



**FOUNTAIN.HILLS**  
ONLINE EDUCATION

# Parent/Student Handbook

2021-2022

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## GENERAL INFORMATION

The Fountain Hills Unified School District offers students the option of taking a course where access to materials and communication with the instructor and other students is primarily accomplished online through Fountain Hills Virtual Academy, our K-12 online school. Fountain Hills Virtual Academy courses are taught by FHUSD teachers and are aligned to the Arizona College and Career Ready standards. Fountain Hills Virtual Academy is an approved Arizona Online Instruction provider through the Arizona State Board of Education and is fully accredited as an extension of the school district.

### Fountain Hills Virtual Academy Parent/Student Handbook

All Fountain Hills Virtual Academy students must adhere to the FHUSD Parent/Student Handbook, in addition to the Fountain Hills Virtual Academy policies. Click [here](#) to access the FHUSD Parent/Student Handbook.

### The Vision

Fountain Hills Virtual Academy will provide online and blended learning pathways for students, setting them on the course of self-motivated learning, in an environment that prepares them for a successful life in the global 21st century as well as the flexibility to learn their way.

### The Mission

The Fountain Hills Virtual Academy mission is to provide an environment which allows students to take ownership and responsibility of their education by being flexible with course selections in order to help them reach their desired goals.

### Enrollment Process

Enrollment is open to all students who reside in the State of Arizona. Enrollment options are full-time or part-time offering courses which may be taken on or off campus. There are no tuition costs to attend Fountain Hills Virtual Academy, except when a student takes independent study AP courses or opt to take a zero or 7th hour. In those instances, students will be charged a tuition fee.

Fountain Hills in-district students should contact their counselor for more information. Out-of-district parents should complete the online registration information at <https://www.fountainhillsschools.org/> or contact the school site registrar. Enrollment paperwork is online on our [website](#). Click on the "Register Here" button to take you to Enrollment Express. Students new to the district will need to provide proof of residence, a copy of the birth certificate, immunization records and any prior transcripts.

### Fountain Hills Virtual Academy Teachers

Fountain Hills Virtual Academy employs highly experienced and highly qualified Fountain Hills Unified School District teachers who are Arizona certified in the subject areas they are teaching. They are highly qualified to instruct online students throughout their coursework. Online teachers are available via email, chat, phone, and in-person during office hours.

## Student Responsibilities

- In person meetings are required for:
- Enrollment and Orientation
- Final Exams
- Working approximately 6.5 hours a week per course and submitting work weekly.
- Checking FHAcademics email daily for teacher communication.

## Parent/Guardian Responsibilities

Parental support plays a key role in assisting students in completing online coursework. Parents are strongly encouraged to access their student's grades in their online course using the student's login information. Parents may check progress using the PowerSchool Parent Portal.

Parents may contact the Fountain Hills Virtual Academy staff at any time with questions regarding the program or student progress.

## Safety and Security

All student coursework and communication will take place through Fountain Hills own email (FHAcademics) and course delivery systems, in a safe, secure environment that is monitored by the district and accessible only to our students and instructors.

## Pacing

- Students are able to work at their own pace; however, it **does not mean** that students do not actively participate in the class each week. Students enrolled in an online course must actively produce and submit assignments each week.
- Students are expected to log into Fountain Hills Virtual Academy daily to ensure successful and timely completion of the course.
- Fountain Hills Virtual Academy courses are designed to be completed in an 18-week period of time. Students are encouraged to set a schedule at the beginning of the course to ensure that they are working at an appropriate rate to complete the course on time.
- **Off-campus students not making adequate progress may be required to return to a campus until they are showing evidence of passing.**

## Dropping a Fountain Hills Virtual Academy Course

If a student drops by the 20th day of enrollment, the course is cancelled and no grade is reported.

Students who drop due to serious illness may be considered for a drop without a grade. This is determined on an individual basis. Students who move out of state and are unable to complete may be considered for a drop without a grade. This is determined on an individual basis. A student who engages in inappropriate behavior as outlined by Fountain Hills/Fountain Hills Virtual Academy policies and procedures may be dropped.

## Attendance

Arizona Law requires that **students taking online courses away from their school site** keep a daily log for their time spent on academic tasks related to their online learning. Each student who participates in the Fountain Hills Virtual Academy (FHVA) online schools will maintain a daily log. The daily log must list in minutes the amount of time spent on academic tasks for each course in which the student is enrolled. Success in courses is dependent on the student's active participation and engagement throughout the course. As such, students are required to log on at least five times a week in order to complete all assignments, quizzes and tests by the due date. The daily log is important because a student may be engaged in an academically related activity that does not require a technology device, but requires the minutes to be documented. Examples of such activity include but are not limited to: brainstorming and writing drafts; working through paper exercises; reading a book. Your commitment to regular online attendance will also send a message to your child that education is a priority, as well as the importance of taking their educational responsibilities seriously.

A FHVA staff member will provide each parent/guardian of a student enrolled in FHVA a copy of the daily log along with instructions for completing the log. The school will maintain a "sign-off" log that the parent/guardian will sign to indicate they received the documents. The log will be completed daily by the parent/guardian and filed weekly with the school. Each log filed with the school will be signed by a school staff member as to the date the log was received and who at the school received the log. The logs will be kept in paper format or electronically each week to be filed. The school shall maintain these daily logs for four fiscal years.

The Arizona Department of Education has determined that it should take at least 112.5 hours to complete an online semester course for students in high school. If students do not log the appropriate amount of time, credit will not be granted for the course. Students may record time for any activity related to the course, whether it is on the computer or not. This includes studying, reading, homework, projects, research, writing, and tests. Full-time students are expected to record a minimum of 6.5 hours (390 minutes) a week, preferably at least 65 minutes per day, for each Fountain Hills Virtual Academy course.

Virtual Academy Attendance Log									
School					CTDS				
Student Name					Grade				
Course	Minutes								
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Mins	Minim Req'd
Math									
ELA									
Science									
Soc Studies									
Elective									
Spec Area									
Other									
Total									
Parent Signature						Date			
Staff Signature						Date			

## Technical Requirements

Courses are accessible anytime and anywhere high-speed Internet is available. Content is viewable on cloud based computers, such as Chromebooks, as well as Mac and Windows computers. Most content is available on tablets, but it is not recommended that work is submitted using a tablet or phone.

Technical requirements:

- The Fountain Hills Virtual Academy portal (web address) is: <https://fhusd.schoolsplp.com/login>
- Updated operating system Macintosh OSX , Windows 7 or Chrome OS, minimum
- High-speed Internet connection
- Preferred browser is Chrome, but can use Firefox or Safari. Browsers should be updated to the latest version. **Note: Internet Explorer is *NOT* recommended**
- Google Drive through the district provided FHAcademics account
- Some courses require plugins to be installed.

## CURRICULUM

Fountain Hills Virtual Academy offers students an individualized and unique learning environment. All courses are aligned to the Arizona State Standards. Click to see [Fountain Hills Virtual Academy course offerings](#).

### Courses

- Each Fountain Hills Virtual Academy course completion is worth half of one credit, the same value for an equivalent in-person, semester course.
- Science credits available through Fountain Hills Virtual Academy satisfy the science lab credit required by post-secondary institutions.
- Fountain Hills Virtual Academy course grades count towards eligibility to participate in sports/activities.
- Military and NCAA candidates are encouraged to verify that online credits are accepted by the intended institution before enrollment.
- Off-campus students are required to record the time spent on coursework in an online log.

### Grading

- Fountain Hills Virtual Academy teachers will monitor student activity throughout the course and will maintain consistent communication with students about their progress.
- Monthly grades for Fountain Hills Virtual Academy are considered progress grades until a final grade is posted in PowerSchool.
- Grading policies are detailed in the syllabus for each course.
- Students may check their grades through the gradebook link in each course. An explanation of how to interpret the gradebook is in the Orientation.
- The teacher is available for any questions or concerns about student progress.

### Final Exams

Fountain Hills Virtual Academy final exams must be taken in person and will be proctored.

Fountain Hills Virtual Academy teachers approve students to take final exams based on course completion and attendance requirements.

### Course Credits and Transcripts

- Students are expected to know the restrictions and guidelines for Fountain Hills Virtual Academy credits if they are interested in the NCAA, are a military candidate, or will be graduating from a district other than the Fountain Hills Unified School District.
- Students receive credits upon successful course completion.
- Each Fountain Hills Virtual Academy course completion is worth half of one half credit, the same credit value that can be received in an equivalent in-person course.
- Any qualifying Arizona student can enroll full-time or part-time in Fountain Hills Virtual Academy.
- Credit Recovery course grades are CR (Credit) or F (Fail) and are for students who need to retake a course to earn credit.

### Athletic Eligibility

Students who are participating in athletics at our FHHS must be passing all of their classes at each of the four quarter grading periods to be eligible for competition. The FHUSD Parent/Athlete Handbook states: Students must pass all classes to participate. An “F” grade at any quarter marking period will result in disqualification for a minimum of 15 school days. It is the responsibility of the athlete to apply for reinstatement through the Athletic Director. The student must be passing all classes to be eligible for reinstatement.

Students enrolled in Fountain Hills Virtual Academy courses are held to this same standard. Students must be making progress in these online classes at the quarter grading periods by receiving a progress grade of “D” or above to be eligible. If online students are not progressing at a level of a “D” grade or above at that time, they are subject to the 15 school day eligibility reinstatement process implemented by each High School’s Athletic Department.

For questions, contact FHMS/FHHS Athletic Director at 480-664-5534.

### State Testing

The State of Arizona requires that full-time and part-time Fountain Hills Virtual Academy students participate in mandatory state testing. If students do not participate, they are not eligible to continue enrollment with Fountain Hills Virtual Academy. Students and parents are notified of the dates and locations through mail, e-mail, announcements, and the teacher announcements. A picture ID is required when students sign in for state-mandated testing.

## CODE OF CONDUCT

### Student Expectations

Access to the technology related to Fountain Hills Virtual Academy requires certain responsibilities and obligations. Appropriate use of programs and technology made available is a must. Students are expected to be ethical, honest, and demonstrate respect for physical and intellectual property, system security protocols, and individuals’ rights to privacy, freedom from intimidation, harassment, and unwanted annoyance.

The following guidelines and policies apply to:

- Students who use computers belonging to the Fountain Hills Unified School District.
- Students who access network resources available through the Fountain Hills Unified School District.
- Students who bring personal electronic devices to a Fountain Hills Unified School District campus and events.
- Network access, including the Internet, is available to students.

Official district student email accounts, complete with Internet services, are also provided upon enrollment to enable more effective and efficient teacher and administrator communication with students and parents. Fountain Hills also maintains contact information (home phone, email, cell phone, address) for appropriate communication business, and to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial material. District administration believes the valuable information and interaction available on our network and for the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

### Guidelines for Acceptable Use

Students enrolled in Fountain Hills Virtual Academy agree to abide by all rules listed in the Fountain Hills Unified School District "Guidelines for Acceptable Use."

- Only devices (computers, phones, PDAs, drivers, etc) approved by district administration may be connected to the district network.
- Computers, telecommunications and network resources are to be used for educational purposes only.
- Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark laws and regulations.
- Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords, allow others to work using their login/passwords, or attempt to discover the login/passwords of others.
- Students shall not use the network in any way that would disrupt the use of the network by others.
- Students shall not attempt to harm hardware, software, or data, not interfere with the security of any computer, telecommunication or network resource.
- Students shall regularly read and respond to communication received via district-provided email accounts according to the timeline expectations established by their school authorities.

### Academic Integrity

Academic integrity means that all work a student submits is created by the student and is an **original representation of personal work**. Fountain Hills Virtual Academy values academic integrity and expects students to practice and maintain high standards of honesty and practice throughout their study with Fountain Hills Virtual Academy courses.

Fountain Hills Virtual Academy teachers monitor students' course presence and watch what students are doing online. The Fountain Hills Virtual Academy teacher can "see:"

- every mouse click a student makes within the course.
- the specific items a student is viewing.
- the exact date/time spent viewing/submitting work.
- if a student is submitting work or just clicking on items in the course.
- the computer address a student is using when viewing and submitting work.

#### Examples of academic integrity violations:

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as one's own original work. Specific examples of plagiarism that will result in discipline are:

- **Plagiarism** - presenting the work of another as one's own (without proper acknowledgement of the source). This includes the use of Internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- **Facilitating Academic Misconduct** - giving or attempting to help another person commit an act of academic misconduct.
- **Fabrication and Falsification** - unauthorized alteration (change) or creation of any information or citation.
- **Cheating** - giving, using or attempting to see unauthorized materials, information, notes, study aids, or other devices, including unauthorized communication of information.
- **Tampering with Materials, Grades, or Records** - interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing original information found in such records.

#### Consequences of Academic Dishonesty

The use of Fountain Hills School District computer, telecommunication and network resource is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in the loss of credit and the loss of access to the online course.

Students will be asked to agree to a Student Code of Conduct related to Academic Integrity in each course.