul>																																																																					
<b>Class Rank</b>	Class Rank G.P.A. is based on a weighted scale and is used to determine the valedictorian, salutatorian, high honors, honors graduates, and college/scholarship application. Any grades that have been replaced by a higher grade remain on the transcript and are not counted for the Class Rank G.P.A. total.																																																																					
<b>Late Projects Policy</b>	<p>Projects are due on Friday. The following Monday is the first day late. Deductions are as follows:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>DAY 1</th> <th>DAY 2</th> <th>DAY 3</th> <th>DAY 4</th> <th>DAY 5</th> </tr> </thead> <tbody> <tr> <td>5%</td> <td>5%</td> <td>5%</td> <td>5%</td> <td>5%</td> </tr> <tr> <td colspan="5">Over 5 days late = 30% deducted from project</td> </tr> </tbody> </table>					DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	5%	5%	5%	5%	5%	Over 5 days late = 30% deducted from project																																																						
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<b>Final Grades</b>	Instructional Staff is responsible for posting final grades within one week following the end date of a Block, according to the official school calendar.																																																																					
<b>Extensions</b>	Extensions will be granted at the discretion of the Department Chair and with administrative approval. Reasons for extension will be based on circumstances such as severe illness, accidents, and/or family issues. Internal technical problems that prevent students from completing their assignments will be evaluated by the Principal.																																																																					

	<b>Assessments</b>
<b>45-Day Screenings</b>	<p>All students are screened by the 45<sup>th</sup> day of attendance in the following areas:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Hearing</li> <li>• Emotional Behaviors</li> <li>• Psychomotor Skills</li> <li>• Academic Progress</li> <li>• Communication Skills</li> </ul>
<b>Standardized Testing</b>	<p>The Arizona Department of Education mandates that all students must meet the standards in Writing, Reading and Math in order to receive a high school diploma. Primavera provides notification of testing dates and locations around the State through the Primavera website, regular mail, emails, and the PSP messaging system. Instructors proctor the tests on dates specified by the ADE.</p>
<b>Standardized Testing Policies</b>	<p>Students who are required to take one or more sections of the Standardized Testing and do not take the test on the initial testing date will have their course(s) placed on hold until they take the required test on the make-up date(s).</p> <ul style="list-style-type: none"> <li>• Any student that does not take one or more of their required sections of the Standardized Test will be removed from the online program, pursuant to ARS §15.808(B). That student will not be eligible for re-enrollment until the following school year. ARS. §15.808 (B) states that: <i>If a pupil fails to comply with the testing requirements and the school administers the tests pursuant to this subsection to less than ninety-five per cent of the pupils in Arizona online instruction, the pupil shall not be allowed to participate in Arizona online instruction.</i></li> </ul>
<b>Standardized Testing Eligibility</b>	<ul style="list-style-type: none"> <li>• All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students test in the Spring of the current school year.</li> <li>• All 9<sup>th</sup> grade students take the Stanford 10 test in the Spring of the current year.</li> <li>• All 10<sup>th</sup> grade students, identified by their cohort year (see page 14) as sophomores, are required to test for the first time in the Spring of the current year.</li> <li>• 11<sup>th</sup> and 12<sup>th</sup> grade students who have not yet "Met the Standard" on a particular subtest must retake that test (offered Fall and Spring); tests may be retaken until the standard has been met.</li> <li>• Students in 11th and 12th grades who have already "Met the Standard" on a particular subtest have the option of retesting in order to improve their scores. These students must register and retest during the Fall and Spring administration of the tests. Students who have "Met the Standard" and did not register prior to the administration dates may test only if materials are available.</li> <li>• Students who have already "Exceeded the Standard" on any particular subtest may not retake the test unless approved by a guidance counselor.</li> </ul>
<b>SAT/ACT Scores</b>	<p>Certain scores on the SAT or the ACT are acceptable in lieu of passing Standardized Test scores. To qualify for this alternative method, students must test on AIMS at the high school level at every opportunity. More details are posted on <a href="http://www.azed.gov">www.azed.gov</a> For additional information contact a guidance counselor.</p>

## Standardized Testing Policies and Procedures

Students attending Primavera Online on a full-time attendance basis must participate in the State required standardized tests provided in the Fall and Spring of each school year. Non-participation is cause for removal from the online program as stated in Arizona Revised Statutes §15.808B

Any student who is suspected of being under the influence of drugs or alcohol at any school function will be suspended immediately and not admitted to the event. If the student is under 18 years of age, the parents/guardians will be notified. If the student is an adult, the police will be contacted. Additionally, the student will be recommended for expulsion and will receive a hearing before the school board.

## High School Graduation Requirements

In order to graduate and receive a diploma from Primavera, students must complete the following requirements to include a minimum of eight (8) courses or four (4) credits with Primavera, and must meet all Arizona State standardized test requirements. New or returning students must take a minimum of two courses in the first six-week block of the school year in order to be considered a full-time student with Primavera.

Students participate in graduation ceremonies in December and June of each school year.

<b>Courses</b>	<b>Minimum Credits Required for Graduation</b>	<b>Minimum Credits Required for Arizona State Universities</b>
English	4	4
Mathematics	4	4
Science	3	3 (must be lab science)
Social Studies	3	3
Physical Education	1	1
*CTE / Fine Arts	1 (CTE or Fine Art)	1 (Fine Art only)
<b>Total Core Courses Required</b>	<b>16</b>	<b>16</b>
Electives	6	5
Foreign Language	0	2
<b>Grand Total</b>	<b>22</b>	<b>23</b>

\*Career and Technical Education (includes elective courses specific to vocational skill)

### **Middle School Promotion Requirements:**

Primavera Middle School students must show proficiency in all current grade core subject areas displayed in the chart below in order to be considered for promotion to the next grade level.

Course	6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
<b>English</b>	6A <input type="checkbox"/>	6B <input type="checkbox"/>	7A <input type="checkbox"/>	7B <input type="checkbox"/>	8A <input type="checkbox"/>	8B <input type="checkbox"/>
<b>Math</b>	6A <input type="checkbox"/>	6B <input type="checkbox"/>	7A <input type="checkbox"/>	7B <input type="checkbox"/>	8A <input type="checkbox"/>	8B <input type="checkbox"/>
<b>Science</b>	6A <input type="checkbox"/>	6B <input type="checkbox"/>	7A <input type="checkbox"/>	7B <input type="checkbox"/>	8A <input type="checkbox"/>	8B <input type="checkbox"/>
<b>Social Studies</b>	6A <input type="checkbox"/>	6B <input type="checkbox"/>	7A <input type="checkbox"/>	7B <input type="checkbox"/>	8A <input type="checkbox"/>	8B <input type="checkbox"/>

"The philosophy of Primavera is to provide every student with an accredited, structured, personalized education."

The Promotion and retention of students enrolled in the Primavera School System shall be based upon the degree of success the individual student has achieved in completing the educational program designated to meet his/her needs.

Promotion to the next grade

1. Academically
  - Passing grades in mathematics, English, social studies and science as well as demonstrates appropriate social/emotional maturity
2. Socially
  - a. Student's age is a concern for current grade level

### **Promotion for students who do not meet the criteria above**

These students will be considered for promotion under the following circumstances:

1. Received supplemental support services such as special education services that do not recommend retention (IEP and/or 504)
2. A determination by the Retention/Promotion Committee (Student Advisor, Teacher, Guidance Counselor, and school administrator) that the student has shown adequate progress and mastery of the core content areas as well as the social maturity to be successful in the next grade level

### **Retained**

A student may be considered for retention if any combination of the following criteria exists:

1. The student does not successfully complete the core classes described above.
2. The Retention/Promotion Committee determines that retention will benefit the student.
3. The student is performing significantly below grade level.
4. The student demonstrates social/emotional immaturity.
5. The student has poor work habits, incomplete work and/or does not meet attendance policy.

### **Appeal Process**

If the parent/guardian does not accept the school's decision to retain a student he/she may appeal.

1. The appeal needs to be initiated within 15 days of when the 'Letter of Decision' was sent to the parent/guardian.
2. To start the appeal, the parent/guardian shall submit a written request to the Principal specifying the reasons why the retention should be reviewed.

3. The Principal will provide a written decision to the parent/guardian explaining the outcome of the appeal.
4. If parent/guardian is still in disagreement with decision they can elect to take their dispute to the school governing board.

## Special Education Policies and Procedures

<b>Special Education</b>	<p>Primavera special education policies and procedures have been developed to comply with all applicable Federal and State statutes and regulations, including but not limited to: the Individuals with Disabilities Education Act (IDEA), IDEA implementing regulations and the Arizona State Statutes. This school ensures that all school age children with disabilities aged 3-21 within its jurisdiction have the right to a free and appropriate public education (FAPE).</p> <p>The term "free appropriate public education" or FAPE means special education and related services that:</p> <ul style="list-style-type: none"> <li>• Are provided at public expense, under supervision and direction, and without charge;</li> <li>• Meet State standards of education;</li> <li>• Include an appropriate preschool, elementary school, or secondary school education; and</li> <li>• Are provided in conformity with an IEP program that meets the requirements of §300.320 through 300.324. (Authority: 20 U.S.C. 1401(9))</li> </ul>
<b>Free Appropriate Public Education</b>	<p>FAPE will be made available to each child who has a disability and is in need of special education and related services even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade. (§300.101 (c))</p> <p>FAPE will be available to all children with disabilities who have been suspended or expelled from school, as provided for in §300.530(d). (§ 300.101 (a))</p> <p>FAPE will be made available to students who have graduated, but have not been awarded a regular high school diploma. Children with disabilities who have graduated from high school with a regular high school diploma will not be provided with FAPE. Graduation from high school with a regular high school diploma constitutes a change in placement. (§300.102 (3) (i))</p>
<b>Alternate Graduation Requirements</b>	<p>Students who have IEP's may be eligible for alternate graduation requirements to earn a regular high school diploma.</p>
<b>"At Risk" Students</b>	<p>State Law mandates that Instructors who receive information about students who are "at risk" due to mental/physical abuse, drug/alcohol abuse, attempted suicide, or any other issues that may impair their ability to perform academically, must be reported immediately to the school administrator and Guidance Department.</p>

## Additional Academic Programs

### Clubs

Primavera offers numerous ways for students to get involved in the school, including many different club options. These range from social, academic, and content specific clubs and each offers a wide variety of activities to complement your academic experience within our program. Each club has specific criteria that must be met in order to participate. For more information on each club and how to get involved, please visit the Student Life section on our website.

## Conduct, Expectations and Procedures

### Standards of Conduct and Expectations

Primavera makes every effort to maintain a positive learning environment where students, families, teachers and staff are treated with respect. All staff members are expected to meet work performance objectives, committed goals, and deadlines while continuing to strive to create an exceptional education experience for our students. Both students and families are likewise expected to contribute to the success of all students by helping to foster and pass on our positive environment.

	<b>Students enrolled in Primavera need to be aware of the following guidelines and expectations:</b>
<b>Department</b>	Any student who is suspected of being under the influence of drugs or alcohol at any school function will be suspended immediately and not admitted to the event. If the student is under 18 years of age, the parents/guardians will be notified. If the student is an adult, the police will be contacted. Additionally, the student will be recommended for expulsion and will receive a hearing before the school board.
<b>Communication</b>	Students maintain contact with their instructors on a regular basis, to be informed of their scores on tests, quizzes, and assignments. Parents are encouraged and invited to follow the progress of their students. This can be done by going to the Parent Student Portal. In order to gain access to a student's work and grades, the parent or guardian must know the student's log-in name and password.
<b>Honor Code</b>	As members of the Primavera community, all students are expected to conduct themselves with honor and academic integrity. All students will follow appropriate citation guidelines to ensure that proper credit is given to the authors or creators of any work used
<b>Internet Acceptable Use</b>	Access to the Internet is a privilege, not a right. That access entails responsible use of the school computer network. Always use a computer in a way that shows consideration and respect, including use of appropriate and respectful language. Remember that email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board, or in the local newspaper. Primavera is committed to cooperating with officials to preclude any illegal activities conducted through Internet access and to assist students in our school to use computers well, respectfully, and appropriately, in every aspect of their student life
<b>Disclaimer</b>	Primavera does not warrant, and specifically disclaims, all warranties of any kind, either expressed or implied, including but not limited to, the implied warranty of merchantability fitness for a particular purpose or non-infringement, relating to the use of, and/or materials obtained via, the internet.
<b>Use of Copyrighted Materials</b>	All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website or PSP for their own use
<b>Academic Integrity, and Plagiarism</b>	Primavera's Plagiarism Policy defines plagiarism as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. Sources may include, but are not limited to, the Web, books, and articles. Requirements for citing material are as follows: A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures

	<p>of another person without citing the exact source in the body of the assignment.</p> <ul style="list-style-type: none"> <li>• Directly quoting another person’s actual words, whether oral or written;</li> <li>• Using another person’s ideas, opinions, or theories;</li> <li>• Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;</li> <li>• Borrowing facts, statistics, or illustrative material; or</li> <li>• Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.</li> </ul>																
<p><b>Cheating</b></p>	<p>Cheating involves submitting work in an assignment or exam that is not your own. Cheating includes:</p> <ul style="list-style-type: none"> <li>• Copying someone else’s work</li> <li>• Allowing someone else to copy your work</li> <li>• Having someone else complete your work for you</li> <li>• Using <b>unauthorized materials to help you complete your work.</b></li> <li>• <b>Accessing social media sites on the internet to help you complete your work.</b></li> </ul> <p>If an instructor detects cheating, the instructor may recommend (depending on the severity) one of the following:</p> <ul style="list-style-type: none"> <li>• Reduced grade for the assignment or exam</li> <li>• No credit for the assignment or exam</li> <li>• Reduced grade for the course</li> <li>• Failure of the course</li> </ul> <p>Under no circumstances will a student be permitted to cheat and disciplinary measures will be taken in the event of this type of student misbehavior</p> <p>The above is not all inclusive and any form of cheating will not be tolerated. Any student found in violation of this policy will be subject to the following disciplinary action:</p>																
<p><b>Consequences of Academic Misconduct</b></p>	<table border="1" data-bbox="418 1297 1386 1568"> <thead> <tr> <th colspan="4">CONSEQUENCES FOR ACADEMIC MISCONDUCT</th> </tr> <tr> <th>Violation</th> <th>Occurrence</th> <th>Minimum Action</th> <th>Maximum Action</th> </tr> </thead> <tbody> <tr> <td>Academic Misconduct/Cheating/ <u>Plagiarism</u></td> <td>First</td> <td>Student/parent conference Zero on assignment</td> <td>Zero on assignment and suspension</td> </tr> <tr> <td></td> <td>Repeated</td> <td>Zero on assignment and suspension</td> <td>Long-term suspension Expulsion may be considered depending on severity of occurrence</td> </tr> </tbody> </table>	CONSEQUENCES FOR ACADEMIC MISCONDUCT				Violation	Occurrence	Minimum Action	Maximum Action	Academic Misconduct/Cheating/ <u>Plagiarism</u>	First	Student/parent conference Zero on assignment	Zero on assignment and suspension		Repeated	Zero on assignment and suspension	Long-term suspension Expulsion may be considered depending on severity of occurrence
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<p><b>Misconduct Appeal</b></p>	<p>Primavera may, on a case-by case basis, provide for lesser disciplinary action after consideration of all relevant circumstances. A student has a right to appeal a disciplinary action; and, procedures for said appeal can be found in the <b>Student Grievance Policy and Procedures (Grievance Policy)</b>. The Grievance Policy can be found after Student Rights.</p> <p>1) A disciplinary action must be decided within 30 working days of the occurrence; the penalty will become effective immediately and shall be in effect for the specific duration.</p>																

	<p><b>Or</b></p> <p>2) A disciplinary action must be decided within 30 working days of the occurrence. The penalty, where appropriate, and at the discretion of the Appointed Officer, may permit the student to complete the remainder of the term. The penalty shall then become effective for the specified duration determined by the Appointed Officer.</p>
<b>Inappropriate Discussions</b>	A student's discussion board written comments are considered inappropriate if they contain vulgar, profane or obscene language, sexual innuendo or descriptions, or use discriminatory language as it applies to race, color, religion, national origin, age, sex, or disability.
<b>Right of Appeal</b>	Any academic decision and/or penalty imposed by the Appointed Officer under this policy may be appealed within 30 days of the date of the letter informing the student of the disciplinary action. Requesting an appeal does not stay the academic decision or penalty imposed. A penalty becomes in effect when designated by the Appointed Officer. Please see <b>Student Grievance Policy and Procedures</b> to file an appeal
<b>Academic Misconduct Discipline Records</b>	<p>A record of discipline shall be placed in the Student's academic file. The Office of the Registrar shall maintain all records regarding undergraduate Student academic discipline. The Office of the Registrar shall also maintain all records regarding graduate Student academic discipline.</p> <p>Records pertaining to investigations and appeal hearings shall be maintained for a minimum of twelve (12) months following the date of the letter notifying the Student of the discipline decision. Files relating to investigations shall be maintained by the Appointed Officer located at the administrative offices.</p>
<b>Parent Student Portal (PSP) Community (high school only)</b>	Primavera developed the PSP Community to provide a safe virtual environment where fellow students can interact. The PSP Community allows students to share information with their classmates. Students choose what information they put in their profile, including photos, interests, blogs and comments.
<b>Privacy &amp; Sharing</b>	<p>Primavera strives to maintain an environment free of harassment and sensitive to the diversity of its students. The PSP Community is a fully moderated school-wide social network that allows students the ability to interact with each other in a safe atmosphere. When students enroll at Primavera, they provide us with two types of information: personal information they knowingly choose to disclose that is collected by us and information collected by us as they interact within the PSP Community. When students complete the online enrollment application, they provide us with certain personal information, such as name and address. When students access the PSP Community, they may upload a photo, select interests, and post comments and blogs.</p> <p>Any student in good academic standing (as outlined under Rules for Acceptable Usage) can access the PSP Community. Students have the option to hide their profile from the Community, share their blogs, interests and images, and allow comments from other students. Please be aware that any comment students post that is approved by an Primavera moderator is viewable by the entire Primavera student body. Profile information students submit to the PSP Community will also be viewable to other</p>

	<p>Primavera students. Student names and profile picture thumbnails will be available in search results across the PSP Community.</p> <p>Access and control over profile information within the PSP Community is readily available through “My Profile.” Students may modify or delete any of their profile information at any time by accessing the PSP Community. Modified information will require approval by a Primavera moderator. Deleted information will take effect immediately. The PSP Community is a part of Primavera and all personal information belonging to any student must stay within the Community. Students may not share passwords, let anyone else access their account, or do anything else that might jeopardize the security of their account.</p> <p>Primavera may choose to use images or content from the PSP Community for marketing purposes. Any images or content used for marketing purposes that contains information of students less than 18 years of age will require permission from the student’s parent(s) or legal guardian(s).</p> <p>We always appreciate feedback or other suggestions about the PSP community, but be aware we may use them without any obligation to compensate for them.</p>
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**Student Grievance Policy and Procedures**

Please bring any case of grievances regarding a violation, misapplication, or misinterpretation of Primavera policy, procedure, or practice to the immediate attention of the Principal.

Try to resolve the problem(s) informally first either by meeting or talking to the person whom you believe has violated the school policy or procedure. In case this doesn’t work you can contact Primavera administration for further details and procedures.

	<b>A student filing a grievance must adhere to the following outlined procedures:</b>
<b>Procedure</b>	<p>In case students or parents feel that a violation, misapplication, or misinterpretation of a Primavera policy, procedure, or practice has occurred; they should bring it to the immediate attention of the Principal within 7 days of the occurrence. The details of the grievance procedure and policies will then be communicated to the students or parents within 7 days of when the complaint was received. However, it is in the best interest for everyone concerned to resolve the problem(s) informally either by meeting or talking to the person whom they believe has violated, misapplied, or misinterpreted the policy or procedure.</p> <p>During the process of a grievance, all procedures, meetings, names, and related information will be kept confidential.</p>
<b>Informal Process</b>	<p>It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the student is expected to meet with the person whom s/he believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that s/he is able to do that, s/he needs to meet and discuss the incident with the staff supervisor or department chair of the faculty member. This meeting needs to take place no later than twenty (20) days after the complaint occurrence.</p> <p>If a student believes s/he has been discriminated against because of race, sex, sexual orientation, color, religion, age, marital status, ancestry, disability or national origin in any way by school personnel, it is important that s/he bring the situation to the attention of the Principal.</p>

<b>Formal Process</b>	<p>If the student is not satisfied with the results of the informal process, s/he should initiate the formal process no later than thirty (30) school days after the occurrence that caused the complaint. (School days are defined as weekdays - Monday through Friday). The student must follow the below guidelines:</p> <ol style="list-style-type: none"> <li>1. A Grievance form can be obtained at the Primavera front office.</li> <li>2. As instructed on the Grievance form, the student must submit the grievance to the supervisor of the person charged. The supervisor will immediately deliver a copy to the charged employee, who must respond in writing to the student within seven (7) school days and provide the supervisor with a copy of the response.</li> <li>3. The student, if not satisfied by the reply, or if not in receipt of a reply within seven (7) school days, may then appeal, in writing, within five (5) additional school days to the Student Grievance Committee. The student appeal goes to the Principal who will initiate the hearing process. This appeal should include copies of any responses from the charged employee and the supervisor. The chair of the Student Grievance Committee will initiate a hearing within thirty (30) school days.</li> <li>4. The Principal and chair of the Student Grievance Committee may at their discretion continue the grievance process during the breaks or summer sessions. A student utilizing the Student Grievance hearing process is precluded from using the Grade Appeal process for the same occurrence.</li> </ol>
<b>Student Rights</b>	<p>Students in the school have rights such as those outlined in the Constitution and the laws of the United States and the State of Arizona, within the limitation of their age. After they reach legal adulthood, at the age of 18 years, they have the full rights, responsibilities, and liabilities of those with the respect that any human being deserves.</p>
<b>Parent Rights</b>	<p>Parents have the right to opt their student out of certain curriculum due to its sexual or violent content or its vulgar or profane language. Parents are informed in advance of any course that may require parent consent and have the right to review materials and activities in advance. Parents who object to a certain curriculum may submit a written request to withdraw student from that activity, class, or program in which the material is used and to request an alternative assignment.</p>

<b>Student Grievance Committee</b>	
<b>Composition of the Committee</b>	<ol style="list-style-type: none"> <li>1. The Student Grievance Committee shall be composed of departmental chairs from five different disciplines, Special Education coordinator and Vice Principal.</li> <li>2. No charged or charging party in a grievance shall serve as a member of the Student Grievance Committee when the grievance is being considered. Temporary members shall be appointed by Primavera as and when required.</li> </ol>
<b>Charge Guidelines</b>	<p>Charges brought before the Student Grievance Committee should be presented in the following format:</p> <ol style="list-style-type: none"> <li>1. Full name, address, and telephone number (if any) of the person(s) making the charge;</li> <li>2. Full name of each person being charged and a list of specifics against each person charged;</li> <li>3. A concise, chronological description of the incident(s) on which each charge is based (including dates, times, locations, and persons present);</li> <li>4. A list and brief description of all physical evidence to be presented to the Student Grievance Committee;</li> </ol>

	<p>5. A list of all witnesses to be presented and a brief description of the relevance of the testimony of each witness; and,</p> <p>6. A description of the recommendation sought from the Student Grievance Committee.</p>
<b>Hearing Guidelines</b>	<p>1. The hearing shall be private (restricted to committee members, the grievant, and the charged party) if requested by either party.</p> <p>2. Minutes of Meeting (MoM) of the hearing will be made by a designated employee of Primavera and copies will be available to the involved parties. No other recordings shall be allowed.</p> <p>3. The Student Grievance Committee shall consider only information pertaining to the list of specific charges and introduced as evidence at the hearing. The charged must be provided with the list of charges at least one week prior to the hearing. No new charges or evidence may be introduced by the charging party during the hearing.</p> <p>4. The burden of proof shall lie with the charging party. The charging party may opt not to require the charged party to appear as a witness. However, such option shall not exclude the committee from calling upon the charged employee for testimony if the committee so desires.</p> <p>5. Seven copies of any materials from either party to be read by the committee must be submitted to the chair no later than ten (10) school days before the hearing.</p>
<b>Hearing Procedures</b>	<p>1. The chair of the Student Grievance Committee will preside over the hearing and introduce all participants.</p> <p>2. The chair will read aloud the list of the specific charges being made against each charged party and actions sought against each.</p> <p>3. The charging party will present his or her case first, including testimony of witnesses, if any. Following testimony, each witness may be asked questions. The questioning must pertain to the original testimony.</p> <p>4. The charged party will present his or her case in the same manner as the charging party.</p> <p>5. Upon conclusion of the charged party's case, the charging party may summarize, followed by the summary by the charged party.</p>
<b>Report of Hearing</b>	<p>The chair of the Student Grievance Committee shall write or delegate the writing of the final report to be completed within seventy-two (72) hours of the decision. The report shall consist of the following: .</p> <ol style="list-style-type: none"> <li>1. A copy of the charges and responses;</li> <li>2. A summary of the Student Grievance hearing;</li> <li>3. The conclusions reached by the Student Grievance Committee on the basis of the evidence presented;</li> <li>4. The recommendations for the disposition of the case.</li> </ol> <p>The report shall be sent to the appropriate Primavera official responsible for action and will communicate to the parties within five (5) school days, or as soon as possible.</p>
<b>Withdrawal</b>	The student may withdraw the grievance at any time.
<b>Right of Appeal</b>	Within thirty (30) school days after the decision of the Student Grievance Committee is presented, an appeal may be made by either party to Primavera president.
<b>No Reprisals</b>	No reprisals shall be taken by administration, faculty, or staff against any student or faculty because of participation in a grievance.
<b>Grievance Records</b>	Grievance records will be maintained for at least one year by the Principal. For more information concerning the student grievance process, contact the Principal.

## **TERMS OF USE**

### **Accountability**

Primavera's Parent Student Portal and Student Management System is available to students while participating in their educational experience and as they become literate in an increasingly technological world.

- Access to the PSP Community is a privilege, not a right. That access entails responsible use of the school network. Always use the network in a way that shows consideration and respect toward yourself and others. Remember that the network is not private. Never say anything that you wouldn't mind seeing in the local newspaper.
- Students are subject to all local, state and federal laws and agree to abide by all such laws. Primavera is committed to cooperating with officials to preclude any illegal activities conducted through Internet access and to assist students in our school to use the PSP Community well, respectfully, and appropriately, in every aspect of their student life.
- The purpose of these Rules for Acceptable Usage is to foster the appropriate use of the PSP Community. The following guidelines apply to all users whenever they access the Primavera network.
- Students must be in good academic standing to access the PSP Community. This includes maintaining a 70% average or higher in currently enrolled courses, as well as submitting attendance on a weekly basis.
- Students may not use the PSP Community to do anything unlawful, misleading, malicious, or discriminatory.
- Students may not post content or take any action on the PSP Community that infringes someone else's rights or otherwise violates the law.
- Students may not use the Primavera network to engage in any illegal act, including, but not limited to, arranging for the purchase or sales of drugs or alcohol, engaging in criminal activity or threatening the safety of another person.
- Students may not use obscene, profane, lewd, vulgar, rude, defamatory, threatening or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos, or any other form of communication.
- Students may not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students may not bully, intimidate, or harass other persons. Harassment is persistently acting in a manner that distresses or annoys another person.
- Students may not knowingly or recklessly post false or defamatory information about a person or organization.
- Students may not post content that is hateful, threatening, pornographic, or that contains nudity or graphic or gratuitous violence.
- Students may not post photos that display suggestive poses, visible undergarments and/or revealing clothing. Students must be fully clothed.
- Students may not post photos that include individuals other than themselves.
- Students may not post photographs, comments, or blogs that display illegal substances or include references to illegal substances.
- Students may not post links to personal websites or social networking sites (including, but not limited to, Face Book, MySpace, Twitter, or YouTube).
- Students may not solicit login information or access an account belonging to someone else.
- Students may not solicit personal information from other students (including, but not limited to, home/work address, phone number, email address, or personal website).
- Students may not upload viruses or other malicious code.
- Students may not send or otherwise post unauthorized commercial communications to users (such as spam).
- Students may not use the Primavera network to pirate software or make illegal copies of copy written materials.
- Students may not use Primavera's copyrights or trademarks without written permission.
- Students may not post sensitive financial information.
- Students may not facilitate or encourage any violations of these Rules. Primavera will remove any content students post in the PSP Community if we believe that it violates these Rules.

- Any and all photographs, comments, blogs, and interests are fully moderated by Primavera and must first be approved by a school moderator. Any photograph, comment, blog, or interest that violates the above
- Rules will not be approved for public viewing. If any student repeatedly violates the letterer spirit of these Rules, we will remove individual access to the PSP Community.

### **Safety & Security**

The PSP Community is a virtual school network in which students have the opportunity to get to know other students. Primavera makes every attempt to ensure the safety and security of each student by maintaining a fully moderated school community. Any and all content within the PSP Community must be approved in advance by a Primavera moderator before it can be viewed by other PSP Community users.

- Students will not post personal contact information about themselves or other students. Personal contact information includes (but is not limited to) home, school, or work addresses, email addresses, and telephone numbers.
- Students agree not to meet with someone met online other than another Primavera student or staff member. Students should notify parent(s) or guardian(s) and the Primavera Staff if someone online has asked to meet with them.
- Students will promptly disclose to the Primavera staff of any message they receive that is inappropriate, offensive or feels uncomfortable.
- Students may not attempt to gain unauthorized access to the Primavera network or to any other computer system connected to the Primavera.
- School network, notwithstanding parents and guardians. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- Students may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses. Primavera is not responsible for any loss of data that is a result of system failure.
- It is unlawful to grant access to student identification information to anyone who is unauthorized without written consent by management and the proper legal right to know.
- It is unlawful to grant access to the Parent Student Portal and/or the Student Management System to anyone who is unauthorized without written consent by management and the proper legal right to know.
- Primavera may post links to other websites within the PSP Community. Primavera is not responsible for the privacy practices of web sites not affiliated with Primavera. Primavera encourages all students to be aware when they leave our site to read the privacy statements of each and every web site that collects personally identifiable information.
- Primavera takes appropriate precautions to protect our students' information. All account information is located on a secured server behind a firewall. When students enter sensitive information (such as username or password), we encrypt that information using secure socket layer technology (SSL). If there are any questions about the security of the PSP Community, please contact Primavera School's Helpdesk.
- Primavera will not divulge any student information to outside parties in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Disclosure**

Primavera may be required to disclose student information pursuant to lawful requests, such as subpoenas or court orders, or in compliance with applicable laws. Primavera does not reveal information until we have a good faith belief that an information request by law enforcement or private litigants meets applicable legal standards. Additionally, Primavera may share account or other information when we believe it is necessary to comply with the law, to protect Primavera's interests or property, to prevent fraud or other illegal activity perpetrated through the PSP Community or using the Primavera name, or to prevent imminent bodily harm. This may include sharing information with other companies, lawyers, agents or government agencies.

## **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.  
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

**For the Spanish version of FERPA, please use this link.**

[https://respuestas.ed.gov/app/answers/detail/a\\_id/184/kw/FERPA/session/L3RpbWUvMTM0MjYxNzIwNi9zaWQvM2IFdVRyMWw%3D](https://respuestas.ed.gov/app/answers/detail/a_id/184/kw/FERPA/session/L3RpbWUvMTM0MjYxNzIwNi9zaWQvM2IFdVRyMWw%3D)

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Primavera Technical Learning Center, L.E.A. has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Primavera Technical Learning Center, L.E.A. will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Primavera Technical Learning Center, L.E.A. will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Primavera Technical Learning Center, L.E.A. will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be *provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:*

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

***Section 504 Prohibits Discrimination on the Basis of Disability in Programs or Activities That Receive Federal Financial Assistance***

***TITLE II of the Americans with Disabilities Act Prohibits Discrimination on the Basis of Disability by State and Local Governments***

**1. Student Placement**

- a. The Office for Civil Rights (OCR) in the U.S. Department of Education (ED) enforces Section 504 of the Rehabilitation Act of 1973 in programs and activities that receive assistance from ED. OCR also enforces Title II of the Americans with Disabilities Act of 1990 (ADA), which is applicable to state and local governments.
- b. Section 504 of the Rehabilitation Act of 1973 requires that:
  - i. No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...
- c. Section 504 and Title II of the ADA prohibit the discriminatory assignment of disabled students to segregated classes or facilities. These laws apply to elementary and secondary as well as postsecondary schools. In elementary and secondary schools, disabled students may be assigned to separate facilities or courses of special education only when this placement is necessary to provide equal educational opportunity to them. Any separate facilities, and the services provided in separate facilities must be comparable to other facilities and services.
- d. To determine what the educational needs of a disabled student may be, schools must carry out preliminary evaluation and placement procedures. Specific elements that must be considered are discussed below.

**2. Evaluation and Placement Procedures**

- a. Before placing disabled students in any educational program, schools must evaluate carefully each student's skills and special needs. Federal requirements provide standards for proper evaluations and placement procedures.
- b. The tests and evaluation materials that are used must be chosen to assess specific areas of the student's needs. For example, a student may not be assigned to special education classes only on the basis of intelligence tests. When a student with impaired sensory, manual, or speaking skills is evaluated, the test results must accurately reflect what the test is supposed to measure and not the student's impaired skills except where those skills are what is being measured. Only trained people may administer the tests or evaluation materials.
- c. Placement decisions must be made by a team that includes people who know about the student and understand the meaning of the evaluation information. The placement team must consider a variety of documented information for each student. The information must come from several sources, including the results of aptitude and achievement tests, teacher recommendations, reports on the student's physical condition, social or cultural background, and adaptive behavior.
- d. The placement team must also be aware of different options for placing the student so that the student is placed appropriately. See section on Educational Setting, below.

**3. Educational Setting**

- a. The law requires that disabled students be educated along with nondisabled students to the maximum extent appropriate to the needs of the disabled students. This means that disabled students must be

assigned to regular courses or classes if the students' needs can be met there. Also, decisions on academic placement must be based on an individual student's needs.

b. Disabled students may be placed in a separate class or facility only if they cannot be educated satisfactorily in the regular educational setting with the use of supplementary aids and services. For example, students who are blind may be assisted by readers or may use Braille equipment or specially-equipped computer equipment and remain in the regular classrooms. However, students with severe learning disabilities may be assigned to special education classes for part of the day.

c. Schools that do not offer the special educational programs or facilities that may be required by a disabled student may refer that student to another school or educational institution. However, the student's home district remains responsible for providing the student a free and appropriate education. Transportation must be provided at no greater cost than would be incurred if the student were placed in the home district.

#### **4. Reevaluations**

a. The performance and skill levels of disabled students frequently vary, and students, accordingly, must be allowed to change from assigned classes and programs. However, a school may not make a significant change in a disabled student's placement without a reevaluation. Schools must conduct periodic reevaluations of all disabled students.

#### **5. Individualized Education Program**

a. The Individuals with Disabilities Education Act (IDEA) requires schools to develop, according to specific standards, an individualized education program (IEP) for each eligible student with disabilities. An IEP that meets the requirements of the IDEA also fulfills the requirements of Section 504 and Title II of the ADA for an appropriate education for a disabled student.

#### **6. Procedural Safeguards**

a. Schools must establish procedures that allow the parents or guardians of students in elementary and secondary schools to challenge evaluations, placement procedures, and decisions. The law requires that parents or guardians be notified of any evaluation or placement action, and that they be allowed to examine their child's records.

b. If they disagree with the school's decisions, parents or guardians must be allowed to have an impartial hearing, with the opportunity to participate in the discussions. A review procedure must be made available to parents or guardians who disagree with the hearing decision.

#### **7. Nonacademic Services and Activities**

a. Students may not be excluded on the basis of disability from participating in extracurricular activities and nonacademic services. These may include counseling services, physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school, referrals to agencies that provide assistance to disabled persons, and student employment.

b. Discrimination in counseling practices is prohibited. Counselors must not advise qualified disabled students to make educational choices that lead to more restrictive career objectives than would be suggested for nondisabled students with similar interests and abilities.

c. For more information on student placement under Section 504 and Title II of the ADA, and on discriminatory practices in student assignment on the basis of disability, see the list of offices that contains the address and telephone number for the OCR office that serves your area, or call 1-(800)-421-3481.

## Minimum Computer Specifications:

### Internet & Email

- 1.5 MB minimum bandwidth DSL or Cable preferred (Dial-Up not recommended)
- Personal E-mail address (free at gmail.com, yahoo.com, or msn.com)

### Hardware

- CPU: Intel® Core Duo or Dual Core (I3 or better recommended) or AMD equivalent
- RAM: 1 GB minimum (4 GB recommended)
- HDD: 120 GB minimum (200 GB or more recommended)
- VIDEO: 1024x768 minimum Resolution recommended
- MONITOR: 15" Widescreen or greater recommended
- AUDIO: Sound card with speakers or headphones (or headset with microphone)
- AUDIO: Microphone (required for Foreign Language courses & Tutoring)
- PRINTER: Inkjet or laser printer (not required, but helpful)

### Operating System

- Windows® XP SP3 or Windows® 7 or Mac® OSX (10.4 or later)

### Software

#### Free Applications & Plug-ins:

- Latest Adobe® Flash Player (10 or later required at the moment)
- Latest Windows® Media Player or equivalent
- Latest free Adobe® Reader (not Acrobat) or equivalent PDF Reader
- Latest Adobe® Shockwave Player
- Latest Apple® QuickTime Player (iTunes not required)
- Latest Java® (JRE)

#### Internet Browser Options:

- Internet Explorer 7.0 or later
- FireFox 3.0 or later Safari 3.1 or later - Chrome not recommended

#### Additional Software Recommended:

- Word-processing: Microsoft® Word 2003 or better (or equivalent for most courses)
- Presentation: Microsoft® PowerPoint 2003 or better (or equivalent for many courses)
- Spreadsheet: Microsoft® Excel 2003 or better (or equivalent required in some courses)

NOTE: the free OpenOffice Suite includes equivalents for all of the above applications

### Notification:

The Federal Environmental Protection Agency requires all non-profit schools in the United States to be inspected for the presence of asbestos and to develop an Asbestos Management Plan.

Primavera's Management Plan is available for review at the administrative office of the campus, and states the following: *Asbestos materials were NOT identified within the on-site school structures.* If you have any questions please contact our Project Manager at 480-456-6678, Ext. 3017.

## Resources and Support:

### Contact Information

For further information on the contents of this handbook or other information regarding Primavera, please contact us:

Enrollment Information	480-456-6678, Ext. 2003
Academics:	480-456-6678, Ext. 2004
Email:	info@primaveratech.org
Website:	www.primaveratech.org