Eagle Online Academy

Student Handbook

Angie Adams
THATCHER UNIFIED SCHOOL DISTRICT No.4

Eagle Online Academy

Thatcher Unified School District No. 4
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THATCHER UNIFIED SCHOOL DISTRICT NO. 4
GOVERNING BOARD

Dr. Gary Sorenson	President
Jenni Bryce	Clerk
Kenny Smith	Member
Kate McCluskey	Member
Dr. Debbie Chapman	Member

Thatcher Unified Schools Governing Board Meetings are scheduled for the 2nd Thursday of each month at 5:30pm in the District Administrative Center. Exceptions and changes are posted on the District Website.

Eagle Online Academy

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Eagle Online Academy Staff

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Dear Student and Parent/Guardian,

Welcome to Eagle Online Academy. As we start the 2022-2023 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.

Eagle Online Academy is an online, tuition-free, public school serving grades 7–12 for Arizona residents aged 12 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.

Every student has unique needs and goals. It is our duty to reach students where they are at and help them get to where they want to go. By offering this online option, we are better able to individualize the educational experience some students need to be successful while maintaining high educational expectations.

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

Sincerely,

Eagle Online Academy Administration
Eagle Online Academy

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Eagle Online Academy Mission Statement

Our mission is to educate, enable, enliven, and encourage diverse learners.

The Eagle Online Academy 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 provide the framework of each student's individual academic learning plan.

Student Support

Counselors
Eagle Online Academy Online offers students support through our on-site counselors at both the Thatcher Middle School Campus and Thatcher High School Campus.

Tutoring
A certified teacher is available to provide extra support to students, including individual tutoring. There is a classroom on Thatcher High School's campus for Eagle Online students to have the opportunity to interact with their teacher, ask questions, and obtain additional help. It is vital that a student communicate weekly with their teacher so that they are able to best support their progress.

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 Eagle Online Academy. 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. These can be updated through your ParentVue Portal. Reviewing student work in the Edgenuity Parent Portal and providing guidance and feedback can be a huge benefit. With your support and Eagle Online Academy'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/Sports
Eagle Online Academy students are eligible to participate in clubs and sports provided on campus. Students will be required to meet eligibility requirements for participation such as (see TMS/THS handbooks for additional requirements):
- No Pass/No Play—70% or higher Actual Grade (reported Monday mornings at 8 am)
- Physicals
- Consistent Attendance/Participation

Student Portal Pictures
Please attend one of the picture days on campus to update your picture for StudentVue.

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 four days out of seven. The expectation to complete a course successfully would require approximately 5 hours of attendance per day. The school week runs Monday through Thursday, however, access is available on weekends and holidays. Parents/guardians are responsible for verifying their students' weekly attendance

through the Parent/Student Portal (ParentVue/StudentVue). Eagle Online Academy policy and Arizona state law determine student consequences for absenteeism.

Course Activity
- Attendance hours include submitting a gradable item plus the following:
- Reading books or other instructional materials
- Attending the online activities and classrooms
- 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.

Time Tracker
Students and/or Parents must report time through the StudentVue/ParentVue attendance tab. Please see the "TimeTracker Instruction Sheet" in the appendix. Students are required to have 900 hours in a school year. Time is reported weekly- Monday thru Sunday. Please remember to include the time you are doing work offline in the total time reported each week. Make a note of what activities you did in the "activity" box.

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 Eagle Online Academy. 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 Eagle Online Academy

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

Technology Requirements

It is expected that students who are enrolled in Eagle Online Academy have a reliable computer and internet access. Students can use a desktop, laptop, Chromebook, or tablet. Students can access work via a smartphone, but it is difficult to complete work on a phone. If you are experiencing difficulty with computer or internet access, contact us ASAP to avoid being withdrawn for non-participation.

GRADING SCALE

90 - 100 = A
80 – 89   = B
70 – 79   = C
60 -- 69 = D
Below 60 - FAILING

Middle School Promotion Requirements

The promotion (advancing to the next grade) and retention (staying in the current grade) of students enrolled in the Eagle Online Academy 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
    a. Passing grades in Mathematics, English, Social Studies and Science (core classes) as well as demonstrates appropriate social/emotional maturity
2. Socially
    a. Students age is appropriate for grade level

Promotion for Students Not Meeting Criteria
Students who do not meet the criteria described above will be <u>considered</u> 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, 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 the decision, he/she can elect to take the dispute to the school governing board.

High School Academics

The Curriculum
Eagle Online Academy uses the Edgenuity platform to deliver instruction. The Eagle Online Teacher will provide support to students through one on one tutoring, alternative assignments, and other accommodations. If students are struggling with the use of technology it is vital that they meet with their teacher to get help. All Eagle Online students are required to take an Online Learning and Digital

Citizenship elective course upon enrolling. This course helps provide information on how to be successful with online learning as well as information on how to stay safe and responsible while online.

SPED/504

Students who have an IEP or 504 will have support from the special education team through collaboration with the Eagle Online Teacher. Additional services can be scheduled to ensure the IEP is being followed. If you have questions or concerns about IEP services or 504 accommodations please contact the Special Education Director at 928-348-7206.

Academic Credit / Transferring Credits

Eagle Online Academy 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.

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 9 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 counselors, students, parents or guardians, as well as school representatives. Thatcher Unified School District uses Major Clarity to meet this requirement.

GRADUATION REQUIREMENTS

All students enrolled in Eagle Online Academy must successfully complete courses prescribed by the State Board of Education and by the Governing Board of Thatcher Unified School District No. 4. In addition to the following course completion requirements, all students are required to take any and all required standardized tests such as AASA and AZSci, ACT ASPIRE, ACT.

EAGLE ONLINE ACADEMY	
Graduation Requirements- Credit Summary	
Subject Area	**Req'd**
Elective	6.00
English	4.00
Fine Art/CTE	1.00
Math	4.00
Physical Education	0.50
Science	3.00
SS-Economics	0.50
SS-Geography	0.50
SS-Government	0.50
SS-US/AM History	1.00
SS-World History	0.50
EL-Online Digital Citizenship	0.50

State Assessment Requirement
The Arizona State Department of Education requires end of course exams on math and language arts courses. Students will take the state assessment at the times determined by the Arizona State Department of Education. For further information, refer to the Arizona State Department of Education website at https://www.azed.gov/assessment .

Participation
100% student participation is needed at Eagle Online Academy for the best academic outcome. Participation includes but not limited to:
- 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

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.

Coursework Completion
- Students must complete 100% of their course assignments and have at least a 60% (Relative Grade) to get credit for the course.
- Tests may be retaken twice; additional retakes are 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 be retaken with the prior approval of the principal.

Early Graduation
Students who wish to graduate early must complete an "Early Graduation Request" form. This form must be approved by the Governing School Board prior to completing course work. Students who meet graduation requirements prior to the final term of the school year will be allowed to participate in the end of the school year graduation ceremony; they will receive their diploma at that time. If a student chooses not to participate in the graduation ceremony they can come to Thatcher District Office to pick up their diploma.

Graduation Deficiencies
Students who fail to meet all graduation requirements by the week prior to graduation will not be eligible to participate in the graduation ceremony. Students will be given the opportunity to continue taking courses up to the age of 22 to fulfill graduation requirements and receive an Eagle Online Academy Online High School diploma.

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:

- Students may receive a "W" if a grade book item was submitted in a course prior before the eleventh day or a voluntary withdrawal from Eagle Online Academy before the eleventh day.
- Any student withdrawing after the eleventh day will receive a final grade. Extenuating circumstances are reviewed by the counseling department 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.
- Students are required to start all 4 courses within the first 11 days of their start date.

Course Failure

If a student fails to complete a course by the end of the school year the relative grade that they earned will be entered for their transcript. The student may retake the course to receive credit. If they have finished the course, but received below 60%, they may take a credit recovery course to attempt the course again.

Academic Probation

Eagle Online Academy 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 Eagle Online Academy.
- Student does not comply with Eagle Online Academy attendance policies.
- Student has not complied with the Action Plan determined by the guidance counselor 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 Principal and the Action Plan will remain in effect upon assignment of courses.

Immunizations

Arizona State Law requires all students attending school to have current immunization records on file with the school nurse before attending class. Students failing to meet this stipulation must be suspended from school until cleared by the school nurse.

Child Find

The Team is made up of teachers, counselors, and administrative staff who meet regularly to review students 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.Public Law 105-17, The Education Act for All Handicapped Children of 1997 requires school districts to:

1. Provide a free and appropriate public school program for every handicapped child.
2. Locate all handicapped children who are in need of special services.
3. Develop an individual educational program (IEP) for every child currently enrolled in a public school special education program.
4. Protect the rights of every handicapped child by ensuring due process, confidentiality of records and parental involvement in the IEP process.

5. Gain parental consent for special education placement of a child.
6. Allow parents to review records including access lists. Granting of consent is voluntary and may be withheld at any time. Results of an independent evaluation shall be considered in placement.

For more information on services for students with disabilities, contact the school office or the District Special Education Office at 928-348-7206.

If you know of such a child, call us at 928-348-7206 and we will contact the parent.

THIS DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, OR HANDICAP IN ITS EDUCATIONAL PROGRAMS OR ACTIVITIES, WHICH IT OPERATES, OR IN ITS EMPLOYMENT PRACTICES.

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

Eagle Online Academy 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.

Eagle Online Academy 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 Eagle Online Academy procedures, they will need to accept the consequences. Students and parents should understand that Eagle Online Academy and Arizona state law provide Eagle Online Academy the authority to hold students accountable for inappropriate behavior at school events 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 and Student Portals. 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 Eagle Online Academy'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. Eagle Online Academy 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 Eagle Online Academy community, all students are expected to conduct themselves with honor and academic integrity. Eagle Online Academy uses Turnitin software to protect the academic integrity of work submitted. 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

Eagle Online Academy 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 Eagle Online Academy student portal, school event or classroom for Eagle Online Academy to be immediately involved.

- Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal,

nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

- Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

- Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

Academic Integrity and Plagiarism

Eagle Online Academy'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 suspension	Long-term suspension may be considered depending on severity of occurrence

Misconduct Appeal

Eagle Online Academy 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. Eagle Online Academy will keep all records regarding student academic discipline.

Parent / Student Grievance Procedures

Please bring any grievances regarding a violation, misapplication, or misinterpretation of Eagle Online Academy 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 Eagle Online Academy 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 an Eagle Online Academy 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 Eagle Online Academy District 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.

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 to 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 32 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)) 34
- 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/L3RpbWUvMTM0MjYxNzIw Ni9zaWQvM2lFdVRyMWw%3D

APPENDIX

To enter time into Time Tracker, follow the instructions below:

1. Log into the appropriate Vue app (ParentVue for parents or StudentVue for students). If logging in as a parent and you have multiple students in our district, make sure to select the correct student from the dropdown list in the upper left-hand corner.

2. Click on the ATTENDANCE tab from the options in the menu on the left.
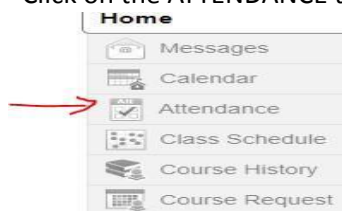
3. Click on the link titled TIME TRACKER in the upper right-hand corner (It will be underneath the blue report absence button).

4. The Time Tracker screen will appear and have a box for each school day of the week where you can enter the HOURS and MINUTES spent that day on offline and online instruction. You will need 900 hours this school year. About 25 hours per week. ACTIVITY BOX is a quick list of anything they did school related.

5. Enter the hours and minutes for a day and then hit the blue UPDATE TIMES button to save the information. Do this for each day that you work.

6. By Sunday night, you will need to hit the green UPDATE AND SUBMIT button. If you need to make changes to your time after you hit the green update and submit, you will need to contact your instructor to unlock your submission. After making your changes, you will need to update and submit again.