

Primavera
ONLINE HIGH SCHOOL®

Primavera
ONLINE MIDDLE SCHOOL®

2014-15
Parent / Student
Handbook

Dear Parent(s) and Student,

Welcome to Primavera Online Middle School and High School. As we start the 2014-2015 school year, we hope this handbook is helpful to you and gives you a good understanding of our mission and vision. Please review the contents before school begins, and then keep the handbook 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 education through an innovative, safe, and challenging learning environment. Our program is designed to meet a wide range of demands as well as the individual needs and circumstances of today's students.

Students in our program engage in a rigorous educational curriculum to become college and career ready. Through a hybrid model of online instruction coupled with telephone, chat, messaging and synchronous sessions with teachers and advisors, students experience first-class education and support, free from negative social pressures.

Students learn the importance of 21st Century Skills using them as the conduit for learning all core academic subjects. Staff members actively engage students in the learning and promote mastery of core academic areas while introducing students to elective courses that develop citizenship and success skills.

Primavera is excited to continue to offer exceptional online education to Arizona students. We are committed to positively influencing students in to enable them to prepare for a technology-rich society. Primavera looks forward to partnering with you to ensure success.

Sincerely,

Primavera Online Middle School and High School

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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 who seek a high school diploma while engaging students throughout the learning process.

The Primavera Student

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

STUDENT SUPPORT

Student Advisors

The role of Student Advisors 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 while students complete courses with Primavera. Student Advisors remain dedicated to the support of the students and assists them in reaching their academic goals. They provide communication to students focusing on the student needs and provide direction.

Guidance Counselors

Primavera Online offers students support through our dynamic guidance department. Trained and certified guidance counselors are on staff to enhance the Primavera experience for students and provide the tools and resources for them to achieve. The guidance department works closely with students to create individual academic plans to support students in the areas of personal and social development, academic progress, and career/college planning.

Tutoring

Our highly qualified instructors and staff are available to provide extra support to students through a variety of resources, including individual tutoring. Regular sessions give students the opportunity to interact with their instructors, ask questions, and obtain additional help.

Parents/Guardians

The influence of the parent/guardian is extremely powerful. The more parents understand how to navigate our system and hold students accountable, the more opportunity the student has to be successful at Primavera. Items such as up-to-date telephone numbers and email addresses will help us greatly in our collective efforts in supporting your students' academic success. Reviewing student work and providing guidance and feedback can be a huge benefit. With your support and Primavera's academic teams providing academic support, parents are able to focus on being mentors, motivators, and guides for their students to help them achieve academic excellence.

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. Each offers a wide variety of activities to complement the academic experience within our program. Every club has specific criteria that must be met in order to participate. For more information about clubs and how to get involved, please visit the Student Life section on our website.

Student Portal Pictures

Please review the following guidelines regarding the photo you choose to upload for your portal. Photos that do not meet these guidelines will be denied. If your photo is denied, you will be prompted to upload a new photo.

PHOTO SUGGESTIONS:

- Use past yearbook or student photos.
- Think of your student portal picture like a driver's license photo.
- Take a picture with a blank background from your shoulders up.
- Please remember to smile.

REMINDERS:

- The photo must take up the entire square in the re-size window.
- Do not post photos that include individuals other than you.
- Your photo must be a head-shot – from the chest up.
- Make sure your entire head is included in the photo.

Use a right-side up head shot, not slanted, sideways, or upside down.

- You must be facing the camera in your photo and looking at that camera.
- Do not use an unclear, dark, or washed-out photo.
- There should be no cameras, cell phones, or electronic devices visible in the photo.
- Writing on the photo is not permitted.
- Do not use suggestive photos; this includes making sure no belly, bust, or bottom is showing.
- Do not use a photo in which you are wearing sunglasses.

ATTENDANCE

Full-time and concurrent students are required to submit attendance each week with daily input of one or more gradable items. For pacing of courses it is expected that students actively participate five days out of seven. It is suggested that concurrent students take one course each six-week period. The expectation to complete a course successfully would require approximately 3 hours of attendance per day. The school week runs Monday through Friday, however, access is available on weekends and holidays. Parents/guardians are responsible for verifying their students' weekly attendance through the Parent/Student Portal (PSP); adult students verify their own attendance. Primavera policy and Arizona state law determine student consequences for absenteeism.

Course Activity

Attendance hours include submitting a gradable item plus the following:

- Attending the online activities and classrooms
- Reading books or other instructional materials
- Writing papers, essays, stories, or other assignments, including postings for classroom participation
- Conducting research (online or other methods)
- Communicating with faculty and staff

All students must submit five lessons over a seven-day period per course.

Truancy

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 will be notified by the school when there is a concern with attendance.

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

- Academic Probation
- Removal from course(s)
- Withdrawal from Primavera

Illness / Extended Inability to Participate

Students who are unable to attend school due to lengthy illness (more than 3 work days in the week) or an extended inability to participate may be placed in a temporarily inactive status without penalty or loss of credit, pending a formal academic review with possible documentation request from administration. All requests must come from parent if the parent is under the age of 18. Adult students will have the opportunity to request time off with proof of reason. Student support in the situations will vary upon the review of the administration.

Risk of Withdrawal

Any student who has not submitted coursework regularly may be withdrawn.

Technology Requirements

All Primavera courses use interactive multimedia that requires students' computers to have Java and Flash Player installed and "cookies" enabled. For specific troubleshooting steps, please review system requirements for more helpful information at <http://www.primavera-online-high-school.com/contact-support/tech-support/>

System Requirements

INTERNET + EMAIL

- 1.5 MB minimum bandwidth DSL or cable preferred (dial-up is not supported)
- Personal e-mail address (free from [GMAIL](#), [YAHOO](#), or [HOTMAIL](#))

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: 1024×768 minimum resolution required
- 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 Windows® 8 or Mac® OSX (10.7 or later)

NOTE: iPads, Tablets, Chromebooks, and some Netbooks are not supported as they may not be able to use required plugins and/or have screens that are too small to adapt.

SOFTWARE AND PLUG-IN REQUIREMENTS

You will need to download all of the programs below, as they are necessary to run the Primavera Course Player:

- ADOBE FLASH PLAYER
- ADOBE READER
- ADOBE SHOCKWAVE
- QUICKTIME
- JAVA RUN TIME ENVIRONMENT

ADDITIONAL SOFTWARE RECOMMENDED:

- Word-processing: MICROSOFT® WORD 2003 or better
- Presentation: MICROSOFT® POWERPOINT 2003 or better
- Spreadsheet: MICROSOFT® EXCEL 2003 or better

NOTE: The free OPENOFFICE SUITE includes equivalents for all of the above applications.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

The promotion (advancing to the next grade) and retention (staying in the current grade) of students enrolled in the Primavera is based on the degree of success that the individual student achieves in completing the educational program designated to meet his/her needs.

Criteria for Promotion to the Next Grade

1. Academically
 - Passing grades in Mathematics, English, Social Studies and Science (core classes) as well as demonstrates appropriate social/emotional maturity
2. Socially
 - Student's age is appropriate for grade level

Promotion for Students Not Meeting Criteria

Students who do not meet the criteria described above 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. The Retention/Promotion Committee (Teachers, Guidance Counselors, and Administrators) determined 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

Retention

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 for the grade.
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 parent(s)/guardian(s) do not accept the school's decision to retain a student, they may appeal.

1. The appeal needs to be initiated within 5 days of when the "Notice of Retention", "At-Risk of Retention" 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 the parent/guardian is still in disagreement with decision, he/she can elect to take the dispute to the school governing board.

HIGH SCHOOL ACADEMICS

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 interactive interface allows students to navigate through the course material and activities with ease, while providing a rigorous educational program. Daily activities include a variety of exercises, videos, reading assignments, quizzes, daily classroom discussions, and weekly papers/projects/science labs, and interaction with teachers.

Primavera Online provides dual credit options with colleges to transition students by allowing them to earn both high school and college credit. Honors courses and dual enrollment options through our college and university partners provide advanced curriculum, preparing students to meet their post-secondary educational goals.

Student Study Team

The Student Study Team is made up of instructors, guidance counselors, student advisors, and administrative staff who meet regularly to review student who may be at risk in succeeding academically. Interventions and strategies are implemented and designed to individualize and meet the specific needs of the student as they navigate their courses and become acclimated to the online environment. The review team continues to monitor student progress and suggests additional support when needed to promote ongoing student achievement.

Academic Credit / Transferring Credits

Primavera reserves the right to determine if a transfer credit will be assigned as a core or elective credit, as deemed by *Arizona Revised Statute* § 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.

Graduation Requirements

Students who successfully complete the following requirements will be eligible to receive a Primavera Online High School Diploma:

- Complete the minimum credit requirements set forth by the Arizona State Department of Education. (For further information visit [http://www.azed.gov/hsgraduation/.](http://www.azed.gov/hsgraduation/))
- Complete additional Primavera Online High School credit requirements
- Meet the competency requirements on the three AIMS assessments (Reading, Writing, and Math) as set forth by the Arizona State Department of Education. (For further information visit [http://www.azed.gov/hsgraduation/.](http://www.azed.gov/hsgraduation/))

Class of 2015 and Beyond

Courses	Credits Required
English	4.0
Algebra 1	1.0
Geometry	1.0
Algebra 2	1.0
4th year math	1.0
Science	3.0
World History/Geography	1.0
American History	1.0
American Government	0.5
Economics	0.5
Health	0.5
Physical Education	0.5

Voc Ed/CTE or Fine Arts	1.0
Additional Electives	6.0
Total	22.0

English (4 credits) – This requirement will be met by completing the following courses or courses that are equivalent to: English 9A, English 9B, English 10A, English 10B, English 11A, English 11B, English 12A and English 12B. Honors-level equivalent courses and some ELD courses may meet English requirements for graduation.

Math (4th year math) – This requirement may be met by completing one credit of the following Primavera courses: Advanced Math A - Trigonometry, Advanced Math B - Pre-Calculus, Business Math A, Business Math B, Math Standards A, Math Standards B, AIMS Math Review, Integrated Math A, Integrated Math B or any math course transferred from another accredited high school that contains significant high school math content. Qualifying students may complete a personal curriculum math plan. Students receiving a personal math plan must complete one credit in mathematics that includes significant math content during their senior year.

Science (3 credits) – This requirement will be met by earning three credits in science, one of which must be Biology or a Life Science.

My Success (0.5 credits) – This course is required for all students new to Primavera Online High School beginning with the 2014-15 school year to meet the Education and Career Action Plan requirements mandated by the Arizona Department of Education (R7-2-302.05). 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.

State Assessment Requirement

The Arizona State Department of Education requires that students meet the standards for the AIMS Reading, Writing, and Math tests or other predecessor assessments in order to receive a diploma from an Arizona public high school. Students will take the state assessment during the spring semester of their sophomore year. AIMS testing opportunities are available during the fall and spring semesters of each subsequent year. **All prospective graduates who have not met the appropriate Arizona assessments are required to test during the fall and spring sessions.** For further information, refer to the Arizona State Department of Education website at <http://www.ade.state.az.us>.

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 four-year plan, exploring various careers and skills, researching different education and career pathways, and participating in extracurricular activities. The ECAP is developed, reviewed and updated annually by guidance counselors, students, parents or guardians, as well as school representatives.

Early Graduation

Students who meet graduation requirements prior to the final term of the school year will receive their diploma at the end of the school year at the graduation ceremony. Students that do not attend the ceremony will have their diploma mailed to the contact address on file.

Graduation Deficiencies

Students who fail to meet all graduation requirements by June 12, 2015 will not be eligible to participate in the 2014-15 graduation ceremony. Students will be given the opportunity to continue taking courses up to the age of 22 to fulfill graduation requirements and receive a Primavera Online High School diploma.

Guidelines for Arizona University Entrance Requirements

Courses	Credits
English *	4.0
Algebra 1 *	1.0
Geometry *	1.0
Algebra 2 *	1.0
Trig/Pre-Calculus *	1.0
Science * – must be lab	3.0
World History/Geography *	1.0
American History *	1.0
American Government *	0.5
Economics *	0.5
Health	0.5
My Success	0.5
Fine Arts *	1.0
World Languages * – must	2.0
Additional Electives	4.0
Total	22.0

*Required specific courses

Grade Level / Cohort Determination

Primavera places students in courses according to their transcript evaluation and cohort year. Cohort year is defined as the student's grade level based on the first day they enrolled into high school and started grade 9. Entering home-schooled students who cannot provide a transcript from an accredited home school program will enter as first-time freshmen with zero credits.

Grading Procedures and Activities

<u>Percentage</u>		<u>Letter Grade</u>	<u>GPA - Unweighted</u>	<u>GPA-Honors Weighted</u>
93 - 100%	=	A	4.0	5.0
90 - 92%	=	A-	3.7	4.6
86 - 89%	=	B+	3.3	4.1
83 - 85%	=	B	3.0	3.8
80 - 82%	=	B-	2.7	3.4
76 - 79%	=	C+	2.3	2.9
73 - 75%	=	C	2.0	2.5
70 - 72%	=	C-	1.7	2.1
66 - 69%	=	D+	1.3	1.6
63 - 65%	=	D	1.0	1.3
60 - 62%	=	D-	0.7	0.9
1 - 59%	=	F	0.0	0.0

Grades are determined by student performance on teacher-graded activities within each course. Depending on the assignment, student work is either teacher-graded or computer-graded. Students may view their grade for each assignment through their gradebook. Final grade is comprised of the following:

Checkpoints	Weekly projects, labs, or journal entries
Workbooks	Final Exam
Unit Exams	Discussions
Collaboration	Participation

Students may be required to complete additional coursework at the instructor's discretion.

Grade Point Average

Cumulative grade point average (GPA) is based on all the courses that are taken for high school graduation using the following policies:

- Plus and minus scores are given and averaged for the GPA total.
- Any grades that have been replaced by a higher grade remain on the transcript and are averaged for the Cumulative GPA total.

Class Rank

Class Rank GPA 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 GPA total.

Coursework Completion

- Students may retake Checkpoints up to three (3) times.
- Students may retake Workbook questions as many times as they wish.
- Exams may be retaken at the discretion of the instructor (on a case-by-case basis).
- 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.

Project Submission Policy

Project “due date” is considered an entry by 11:59:59 p.m. of the date due.

Note: Projects are not considered “submitted” unless they contain content. Therefore, a student does not bypass this policy by submitting a blank project.

Participation

100% student participation is needed at Primavera for the best academic outcome. Participation includes and is not limited to:

- Speaking with a teacher over the phone
- Interacting with the teacher via synchronous lessons
- Engaging in conversation with the teacher and other students regarding the curriculum in the Discussion Board
- Completing assignments, projects, and assessments
- Researching and reading the given materials and curriculum
- Completing any outside research needed for a particular course

Extensions

Teachers have the ability to grant one-, two- or three-day extensions at the end of each term per student request. To be considered for an extension

- A student must have a 50% final grade or higher on the last day of class.
- A student must complete projects expectations prior to the end of the class.
 - Exceptions can be made for unusual or extenuating circumstances but require the approval of school administration.
 - Students with Individual Education Plan (IEPs) that indicate extra time as an accommodation do not necessarily need to reach 50% and the minimum for project submissions. However, there needs to be a reasonable expectation that the student will finish the course. All decisions should involve the student’s case manager, parent, teacher, and student.

Course Change Requests

A parent/student may only request a change in course if

- The assigned course was already taken, completed, and documented on a transcript.
- The course assigned is an elective, and the student wishes to complete a different elective.

Parent(s) must contact a Guidance Counselor via phone or email to change the elective course within three (3) school days from the start date of the course.

Course Drop Deadline Guideline

Students have until the third (3rd) school day from the student’s start date to drop a course without penalty. If no grade book item was submitted, no grade is reflected on the transcript.

Students have until the fifth (5th) school day from their term start date to make any adjustments to their course schedule. If no grade book item was submitted, no grade is reflected on the transcript.

Withdrawal Procedures

Students who wish to withdraw may do so until the eleventh (11th) school day from a term start date. The following guidelines determine whether a student receives a “W,” a final grade, or no grade reflected on the transcript:

- Student may receive a “W” if a grade book item was submitted in a course prior before the eleventh day or a voluntary withdrawal from Primavera before the eleventh day.
- Any student withdrawing after the eleventh day will receive a final grade. Extenuating circumstances are reviewed by the Academic Review Team and are subject to administrative approval.
- Students who have not submitted a grade book item in any courses may be withdrawn for “lack of attendance” on the 11th day of a term.

Course Failure and Repeat Credit

Students on track to meet graduation requirements within their original cohort year may submit a request to their guidance counselor to repeat a course in which they have previously earned credit. If the request is approved, the original course will be re-entered with no credit value when the repeated course has posted for credit. The GPA will be calculated using only the credit value from the repeated course. The course information will remain on the transcript. All courses earning a failing grade will be included in the GPA calculation.

Transcript Amendment

In the event that a course title is amended, the new title will be reflected on any current transcripts. Primavera retains a list of courses that have titles amended and the change date noted.

ADDITIONAL ACADEMIC PROGRAMS

High School Honors Program

Honors courses are available to Primavera students in various disciplines on specific tracks throughout the school year. 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. Honors courses are weighted on a 5.0 scale. Students must meet specific criteria in order to be eligible to take Honors courses. For further information, please contact your Student Advisor or Guidance Counselor.

Accelerated Course Completion Program

Students may take additional courses beyond the standard number allowed per term (two courses for Full Time or one course for Concurrent students) under the following guidelines:

Full-time students

- Must pass previous two (2) courses with a B or better in both courses
- Must maintain a B or better in all courses to continue with more than two (2) courses per term
- Students who require an extension beyond three (3) days may not continue with more than two (2) courses per term.
- New students **will not be** assigned more than two (2) courses in their first term.

Concurrent students

- Must pass previous course with a B or better
- May take a maximum of two (2) courses per term
- Must maintain a B or better in courses to continue with two (2) courses per term
- Students who require an extension beyond three (3) days may not continue with more than one (1) course per term.
- New students **will not be** assigned more than one (1) course in their first term.

High School Dual Enrollment Program

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.

Note: Dual enrollment is dependent on teacher certification and course availability. Course offerings may change from year to year. For more information, please contact your Primavera Guidance Counselor.

High School Credit for College/University

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 from the college/university and determines whether the course merits a core or elective credit, and is based on course content equivalency.

Each three (3) or four (4) credit-hour college course will be awarded one-half (.5) high school credit. Any five (5) credit-hour college course may be awarded up to one (1.0) high school credit. For additional information, please contact the guidance department.

ACADEMIC PROBATION

Primavera reserves the right to place a student on academic probation according to the following criteria:

- Student failed the last two (2) courses assigned.
- Student has more than two (2) failing grades on record in a 45-day period for courses taken with Primavera.
- Student does not comply with Primavera attendance policies.
- Student has not complied with the Academic Commitment Contract and is at risk of withdrawal. Withdrawal may affect final grade. No extension is given in courses assigned during time of suspension.

Re-enrollment must be approved by the Academic Review Team and an Academic Commitment Contract will remain in effect upon assignment of courses.

ASSESSMENTS

Standardized Testing

The Arizona Department of Education (ADE) 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, email, and the parent/student portals. Instructors proctor the tests on dates specified by the ADE.

Standardized Testing Policies

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(s) on the make-up date(s).

Any student who does not take one or more of their required sections of the Standardized Test may be removed from the online program, pursuant to ARS §15.808(B). That student may not be eligible for re-enrollment until the following school year. ARS. §15.808 (B) states that:

“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.”

Standardized Testing Requirements for Middle and High School

- All students in grades 6, 7, and 8 test in the spring of the current school year.
- All students in grade 9 take the Stanford 10 test in the spring of the current year.
- All students in grade 10, identified by their cohort year as sophomores, are required to test for the first time in the spring of the current year.

- Students in grades 11 and 12 who have not yet "Met the Standard" on a particular subtest must retake that test (offered in fall and spring); tests may be retaken until the standard has been met.
- Students in grades 11 and 12 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.

Students who have already "Exceeded the Standard" on any particular subtest may not retake the test unless approved by a guidance counselor.

SAT/ACT Scores

Certain scores on the SAT or the ACT are acceptable in lieu of passing Standardized Test scores. Official documentation must be provided by the parent/student. Details are posted on the Arizona Department of Education website at www.azed.gov.

Parent Student Portal (PSP) Community (high school only)

Primavera developed the PSP Community to provide a safe virtual environment where you and 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.

Privacy and Sharing

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 the school with two types of information: personal information they knowingly choose to disclose, and information collected by Primavera as students interact within the PSP Community. When students complete the online enrollment application, they provide 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.

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 profiles from the community, share their blogs, interests and images, and allow comments from other students. Please be aware that any comment which students post that is approved by a Primavera moderator is viewable by the entire Primavera student body. Profile information students submit to the PSP Community will also be viewable to other Primavera students. Student names and profile picture thumbnails will be available in search results across the PSP Community.

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.

(See Bullying/Cyber-Bullying/Harassment)

Use of Copyrighted Materials

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.

Disclaimer

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.

Students at Risk of Harm

The law does not recognize confidentiality between a student and school personnel. The Arizona mandatory reporting law A.R.S 13-3620 requires that school personnel, or any person who has responsibility for the care or treatment of a minor, who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect shall immediately report or cause a report to be made of this information.

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 administrators.

STANDARDS OF CONDUCT, EXPECTATIONS, PROCEDURES

Primavera makes every effort to maintain a positive learning environment where students, families, teachers, and staff are treated with respect. Students and families are expected to contribute to the success of all students by helping to foster and pass on our positive environment.

Primavera embraces that students are afforded many basic rights. Students' basic rights include the right to a meaningful educational experience. While we strive to provide an online school experience that fosters an online learning environment that is safe and that values students' viewpoints, opinions and unique needs and characteristics, students must also demonstrate a commitment to honoring the rights of all members of our school system. To that end, students must balance their right to an education with their responsibility for their actions, particularly when their actions are inappropriate.

When students choose to demonstrate behavior that is inappropriate in accordance with Primavera procedures, they will need to accept the consequences. Students and parents should understand that Primavera and Arizona state law provide Primavera the authority to hold students accountable for inappropriate behavior at school event and systems, if the behavior has a negative impact on school employees, students or activities. School administrators shall handle each report of a student disciplinary situation by speaking with students to gather information. Administrators may gather information from students' with-out parent participation or consent. When gathering information from a student accused of a violation of the Code of Conduct, the administrator will afford Due Process Rights.

Due Process Rights

1. Students will be informed of the accusation against them and be provided with the supporting facts.
2. Students will have the opportunity to accept or deny the accusations.
3. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Code of Conduct occurred. If the administrator determines that a violation of the Code of Conduct occurred, and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent will be contacted.

Drugs/Alcohol

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.

Communication

Students maintain contact with their instructors on a regular basis to discuss academic progress, request support, and collaborate on academic plan to complete courses. 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 will have the opportunity to use their parent login to have access granted.

Internet Use

Access to the Primavera's online integrated solution and curriculum is a privilege, not a right. That access entails responsible use of the school systems. 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 appropriately, in every aspect of their student life.

Academic Integrity

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.

Bullying/Cyber-Bullying/Harassment

Primavera students will adhere to a No Tolerance Policy so that all can continue to have a free and safe learning opportunity. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Students who are found to be involved in such behavior will be warned with their first infraction through notification to the parent/guardian and could be expelled from the school if the issue is repeated. Any infraction that is considered bullying, cyber-bullying, and/or harassment must occur within the confines of the Primavera student portal, school event or classroom for Primavera to be immediately involved.

Academic Integrity and Plagiarism

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 World Wide Web, books, articles, and media presentations and recordings. Requirements for citing material are as follows:

A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures or photos without citing the exact source in the body of the assignment. This includes the following examples:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected by others in the form of projects or collections.

Lack of Academic Integrity

Cheating involves submitting work in an assignment or exam that is not your own. It can include the following:

- Copying someone else's work
- Allowing someone else to copy your work
- Having someone else complete your work for you
- Using unauthorized materials to help you complete your work
- Accessing social media sites on the internet to help you complete your work

If an instructor detects plagiarism or cheating, the instructor may recommend (depending on the severity) one of the following:

- Reduced grade for the assignment or exam
- No credit for the assignment or exam
- Reduced grade for the course
- Failure of the course

Under no circumstances will a student be permitted to cheat or plagiarize, and disciplinary measures will be taken in the event of this type of student misbehavior.

Violation	Occurrence	Minimum Action	Maximum Action
Academic Misconduct, Cheating, Plagiarism	First	Student/parent conference Zero on assignment	Zero on assignment and suspension
	Repeated	Zero on assignment and	Long-term suspension may

		suspension	be considered depending on severity of occurrence
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Inappropriate Discussions

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.

(See Bullying/Cyber-Bullying/Harassment above.)

Misconduct Appeal

Primavera may, on a case-by case basis and will consider all relevant circumstances. A student has a right to appeal a disciplinary action; procedures for the appeal process can be found in the **Student Grievance Policy and Procedures (Grievance Policy)**.

- 1) A disciplinary action must be decided within 20 working days of the occurrence; the penalty will become effective immediately and shall be in effect for the specific duration,

Or

- 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.

Right of Appeal

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 **Student Grievance Policy and Procedures** for details about how to file an appeal.

Misconduct Discipline Records

A record of discipline shall be placed in the student’s academic file. Primavera will keel all records regarding student academic discipline.

PARENT/STUDENT GRIEVANCE PROCEDURES

Please bring any grievances regarding a violation, misapplication, or misinterpretation of Primavera procedures, 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.

A parent/student filing a grievance must adhere to the following outlined procedures:

Procedure

Any parent or student who feels that a violation, misapplication, or misinterpretation of a Primavera policy, procedure, or practice has occurred must bring it to the immediate attention of the principal within seven (7) days of the occurrence. The details of the grievance procedure and policies will then be communicated to the parent or student within (7) days of when the complaint was received. However, it is in the best interest of 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. During the process of a grievance,

all procedures, meetings, names, and related information will be kept confidential.

Informal Process

It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the parent/student is expected to meet with the person whom s/he believes has violated, misapplied, or misinterpreted the policy or procedure. If the parent/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.

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.

Formal Process

If the parent/student is not satisfied with the results of the informal process, s/he should initiate the formal process within 5 school days after the occurrence that caused the complaint. (School days are defined as weekdays, Monday through Friday). The parent/student must follow these guidelines:

1. A Grievance Form can be obtained at the Primavera front office.
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 3 school days and provide the supervisor with a copy of the response.
3. 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.
4. The Principal and Administration 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.

STUDENT AND PARENT RIGHTS

Primavera embraces that students are afforded many basic rights. Students' basic rights include the right to a meaningful educational experience. While we strive to provide an online school experience that fosters an online learning environment that is safe and that values students' viewpoints, opinions and unique needs and characteristics, students must also demonstrate a commitment to honoring the rights of all members of our school system. To that end, students must balance their right to an education with their responsibility for their actions, particularly when their actions are inappropriate.

When students choose to demonstrate behavior that is inappropriate in accordance with Primavera procedures, they will need to accept the consequences. Students and parents should understand that Primavera and Arizona state law provide Primavera the authority to hold students accountable for inappropriate behavior at school event and systems, if the behavior has a negative impact on school employees, students or activities.

School administrators shall handle each report of a student disciplinary situation by speaking with students to gather information. Administrators may gather information from students' with-out parent participation or consent. When gathering information from a student accused of a violation of the Code of Conduct, the administrator will afford Due Process Rights.

Due Process Rights

1. Students will be informed of the accusation against them and be provided with the supporting facts.

2. Students will have the opportunity to accept or deny the accusations.
3. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Code of Conduct occurred.

If the administrator determines that a violation of the Code of Conduct occurred, and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent will be contacted.

STUDENT GRIEVANCE COMMITTEE

Composition of Committee

1. The Student Grievance Committee shall be composed of instructors, Special Education Director and building administrator.
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.

Charge Guidelines

Charges brought before the Student Grievance Committee should be presented in the following format:

1. Full name, address, and telephone number (if any) of the person(s) making the charge;
2. Full name of each person being charged and a list of specific charges against each person;
3. A concise, chronological description of the incident(s) on which each charge is based (including dates, times, locations, and persons present);
4. A list and brief description of all physical evidence to be presented to the Student Grievance Committee;
5. A list of all witnesses to be presented and a brief description of the relevance of the testimony of each witness; and,
6. A description of the recommendation sought from the Student Grievance Committee.

Hearing Guidelines

1. The hearing shall be private (restricted to committee members, the grievant, and the charged party) if requested by either party.
2. Meeting minutes 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.
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 party 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 grievant during the hearing.
4. The burden of proof shall lie with the grievant. 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.
5. Seven (7) copies of any materials from either party to be read by the committee must be submitted to the administrator no later than ten (10) school days before the hearing.

Hearing Procedures

1. The chair of the Student Grievance Committee will preside over the hearing and introduce all participants.
2. The chair will read aloud the list of the specific charges being made against each charged party and actions sought against each.
3. The grievant 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.
4. The charged party will present his or her case in the same manner as the grievant.
5. Upon conclusion of the charged party's case, the grievant may summarize, followed by the summary by the charged party.

Report of Hearing

The administrator 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:

1. A copy of the charges and responses;
2. A summary of the Student Grievance hearing;
3. The conclusions reached by the Student Grievance Committee on the basis of the evidence presented;
4. The recommendations for the disposition of the case.

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.

Withdrawal of Grievance: The student may withdraw the grievance at any time.

Right of Appeal

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 principal.

No Reprisals

No reprisals shall be taken by administration, faculty, or staff against any student or faculty because of participation in a grievance.

Grievance Records

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

Rules

Primavera's Parent Student Portal and Student Information 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 Terms of Use 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 on 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 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 copyrighted 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 letter or spirit of these Rules, Primavera 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. 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 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 websites not affiliated with Primavera. Primavera encourages all students to be aware when they leave the school site and to read the privacy statements of every website that collects personally identifiable information.
- Primavera takes appropriate precautions to protect student information. All account information is located on a secured server behind a firewall. When students enter sensitive information (such as username or password), Primavera encrypts that information using secure socket layer (SSL) technology. 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 interests or property, to prevent fraud or other illegal activity within the PSP Community or use of 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/L3RpbWUvMTM0MjYxNzlwNi9zaWQvM2lFdVRyMWw%3D

SCHOOL-WIDE FERPA AND SPAF ADHERENCE

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

When an adult student enrolls, he or she would be offered a SPAF (Second Party Authorization Form). Returning the SPAF would, in no way, hinder enrollment. If the parent of an adult student calls in, we would offer a SPAF option for the student to complete and return. If the parent did not want to do a SPAF with the student and asserted parental responsibility, the call would be escalated to administration.

A parent of an adult student is permitted to make academic decisions on behalf of the adult student only when the adult student has completed the SPAF and checked the box on the SPAF that gives the permission to so. Upon turning the age of 18, the student will need to perform the necessary requirement to adhere to the expectations through completing the form available through the Student and Parent Portal.