



2017-18

Parent / Student

HANDBOOK

Primavera
ONLINE MIDDLE SCHOOL®

Primavera
ONLINE HIGH SCHOOL®



Dear Student and Parent/Guardian,

Welcome to Primavera Online Middle School and High School. As we start the 2017-2018 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 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, 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 to enable them to prepare for a technology-rich society. Primavera looks forward to collaborating with you to ensure success.

Sincerely,

Primavera Administration
Primavera Online Middle School and High School

Table of Contents

Mission Statement	1
Student Support.....	1
Guidance Counselors.....	1
Tutoring.....	1
Child Find.....	1
Attendance.....	2
Truancy	3
Illness / Extended Inability to Participate	3
Risk of Withdrawal.....	3
Technology Requirements	3
Student Portal Pictures	5
Middle School Promotion Requirements.....	5
High School Academics.....	6
The Curriculum	6
Graduation Requirements	7
State Assessment Requirements	7
Education and Career Action Plan (ECAP) Requirement	8
Grade Level / Cohort Determination.....	8
Grading Procedures and Activities	8
Student Learning Expectations.....	9
Completing a Course Prior to the Course End Date	11
Course Change Requests.....	11
Course Drop Deadline Guideline	11
Withdrawal Procedures.....	12
Repeat Courses.....	12
Additional Academic Programs	12
Assessments.....	14
Standards of Conduct, Expectations, Procedures	14
Bullying/Cyber-Bullying/Harassment.....	15
Academic Integrity and Plagiarism.....	16
Internet Use	17
Privacy and Sharing	17
Use of Copyrighted Materials.....	18
Terms of Use	19
Parent / Student Grievance Procedures	20
Student and Parent Rights	22
Student Grievance Committee	23
Parent Student Portal (PSP) Community (High School only).....	25
Students at Risk of Harm.....	26
Notification of Rights under FERPA for Elementary and Secondary Schools.....	27
School-Wide FERPA and Second Party Authorization Adherence	30

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.

Student Support

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 to supporting your student's 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.

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

Primavera Online has collaborated with *Thinking Storm* to provide free online tutoring to our students. Thinking Storm is available 24 hours a day, 7 days a week for online tutoring support for a wide range of Primavera classes, including:

- Math (Math 6A through Advanced Math B)
- English and Writing (English 6A through English 12B, plus writing support for non-English classes)
- Science (Science 6A through Physics B)

Child Find

Primavera ensures that all children with disabilities within its jurisdiction, including children with disabilities who are homeless or wards of the State, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated.

If you suspect your child has a disability, please contact your teacher or the guidance department. More information can be found at [AZFind](#).

Attendance

Full-time and concurrent students are required to submit attendance each week with daily input of one or more gradable items. It is expected that students actively participate in their courses a minimum of five days each week. Concurrent students are allowed to take one course every six-weeks. The expectation to complete a course successfully would require a minimum of 3 hours of attendance per day, per class. Primavera's school week runs Monday through Friday; however, access to courses 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.

- **Complete coursework 5 days out of the week**
- **Complete 1 lesson per class, per day**
- **Attendance should be submitted and verified daily- 3 hours is equivalent to one course lesson per day**
- **Total attendance for a completed full week is 30 hours for 2 courses and 15 hours for 1 course**
- **Failure to start and complete coursework could result in withdrawal**

Holidays: Primavera offers courses starting every two weeks, the school recognizes minimal holidays. Primavera's schedule for courses considers 4 national holidays for students including Independence Day, Veteran's Day, Thanksgiving Day and December 25. We understand the value of spending time with friends and family and our Guidance Counselors are willing to work with you to find a solution when your student needs to spend time away from the classroom.

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

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 workdays 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 any coursework regularly may be subject to being withdrawn.

Primavera reserves the right to refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution per Arizona Revised Statute §15-841.

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 and email

- 1.5 Mbps minimum bandwidth DSL or Cable preferred (Dial-Up 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: 1024x768 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® 7 or Windows® 8 or Mac® OSX (10.7 or later)

*** 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.**

The links below will download all software necessary to run the Primavera Course Player, including Java, QuickTime, Adobe Reader, Adobe Shockwave, Silverlight and Firefox. This link will work for PC users only. Flash player will need to be downloaded individually. Please use the link provided in the next section.

- [ALL-IN-ONE DOWNLOAD](#)

If you prefer to download the required software individually, please use the links below.

- [ADOBE FLASH PLAYER](#)
- [ADOBE READER](#)
- [ADOBE SHOCKWAVE](#)
- [QUICKTIME](#)
- [JAVA RUN TIME ENVIRONMENT](#)

Additional Software Suggestions

- 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

Student Portal Pictures

Please review the following guidelines regarding the photo you choose to upload to the portal. Photos that do not meet following 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.

Photo Requirements:

- The photo must take up the entire square in the re-size window.
- Do not post photos that include individuals other than yourself.
- Your photo must be a head-shot – from the shoulders 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
- Do not use a photo in which you are wearing sunglasses.

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 Primavera administration specifying the reasons why the retention should be reviewed.
3. The administrator 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.

To see detailed graduation information, please refer to the [2017-18 Course Catalog](#).

Graduation Requirements

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

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 or they may pick it up during office hours starting the Monday after the graduation ceremony.

Graduation Deficiencies

Students who fail to meet all graduation requirements by June 30, 2018 will not be eligible to participate in the 2017-18 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.

State Assessment Requirements

The Arizona State Department of Education does not require students to successfully meet standards on the AzMERIT Reading, Writing and Math tests in order to receive a diploma from an Arizona public high school. For further information, refer to the Arizona State Department of Education website at www.ade.state.az.us.

NEW STATE GRADUATION REQUIREMENT: House Bill 2064, requires all high school students to pass the Civics exam with a score of 60% or higher to be eligible for high graduation.

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.

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 and computer graded assignments, quizzes, and exams 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
Weekly Synchronous/Asynchronous sessions	

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 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.

Student Learning Expectations

Communication

Communication between students, families, teachers and school staff is a key component to academic success. Students are expected to communicate frequently and respectfully with their teachers and other school staff. The more school staff is informed of the student's progress and any possible interruptions in learning, the better prepared they are to support the positive learning outcomes for students.

Syllabus

A syllabus will be provided to students on the first day of each course. The syllabus will continue to be posted in Course Announcements throughout the entirety of each course. It is the responsibility of the student to read and follow the expectations outlined in the class syllabus.

Weekly Course Announcements

Course Announcements are posted at least weekly in each course. These announcements provide the opportunity to guide students through the expectations of the week including the synchronous session schedule, asynchronous session opportunities, and an overview of the week's assignments. It is the student's responsibility to read and follow the expectations in the Course Announcements.

Synchronous and Asynchronous Learning

Synchronous and asynchronous learning sessions provide students the opportunity to receive live instruction from their teacher on topics covered in each week's unit. These sessions include opportunities for students to collaborate with their peers and to immerse themselves deeper into the content of the course. Because Primavera Online High School and Middle School provides flexible learning opportunities for students, these sessions may be done both synchronously (in real-time), or asynchronously (at a different time). Students may choose which way they prefer to attend a session, however, they are required to attend at least one session, per course, per week.

Discussion Board

The discussion board is a learning tool, which supports daily engagement in meaningful dialogue between teachers and students. Students are expected to participate in the discussion board daily and follow the teacher's grading rubrics.

Exams

Exams provide the opportunity for weekly summative assessment of each unit. Students are expected to complete each exam with academic integrity. Students may request to retake an exam or, may be asked by their teacher to retake an exam, in the event that the student's learning could be extended if a second opportunity was provided.

Projects

Projects provide the opportunity for students to demonstrate their understanding of course content through their own words. As such, projects are a critical component to the online learning process. Students are expected to:

- Complete all assigned projects with academic integrity
- Submit all written work through *Turnitin*
- Improve and resubmit projects when requested
- All projects must be submitted through the Course Player/Learning Management System (LMS)

Participation

A Primavera student must participate to earn a passing grade while attending Primavera. By interacting with the course and the instructor, the learner must participate in all course activities in order to earn a passing grade. Students are defined as participating any time they are engaged with the course, which includes preparation, coursework, Discussion Board posts, assessments, etc.

Extensions

There may be a time when a student needs additional time to complete the learning objectives of a course. Students are expected to request an extension from their teacher prior to the last day of class by explaining their plan to successfully complete the course, while maintaining coursework in their new course(s), within the extended time requested. The teacher will then approve or deny the extension based on the reasonableness of the request and the student's academic efforts during his or her time in the course. The student's guidance counselor and/or case manager may be consulted to ensure the student's schedule and needs are met appropriately. Extensions will not be provided for courses that are 4 weeks long.

Completing a Course Prior to the Course End Date

There are many reasons a student could need to complete a course early, but most often for credit recovery prior to graduation. To receive a final grade before the official course end date the following minimum requirements must be met:

- Completion of 4 weeks attendance in the course
- A final grade of a B- or higher
- All lessons and assignments are completed

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 may receive a final grade. Extenuating circumstances are reviewed by the Guidance 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.

Repeat Courses

Failing Grades- Students are expected to repeat a course in which they previously earned a failing grade. Once a final passing grade is posted, the new course will be entered on the transcript and the GPA will be calculated using both the failing and passing scores.

Improve Upon Grades- Students may submit a request to their guidance counselor to retake a course to improve the grade. If the request is approved and an improved grade is posted, the improved grade will be entered and calculated into the GPA. The previous course grade will remain on the transcript but will not be counted in the student’s GPA.

Transcript Amendment

In the event 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

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

Primavera Online High School offers some courses for Dual Enrollment (High School and College credit) through Rio Salado College. Dual Enrollment courses require enrollment into Rio Salado and must be coordinated through the Guidance Department at POHS.

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 action plan determined by 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 Guidance Department and the Action Plan will remain in effect upon assignment of courses.

Assessments

Standardized Testing

The Arizona Department of Education (ADE) may require students to complete the AZ Merit Test. 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.

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.

Standards of Conduct, Expectations, Procedures

All stakeholders at Primavera Online High School and Middle School are expected to treat each other with respect and dignity. Students, whether in writing, on the phone, in a synchronous session or in person during a club function or school event, are expected to interact with staff, teachers, and other students in a respectful way. No one is permitted to interfere with the learning process at any time.

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.

Interference with learning may include one of the actions below:

- Lewd or vulgar use of language
- Threats or intimidation
- Plagiarism or cheating
- Refusal to comply with directives

- The use of alcohol, drugs, and tobacco, including e-cigarettes and/or vapor, are prohibited at all school events by staff and students, including standardized testing.

If a student has demonstrated inappropriate behavior, a Student Incident Referral Form will be complete to document the incident. The following discipline measures may be taken, depending on the severity and frequency of the occurrence(s).

- Parent/Teacher conference
- Parent/Teacher/Administration conference
- Suspension
- Long-Term Suspension

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.

- 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. Such 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

As members of the Primavera community, all students are expected to conduct themselves with honor and academic integrity. Primavera 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.

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.

Plagiarism is defined 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.

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 a student is found to have plagiarized or cheated, the following discipline measures may be taken, depending on the severity and frequency of the occurrence(s).

- Required to attend synchronous session to learn how to properly cite sources
- No credit for the assignment
- Parent/Teacher conference
- Parent/Teacher/Administration conference
- Suspension
- Long-Term Suspension

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 would not 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.

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 that a student posts and 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.

Use of Copyrighted Materials

All course materials 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.

Terms of Use

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 would not 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 and/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, Snapchat, 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.

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 Primavera administration.

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 does not work, you can contact Primavera executive 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' without 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 learning environment 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, an administrator and an executive director.
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 submitted 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.

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 place in their profile; including photos, interests, blogs, and comments.

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).

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.

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.

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 Primavera receives a request for access.
Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school official will arrange 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 Primavera to amend a record should write the school administrator, 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 personnel) or a person serving on the school board. A school official may also 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. Any school official is under the direct control of the school with respect to the use and maintenance of PII from education records. A school official may be an attorney, auditor, medical consultant, or therapist. It may also include 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.

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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Primavera 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

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/L3RpbWUvMTM0MjYxNzlwNi9zaWQvM2IFdVRyMWw%3D

School-Wide FERPA and Second Party Authorization 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 Second Party Authorization Form (SPAF). 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 complete 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.