

ARIZONA

ALHAMBRA



ELEMENTARY

K-8 ONLINE ACADEMY

Come navigate your pathway and set the course
for your future!

Student-Parent User Guide

2021-2022

ACTION REQUIRED: PARENT / GUARDIAN

All parents/guardians must sign and acknowledge that they have been informed of the *Alhambra Elementary School District 2021-2022 Selected Student Policies and Regulations Handbook* and the *2021-2022 K-8 Online Academy Student and Parent Handbook*. Parents have the opportunity to read the Handbooks and review them with their child/children. Parents/Guardians understand that they may contact the Principal if there are any questions about the information contained in these Handbooks.

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Meet the Principal

Mrs. Libby Cohen

I am incredibly excited to become the first principal of the Arizona K-8 Online Academy! This is the first online school AESD has ever opened and I take great pride in working collaboratively with our parents, students, staff, and community members to ensure our online program provides learners with personalized, flexible, high quality instruction that will remain at the heart of AESD's online learning experience. I am very passionate about providing students and families with enhanced choice in ***navigating their online learning pathway*** so that each and every AOA student has a customized experience that meets their individual educational needs, as well as their unique interests.

I have worked in the field of public school education for 18 years, all of which have been served in the Alhambra Elementary School District. I began my career as a fourth grade teacher and progressed into school leadership as an instructional coach, K-8 assistant principal, assistant director of technology, and now as a principal of online learning. Furthermore, throughout the past few years, I have worked closely with the district office team to support and help facilitate the process of building the Arizona K-8 Online Academy. In these many roles, I have supported the design, development, and implementation of various AESD initiatives at both the site and district levels.

Working closely with families, I strongly value the partnership that exists between parents, students, staff, and school leadership to ensure learners are provided with the individualized supports needed for their success. The Arizona K-8 Online Academy presents the opportunity to develop a multitude of creative learning options for students, which is what excites me the most! I very much look forward to bringing innovative and flexible online learning options to our Arizona learners as the principal of Arizona K-8 Online Academy.

Meet the Instructional Coach

Ms. Liz Zipp



Thank you so much for joining our wonderful AOA school community! We are so excited to have you as part of our brand new online school. I feel so lucky to be a part of this AOA journey with you. I look forward to partnering with you as we ensure that your child has access to a high-quality public education.

I have been in education for 11 years, all of which has been in Arizona. I have taught a broad range of grade levels in the K-8 setting --from our youngest Kindergarten learners to our eighth graders! When I left the classroom to enter a leadership role, I was invigorated to have a broader reach to support high-quality academic instruction.

For many years I have worked closely with parents, students and teachers to ensure that students have the opportunity to engage in personalized learning experiences. I believe strongly in the importance of providing every student what they need on an individual level. At AOA, we have the unique opportunity to ensure that all students can engage in personalized learning via our incredible technology tools and high-quality instructional practices. As an instructional coach, my goal is to support teachers so that they are able to provide instruction to your child that is based on strong academic standards and individual exploration. Thank you again for trusting us with your child's education. We are truly honored to work with you and your family!



Teaching Staff

Teacher	Grade	Email
Rachel Van Camp	Kindergarten	rachelvancamp@alhambraesd.org
Tolona Tyler	1st Grade	tolonat Tyler@alhambraesd.org
Amy Fishbaugh	2nd Grade	amyfishbaugh@alhambraesd.org
Maria Madrigal	3rd Grade	mariamadrigal@alhambraesd.org
Michael Jenkins	4th Grade	michaeljenkins@alhambraesd.org
Siobhan Ward-Kosofsky	5th Grade	siobhanwardkosofsky@alhambraesd.org
Adriana Diaz	6th - 8th Grade - Rdg/ELA	adrianadiaz@alhambraesd.org
Marc Zara	6th - 8th Grade - Soc. Studies/ELA	marczara@alhambraesd.org
Zorina Winters	6th - 8th Grade - Science	zorinawinters@alhambraesd.org
Samantha Bennett	6th - 8th Grade - Math	samanthabennett@alhambraesd.org
Colleen Collins	K - 8th Grade - Art/PE	colleencollins@alhambraesd.org
Tina McReynolds	K - 8th Grade - Music/PE/Innovation	tinamcreynolds@alhambraesd.org

School Address



4730 W. Campbell
Phoenix, AZ 85031

School Office Hours of Operation

Monday - Friday
7:30 am - 3:30 pm



Contact Information



Office Phone: 623-455-7300

School Email: contactaoa@alhambraesd.org



Vision & Mission

The Arizona K-8 Online Academy inspires inclusive digital learning environments by delivering a high quality online educational program through the use of emerging technologies, innovative teaching practices, individualized student supports, and attention to diversity.

Online Learning Overview

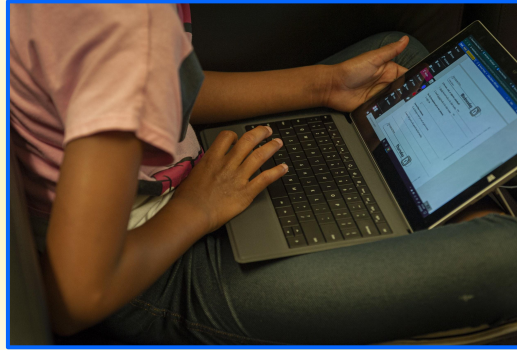
The Arizona K-8 Online Academy is a fully accredited, tuition-free, state approved online school for students residing **ANYWHERE** in Arizona! The Online Academy strives to provide flexible learning options and a personalized educational experience for its students, allowing learners to **Navigate Their Own Learning Pathway!**

Students enrolled in the Arizona K-8 Online Academy will be offered a blend of on-screen learning that occurs in real time as well as many opportunities to individually pace their learning path and complete coursework independently, at times that best fit their unique schedules. All students will be provided access to a district iPad, laptop, and ongoing technology support! Students will engage with district approved curriculum, be provided rigorous instruction aligned to Arizona state standards, and will be instructed by fully certified Arizona teachers. Students will have continued access to athletics, extracurricular clubs, and meal services while attending the Online Academy.

The Arizona K-8 Online Academy is committed to providing innovative, flexible, and supportive learning options that meet the needs of all students and educate the whole child. Enroll now and begin navigating your learning pathway today!



Online Learning Overview: *Accessing Instruction*



All online students will access course content (links to individual classes, coursework, and materials) through AESD's newly adopted learning management system, Canvas. Schedules and links to teacher Webex sessions will be available in Canvas as well. All students and parents will be required to complete a mandatory onboarding class, which will explain how to access and use Canvas.



Monday through Friday, students will login to Canvas and join live instruction throughout the day via their teacher's courses and Webex links within the Canvas learning platform. Example student schedules can be found in the section of this user guide titled "*Student Learning Schedules*". Although students will attend live instructions with their teachers Mondays through Friday, students have access to online learning coursework 24 hours a day and may complete that work any day of the week, at any time of day.

Below are links that provide a brief overview of the student and parent Canvas Learning System experience:

[Panda Video to engage with Students](#)

[Panda Video to engage with Parents](#)





AOA Personalized Learning

Levels of Student Autonomy

Students attending the Arizona K-8 Online Academy receive extensive supports as well as opportunities for individual reflection and student-teacher dialogue focused on progressing their ability to

“Navigate their Learning Pathway” and progressively manage higher levels and frequency of independent, asynchronous learning.

Below is an outline of the AOA Personalized Learning Continuum and Levels of Student Autonomy. As online learners progress through each level of autonomy, they earn badges in Canvas to demonstrate their increased competency with managing online learning

Level One: Pathfinder

- 85-100% synchronous learning time
- *I require frequent reminders of proper technology use and Digital Citizenship expectations OR I am currently working to complete the Digital Citizenship Course in Canvas.*
- *I am beginning to talk to my teacher about what it means to **navigate my learning path** and how viewing lesson videos that my teacher has uploaded into Canvas AND/OR moving through one Canvas module a week at my own pace will be a part of this process.*
- Follows prescriptive learning and engagement plan from teacher
- Requires adult support to achieve goals
- At least one office hour support meeting with teacher/week
- Student meets weekly reflection goals at least 70% of the time
- Student requires consistent supports from teachers and/or site admin in meeting minimum weekly instructional minutes.
- Student is passing approximately 70% of mastery checks
- Student is earning 70% of badges for competency based learning progression



Level Two: Navigator

- 70–80% synchronous learning time
- *I still follow a prescriptive learning and engagement plan from my teacher*
- *I still require periodic adult support to achieve my learning goals consistently*
- *I am setting my first goal for **navigating my learning path** by viewing 1-2 lesson videos a week at my own pace that my teacher has uploaded into Canvas AND/OR accelerating through one Canvas module at my own pace.*
- *I periodically need reminders about proper use of technology and digital citizenship expectations when engaging with my peers and teachers online.*
- Office hour support meeting with teacher every other week
- Student meets weekly reflection goals at least 80% of the time
- Student receives consistent supports from teachers and/or site admin in meeting minimum weekly instructional minutes.
- Student is passing approximately 80% of mastery checks
- Student is earning 80% of badges for competency-based learning progression





AOA Personalized Learning

Levels of Student Autonomy

Students attending the Arizona K-8 Online Academy receive extensive supports as well as opportunities for individual reflection and student-teacher dialogue focused on progressing their ability to

“Navigate their Learning Pathway” and progressively manage higher levels and frequency of independent, asynchronous learning.

Below is an outline of the AOA Personalized Learning Continuum and Levels of Student Autonomy. As online learners progress through each level of autonomy, they earn badges in Canvas to demonstrate their increased competency with managing online learning

Level Three: Wayfinder

- 50–65% synchronous learning time
- *I consistently achieve my learning goals*
- *I help set my learning plan with my teacher and **navigate my learning path** through Canvas courses/modules at my own pace at least half of the time. I view teacher instruction at my own pace by watching the lesson videos that my teacher has uploaded into Canvas.*
- *I am a Digital Citizenship Admiral and can ALWAYS be trusted with technology use and engaging online with my classmates and/or teacher.*
- *I work with my teacher to decide when I need to login for synchronous learning time when it's not a requirement by my teacher.*
- Office hour support meeting with teacher once a month
- Student meets weekly reflection goals at least 90% of the time
- Student consistently meets minimum weekly instructional minutes with minimal support from teachers and/or site admin.
- Student is passing approximately 90% of mastery checks
- Student is earning 90% of badges for competency-based learning progression



Level Four: Mariner

- 0-45% synchronous learning time
- *I ALWAYS achieve or EXCEED my learning goals*
- *I independently set my learning plan and **navigate my learning path** through Canvas courses/modules at my own pace.*
- *I am a Digital Citizenship Admiral and can ALWAYS be trusted with technology use and engaging online with my classmates and/or teacher.*
- *I decide when I need to login for synchronous learning time if it is NOT required by the teacher*
- *I frequently view teacher instruction at my own pace by watching the lesson videos that my teacher has uploaded into Canvas.*
- *I request one office hour support meeting with teacher once a month and I lead this meeting.*
- Student meets weekly reflection goals at least 90% of the time
- Student consistently meets minimum weekly instructional minutes with minimal support from teachers and/or site admin.
- Student is passing approximately 90% of mastery checks
- Student is earning 90% of badges for competency-based learning progression



Enrollment Procedures

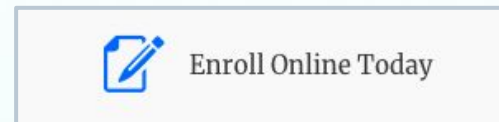
Current AESD Students and New Students to the Alhambra District

To enroll your child at the Arizona K-8 Online Academy, please watch the following video tutorial and complete the Online Registration process. This process can be used for current AESD students who are transferring from one of our site brick and mortar schools as well as students new to Alhambra.

Parents of students enrolling in the AOA are required to contact their child(s) currently enrolled school and complete withdrawal paperwork prior to registering and enrolling at the Arizona K-8 Online Academy.



CLICK ABOVE to watch the enrollment video tutorial



CLICK ABOVE to complete the Online Registration

Need Support? Contact us at 623-455-7300



Arizona Attendance Procedures and Expectations for Online Students

In accordance with A.R.S. § 15-808 E and J: Arizona Online Instruction, the state has defined minimum instructional hours that every online student must achieve. Students will maintain an electronic weekly log to record instructional minutes and the parent and/or guardian will submit the minimum instructional minutes. Students and parents will receive training on how to maintain and submit the weekly log using the **Time Tracker** tool in Synergy 's ParentVUE and StudentVUE portals. Please note, failure to consistently maintain and submit the weekly log of minimum instructional minutes could result in dismissal from the Arizona K-8 Online Academy. ***AESD daily student learning schedules account for the required minutes and in certain grade levels, exceed the minimum required minutes by the state as AESD's commitment to providing students with a comprehensive and robust educational experience.***

Weekly Instructional Minutes Requirements	
Kindergarten	600 min.
1st - 2nd Grade	1200 min.
3rd - 5th Grade	1500 min.
6th - 8th Grade	1800 min.

Time Tracker Electronic Log

Student's daily logs are entered, in hours and minutes. Student's daily logs are entered, in minutes, and submitted in StudentVUE / ParentVUE.

Follow the steps below to enter daily minutes.

How to Complete a Daily Minutes Entry:

1. Login to StudentVue / ParentVue
2. Select the Attendance Tab
3. Click on Time Tracker on the right side above the calendar
4. Enter the minutes per class period / session. Refer to the number of minutes from the chart - *AESD Minimum Weekly Instructional Minutes per Student* on page 16
 - It is best to enter minutes rather than hours
 - Do not enter both minutes AND hours in an entry
5. Click Update Times to save minutes that were entered and recalculate totals at the end of each submission
6. Using the ParentVUE phone app to enter the daily time log works fine, but the process is much quicker on a laptop

How to Submit Minutes / Log Weekly:

1. Login to ParentVUE (cannot complete this using StudentVue)
2. Check that Total Time displays all of the hours and minutes entered for the week for all classes / subjects (any minutes not added for a day/class/subject must be updated first)
3. Click update and submit to check that all of the submitted times are correct, and submit the minutes for the week. Each Monday morning starts a new school week, make sure the week before's times are completed by Friday afternoon.
 - No changes to minutes can be made once Update and Submit are clicked
 - The ParentVUE phone app can be used, but the process is much quicker on a laptop

Students enrolled at the Arizona K-8 Online Academy will follow a daily class schedule 5 days a week. Students have the flexibility to complete coursework before, during, and after school, seven days a week. All online students will engage in a blend of live, online instruction with their teachers and peers as well as offline, independent learning activities.

Time Tracker Electronic Log

All online and offline instructional time students spend on academic tasks will count toward the required weekly minimum instructional minutes which are outlined in the following table. Students and parents will record instructional minutes using the Time Tracker Electronic Log in Synergy StudentVUE and ParentVUE. ***Instructional minutes can be recorded in Time Tracker seven days a week, at any time of day, as students complete online and offline academic activities.*** Families will be provided training and support for the use of Time Tracker during initial onboarding training.



English
CLICK HERE
Time Tracker
tutorial video



Español
HAGA CLIC
AQUI
Time Tracker
tutorial video

AESD Minimum Weekly Instructional Minutes per Student

Subject/Activity	Kinder - 2nd Weekly Minimum Minutes	3rd - 5th Weekly Minimum Minutes	6th-8th Weekly Minimum Minutes
Reading	5 hrs (300 minutes)	5 hrs (300 minutes)	4 hrs 30 minutes (270 minutes)
English Language Arts	5 hrs (300 minutes)	5 hrs (300 minutes)	4 hrs 30 minutes (270 minutes)
Mathematics	5 hrs (300 minutes)	5 hrs (300 minutes)	4 hrs 30 minutes (270 minutes)
Science	2 hrs (120 minutes)	2 hrs 15 minutes (135 minutes)	4 hrs 30 minutes (270 minutes)
Social Studies	2 hrs (120 minutes)	2 hrs 15 minutes (135 minutes)	4 hrs 30 minutes (270 minutes)
Intervention	2 hrs (120 minutes)	2 hrs (120 minutes)	2 hrs (120 minutes)
Special Area Classes	3 hrs 30 minutes (210 minutes)	3 hours 30 minutes (210 minutes)	3 hrs 30 minutes (210 minutes)
Social Emotional Learning	1 hr 15 minutes (75 minutes)	1 hr 15 minutes (75 minutes)	1 hr 15 minutes (75 minutes)
Office Hour Meeting	30 minutes	30 minutes	20 minutes
Independent Learning	1 hr 30 minutes (90 minutes)	1 hr 30 minutes (90 minutes)	1 hr 60 minutes
TOTAL WEEKLY MINUTES REPORTED IN TIME TRACKER LOG	1,665 minutes	1,695 minutes	1,835 minutes

Sample Learning Schedule Outlining Instructional Minutes

Kindergarten - 2nd Grade

Subject Area	Daily Time	M/T/Th/F Daily Minutes	Wednesday Minutes	Weekly Total Minutes
Social Emotional Learning	8:00 - 8:15	15 minutes	15 minutes	75 minutes
5 Minute Transition Break				
Reading	8:15 - 9:15	60 minutes	60 minutes	300 minutes
5 Minute Transition Break				
English Language Arts	9:20 - 10:20	60 minutes	60 minutes	300 minutes
10 Minute Brain Break				
Mathematics	10:30 - 11:30	60 minutes	60 minutes	300 minutes
Lunch M/T/Th/F 11:30 - 12:05			Dismissal/Lunch Wednesday 12:30	
Science or Social Studies	12:05 - 1:05	Science: 60 minutes twice a week Social Studies: 60 minutes twice a week		Science: 120 Minutes Social Studies: 120 Minutes
Special Area Classes	1:10 - 1:55	45 minutes	30 minutes	210 minutes
Intervention	2:00 - 2:30	30 minutes		120 minutes
Office Hour Meeting or Independent Learning	2:30 - 3:00	30 minutes		120 minutes

Sample Learning Schedule Outlining Instructional Minutes

3rd - 5th Grade

Subject Area	Daily Time	M/T/Th/F Daily Minutes	Wednesday Minutes	Weekly Total Minutes
Social Emotional Learning	8:00 - 8:15	15 minutes	15 minutes	75 minutes
5 Minute Transition Break				
Reading	8:15 - 9:15	60 minutes	60 minutes	300 minutes
5 Minute Transition Break				
English Language Arts	9:20 - 10:20	60 minutes	60 minutes	300 minutes
10 Minute Brain Break				
Mathematics	10:30 - 11:30	60 minutes	60 minutes	300 minutes
Lunch M/T/Th/F 11:30 - 12:05			Dismissal/Lunch Wednesday 12:30	
Special Area Classes	12:05 - 12:50	45 minutes	30 minutes	210 minutes
Science or Social Studies	12:55 - 1:15	Science: 60 minutes twice a week Social Studies: 60 minutes twice a week		Science: 135 Minutes Social Studies: 135 Minutes
Intervention	2:00 - 2:30	30 minutes		120 minutes
Office Hour Meeting or Independent Work Time	2:30 - 3:00	30 minutes		120 minutes

Sample Learning Schedule Outlining Instructional Minutes

6th - 8th Grade

Subject Area	M/T/Th/F Daily Minutes	Wednesday Minutes	Weekly Total Minutes
Social Emotional Learning	15 minutes	15 minutes	75 minutes
5 Minute Transition Break			
Reading	60 minutes **including assigned homework	30 minutes	270 minutes
5 Minute Transition Break			
English Language Arts	60 minutes **including assigned homework	30 minutes	270 minutes
5 Minute Transition Break			
Mathematics	60 minutes **including assigned homework	30 minutes	270 minutes
5 Minute Transition Break			
Science	60 minutes **including assigned homework	30 minutes	270 minutes
5 Minute Transition Break			
Social Studies	60 minutes **including assigned homework	30 minutes	270 minutes
Lunch Break M/T/Th/F 11:30 - 12:05		Dismissal Wednesday 12:30	
Special Area Classes	45 minutes	30 minutes	210 minutes
Intervention	30 minutes		120 minutes
Office Hour Meeting or Independent Work Time	20 minutes		80 minutes

Family Friendly Learning Schedules

Kindergarten - 2nd Grade

Subject Area	M/T/Th/F	Wednesday
Morning Meeting	8:00 - 8:15	
5 Minute Transition Break		
Reading	8:15 - 9:15	
5 Minute Transition Break		
English Language Arts	9:20 - 10:20	
10 Minute Brain Break		
Mathematics	10:30 - 11:30	
	M/T/Th/F	Wednesday
Lunch	11:30 - 12:05	
Science or Social Studies	12:05 - 1:05	
Special Area Classes	1:10 - 1:55	11:30 - 12:00
Intervention	2:00 - 2:30	
Science or Social Studies		12:00 - 12:30
Office Hour Meeting or Independent Learning	2:30 - 3:00	
End of Day	3:00	12:30 PM

Family Friendly Learning Schedules

3rd - 5th Grade

Subject Area	M/T/Th/F	Wednesday
Morning Meeting	8:00 - 8:15	
5 Minute Transition Break		
Reading	8:15 - 9:15	
5 Minute Transition Break		
English Language Arts	9:20 - 10:20	
10 Minute Brain Break		
Mathematics	10:30 - 11:30	
	M/T/Th/F	Wednesday
Lunch	11:30 - 12:05	
Science or Social Studies		11:30 - 12:00
Special Area Classes	12:05 - 12:50	12:00 - 12:30
Science or Social Studies	12:55 - 1:55	
Intervention	2:00 - 2:30	
Office Hour Meeting or Independent Learning	2:30 - 3:00	
End of Day	3:00	12:30 PM

Family Friendly Learning Schedules

6th - 8th Grade

Subject Area	M/T/Th/F	Wednesday
Homeroom/Advisory	15 minutes	15 minutes
5 Minute Transition Break		
Reading	45 minutes	30 minutes
5 Minute Transition Break		
English Language Arts	45 minutes	30 minutes
5 Minute Transition Break		
Mathematics	45 minutes	30 minutes
5 Minute Transition Break		
Science	45 minutes	30 minutes
5 Minute Transition Break		
Social Studies	45 minutes	30 minutes
Lunch Break: M/T/TH/Fri 11:30 - 12:05		
Special Area Classes	45 minutes	30 minutes
Intervention	30 minutes	
Office Hour Meeting or Independent Work Time	20 minutes	
End of Day	3:00 PM	12:30 PM

Full Time Equivalency Form

All AZ K-8 online students and parents will be required to read, sign, and submit this form.



Arizona K-8 Online Students, Parents, and/or Guardians Full Time Equivalency Form

Dear Student and Parent or Guardian:

This document is to inform of your responsibilities and requirements for enrolling in the Arizona K-8 Online Academy. You must read and agree to the requirements outlined below to finalize your enrollment at the Arizona K-8 Online Academy. Your signature at the bottom of this document will verify your agreement with these requirements.

In accordance with A.R.S. § 15-808 E and J: Arizona Online Instruction, the state has defined minimum instructional hours that every online student must achieve in addition to other requirements for participating in a public school online instructional program. Your signature below ensures your agreement that the enrolled child will work the minimum instructional minutes per week, outlined in the table below. Furthermore, you agree to update and maintain an electronic weekly log to record and submit the minimum instructional minutes. Training on how to maintain and submit the weekly log using the Time Tracker tool in Synergy ParentVUE and StudentVUE will be provided to all students, parents, and/or guardians during initial onboarding training for families. **Please note, failure to consistently maintain and submit the weekly log of minimum instructional minutes could result in dismissal from the Arizona K-8 Online Academy.**

Weekly Instructional Minutes Requirements	
Kindergarten	600
1st - 2nd Grade	1200
3rd - 5th Grade	1500
6th - 8th Grade	1800

Your signature below ensures agreement to the following additional requirements for enrollment in the Arizona K-8 Online Academy:

- I have read, reviewed, and signed the Arizona K-8 Online Academy Student/Family Handbook.
- I have read, reviewed, and signed the AESD Electronic Services Agreement.
- In accordance with A.R.S. § 15-808-B, I understand that every 3rd - 8th grade student enrolled at the Arizona K-8 Online Academy is required to take public school state assessments and appear in-person to complete those assessments while proctored by an AESD staff member.
- In accordance with A.R.S. § 15-808-G, I understand that I may be removed from the Arizona K-8 Online Academy if sufficient academic achievement is not attained.

Student First and Last Name: _____

Parent or Guardian Signature: _____ Date: _____

Assessment







In accordance with A.R.S. § 15-808-B, I understand that every 3rd - 8th grade student enrolled at the Arizona K-8 Online Academy is **required to take public school state assessments and appear in-person** to complete those assessments while proctored by an AESD staff member.

In accordance with A.R.S. § 15-808-G, I understand that if my child fails to report to in-person testing for any state assessments, they will be removed from the Arizona K-8 Online Academy for the subsequent school year.



AESD DIGITAL CITIZENSHIP

Digital Citizenship is the responsible use of technology to learn, create, and participate.

 <p>MEDIA BALANCE & WELL-BEING We find balance in our digital lives.</p>	<ul style="list-style-type: none"> ▶ Know when to take breaks ▶ Take time for people around you ▶ Find hobbies outside of tech
 <p>PRIVACY & SECURITY We care about everyone's privacy.</p>	<ul style="list-style-type: none"> ▶ Protect personal information ▶ Understand data privacy rights ▶ Be aware of safety risks
 <p>DIGITAL FOOTPRINT & IDENTITY We define who we are.</p>	<ul style="list-style-type: none"> ▶ Pros and cons of sharing information ▶ Presentation can affect sense of self, reputations, and relationships
 <p>RELATIONSHIPS & COMMUNICATION We know the power of words & actions.</p>	<ul style="list-style-type: none"> ▶ Understand risks and benefits of online-only friendships ▶ Do NOT give out personal information to someone you don't know
 <p>CYBERBULLYING, DIGITAL DRAMA & HATE SPEECH We are kind & courageous.</p>	<ul style="list-style-type: none"> ▶ Online cruelty will NOT be tolerated ▶ Classrooms will be a safe space ▶ Be respectful of classmates and teacher
 <p>NEWS & MEDIA LITERACY We are critical thinkers & creators.</p>	<ul style="list-style-type: none"> ▶ Use credible and trustworthy sources ▶ Be critically engaged as creators ▶ Use news and media outlets effectively

Technology Expectations



1. In order to utilize district-issued technology, all students must review and sign an Alhambra's Acceptable Use Policy.
2. All technology is for student use and is for educational purposes only.
3. No personal accounts may be added to devices.
4. All devices must be kept in clean, working condition.
5. Devices must be updated regularly in order to ensure functionality.
6. All devices must stay in the state of Arizona.
7. When on Webex, students are expected to have their camera on. If a student is unable to turn their camera on for any reason, the parent must contact the teacher or school office.
8. When on Webex, students must have their microphones muted unless the teacher asks the student to unmute for a specific period of time.
9. All students are expected to log-on to Webex at their scheduled class time for synchronous instruction.
10. All students are expected to log-on and utilize Canvas as their primary learning platform.

Technology Resources User Agreement

I-6431

IJNDB-EA

EXHIBIT

EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

TECHNOLOGY RESOURCES USER AGREEMENT

(Student)

Please read this document carefully. When signed it becomes a binding agreement.

The District will comply with the federal Children's Internet Protection Act (CIPA) by using filtering technology to promote the safe and secure use of any online Internet network.

Student use of District technology is a privilege, not a right. Unacceptable use may result in the suspension or cancellation of privileges, as well as additional disciplinary and/or legal action. The principal will have the final authority to determine whether a student's privileges will be denied, revoked, and/or reinstated.

Terms and Conditions

Acceptable use. I will use the service to support personal educational objectives within the educational goals and objectives of the District. Inappropriate use may result in cancellation of the use of technology resources and/or appropriate disciplinary action.

The student must:

- Use technology resources for educational or education-related purposes and research consistent with the District's educational mission, curriculum, and instructional goals at all times.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.

Technology Resources User Agreement

I-6431

IJNDB-EA

EXHIBIT

EXHIBIT

- Have prior approval by the Superintendent for any advertisements or information before such information is published. All such information becomes the property of the District.
- Agree not to reveal, disclose, or disseminate personally-identifiable data (names, passwords, photographs, home addresses, personal phone numbers, or personal e-mail addresses).
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Agree not to use the network in any way that would disrupt the use of the network by others, including unauthorized access, "hacking," and other unlawful activities.
- Pay fees resulting from the use of services and/or purchase of products not previously authorized by the District for payment.
- Agree not to use technology resources for commercial purposes, personal gain, or profit.
- Follow the District's code of conduct.
- Agree not to attempt to harm, modify, or destroy software or hardware, nor interfere with system security.
- Understand that inappropriate use may result in cancellation or limited permission to use the educational information services and appropriate disciplinary action, which may include expulsion for students.
- Participate in student safety training in regards to the use of the Internet, appropriate behavior while using, but not limited to, such things as social networking websites, online opportunities, and chat rooms; cyberbullying awareness and response.

Technology Resources User Agreement

I-6431

IJNDB-EA

EXHIBIT**EXHIBIT**

The student should:

- Respect the rights of others to participate in the use of technology resources by not monopolizing shared electronic devices.
- Use correct spelling and make messages easy to understand.

Services. The District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how technology resources are used and bears the risk of reliance on the information obtained. The District does not assume liability for information retrieved via electronic information systems, nor does it assume liability for any information lost, damaged, or unavailable due to technical or other difficulties.

I acknowledge that the District has taken every precaution to ensure the safe use of technology resources and further acknowledge that inappropriate information can be accessed if the user engages in aggressive pursuit of such information.

I have read and agree to abide by the District policy and regulations on the appropriate use of technology resources, as incorporated herein by reference. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of technology resources.

Name (print) _____

Signature _____ Date _____

School _____ Grade (if a student) _____

A student must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of this student, I have read this agreement and understand it. I understand that it is impossible for the District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by the use of technology resources. I also agree to report any

ALHAMBRA SCHOOL District NO. 68

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7-24-19

Technology Resources User Agreement

I-6431

IJNDB-EA

EXHIBIT

EXHIBIT

misuse of technology resources to a District administrator. (Misuse may come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the technology resources is not in a school setting. I hereby give my permission to have my child use the technology resources.

Name (print) _____

Signature _____ Date _____

Parent Distance Learning Google Form & Technology Support

Parents, when you need support or have a question related to online learning or technology, please access the parents **District Learning Google Form** located on your child(s) iPad.



Help Button on iPad

- Each student device contains a “Help” button that links to a Google form. Fill out this Google form to receive technology support,

AOA Helpdesk Site

- Within the Parent-Student Canvas module, there is a link to an AOA Help Desk Support Site. This site contains videos and other information that can provide on-the-spot technology support.

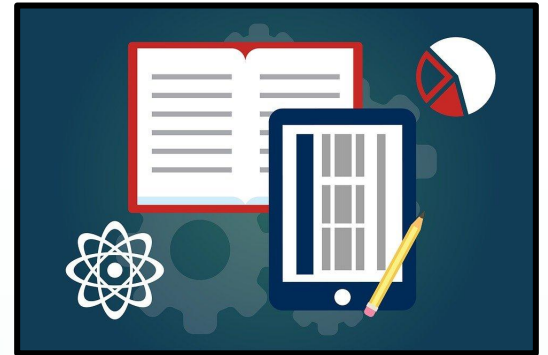


AOA Tech Contact Information: Liz Zipp
Phone: 623-455-7300 ext. 6805
Email: elizabethzipp@alhambraesd.org

Online Learning Supports - Learning at Home

Prepare for the Day Each Morning

- Eat breakfast before class starts
- Brush your teeth and dress according to the dress code at your school
- Gather materials you will need for class: pencil, paper, charged iPad, computer, etc.
- Have your daily schedule ready
- Log into homeroom 5 minutes early



What Should Be a Part of Your Workspace?

- A space that is quiet, spacious, has good lighting, and is free from distractions
- A space that is **clean & organized** so you can find and use all your **materials** (pencil, paper, iPad, computer, etc.)
- Your **daily schedule**, a **clock**, and **chargers** are nearby



How Can Parents Support Their Child With Their:



- Provide your child's school with your current phone number and email address
- Create a workspace for your child at home for them to be able to successfully learn
- Help your child remove all distractions from their workspace during their learning time
- Call your child's school to report their absence before 9:00 am
- Email your child's teacher if you have any questions
- Encourage your child to work hard and do their best
- Practice healthy routines at home with your child: wash hands frequently, wear cloth masks away from the home, and practice social distancing
- Remember we are all in this together

Behavioral Health Support & Community Resources

Family Well-Being Support

Strengthening Families...Building Alhambra Communities

In the Alhambra Elementary School District we believe in Educating the Whole Child and to do that we have to take care of our families. Our Family Resource Center (FRC) plays an important role in supporting our families and the community.

The mission of the Family Resource Center is to provide information, education, and support to promote and strengthen the foundation of families and children so they can face the challenges of today and create new dreams for tomorrow.

How the FRC Can Help:

Food Bank
Clothing Room
Child Development and School Readiness
Family Support
ESL/Citizenship
Health Services
Teen Resources
Financial Wellness

If your family needs further assistance with food or housing please click the icons below for additional resources.



If you have further questions or want to come by the Family Resource Center, contact Yvette Nava, Office Manager of the FRC for assistance:

Email: yvettenava@alhambraesd.org

Website: www.alhambraesd.org/frc

602-242-5828

4432 W. Maryland Ave. Glendale, AZ 85301

Meal Service for Online Academy Students



21-22 MEALS TO-GO

Free meals for online learners and community children

WE ARE EXCITED TO CONTINUE SERVING FREE MEALS TO-GO FOR THE 21-22 SCHOOL YEAR!

FREE FOR ALL CHILDREN 0-18

PICK UP 5 DAYS OF MEALS AT A TIME

DRIVE-UP OR WALK-UP PICKUP AVAILABLE

WHERE:

4730 W CAMPBELL AVE
ARIZONA K-8 ONLINE
ACADEMY MAIN CAMPUS

WHEN:

EVERY WEDNESDAY
STARTING AUGUST 4TH

8:00 - 9:00 AM
& 3:00 - 4:00 PM

For more information,
contact the Child Nutrition Department



(602) 336 - 2985
childnutrition@alhambraesd.org

NOTE: Weekly meals to-go are only available for children who are **not** already attending an in-person Alhambra school.

WWW.ALHAMBRAESD.ORG

This institution is an equal opportunity provider.

Meal Service for Online Academy Students



¡ESTAMOS EMOCIONADOS DE CONTINUAR SIRVIENDO COMIDAS GRATIS PARA LLEVAR DURANTE EL AÑO ESCOLAR 21-22!

- GRATIS PARA TODOS LOS NIÑOS DE 0 A 18 AÑOS →
- RECOGE 5 DÍAS DE COMIDAS AL MISMO TIEMPO →
- SERVICIO DE RECOGER EN EL VEHÍCULO O CAMINANDO DISPONIBLE →

DÓNDE: 4730 W CAMPBELL AVE CAMPUS PRINCIPAL DE ARIZONA K-8 ONLINE ACADEMY	CUÁNDO: TODOS MIÉRCOLES, COMENZANDO AGOSTO 4 8:00 - 9:00 AM Y 3:00 - 4:00 PM
--	---

Para más información, comuníquese con el Departamento de Nutrición Infantil



(602) 336 - 2985
childnutrition@alhambraesd.org

NOTA: Las comidas para llevar semanales solo están disponibles para los niños que aún no asisten a una escuela de la Alhambra en persona.

WWW.ALBAMBRAESD.ORG

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Positive Action

Morning Meeting and Advisory Periods

During the first fifteen minutes of each school day, All Arizona K-8 Online Academy students will engage in Morning Meeting (K-5) or Advisory block (6-8) to develop social emotional learning through the implementation of the Positive Action Program. This curriculum assists students in developing skills such as self-awareness, self-management, social awareness, relationship skills and responsible decision making.

POSITIVE ACTION AT ARIZONA ONLINE ACADEMY!

Dear Parent/Guardian,
Arizona Online Academy has partnered with Touchstone Health Services, a local non-profit organization, to provide the Positive Action program. Positive Action is a program that teaches youth they can make positive actions in their lives.



POSITIVE ACTION HELPS STUDENTS LEARN:

- ☺ They feel good about themselves when they do positive actions, and there is a positive way to do everything.
- ☺ The self-concept is how they think and feel about themselves.
- ☺ Thoughts influence actions and actions influence feelings.
- ☺ The importance of empathy.
- ☺ About being honest and working out problems with friends and family.

FEELINGS THOUGHTS ACTIONS

POSITIVE OUTCOMES OF THE PROGRAM INCLUDES:

- ★ Positive social behavior
- ★ Improvement in school
- ★ Positive family interactions
- ★ Lowered suspensions
- ★ Improved grades
- ★ Motivation in school
- ★ And so much more!

MORE INFORMATION
COMING SOON!



This project was made possible by Grant Number TPIAH000224-01-01 from the HHS Office of Population Affairs. Contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department of Health and Human Services or the Office of Population Affairs.


Positive Action

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ACCIÓN POSITIVA EN LA ARIZONA ONLINE ACADEMY

Estimado Padre /Guardián, Arizona online Academy se ha asociado con Touchstone Health Services, una organización local sin fines de lucro, para proporcionar el programa de Acción Positiva para estudiantes. Acción Positiva es un programa que les enseña a los jóvenes que pueden tomar acciones positivas en sus vidas.




ACCIÓN POSITIVA AYUDA A ESTUDIANTES APRENDER:

- ☺ Que se sientan bien consigo mismo cuando realicen acciones positivas y que hay maneras positivas de hacer todo.
- ☺ El concepto de sí mismos es cómo piensan y sienten sobre sí mismo.
- ☺ Los pensamientos influyen en las acciones y las acciones influyen en los sentimientos.
- ☺ La importancia de la empatía.
- ☺ Sobre ser honesto y resolver problemas con amigos y familiares.

RESULTADOS POSITIVOS DEL PROGRAMA INCLUYEN:

- ★ Comportamiento social positivo
- ★ Mejora en la escuela
- ★ Interacciones familiares positivas
- ★ Reducción de suspensiones
- ★ Mejores calificaciones
- ★ Motivación en la escuela
- ★ ¡Y mucho más!

¡MÁS INFORMACIÓN PRÓXIMAMENTE!



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EMOCIONES PENSAMIENTOS ACCIONES

Re-Engagement and Support Plan

If for any reason and at any time throughout the year, a student at the Arizona K-8 Online Academy is consistently demonstrating the need for behavioral, academic, or organizational supports, the following plan will be used to provide comprehensive interventions.



Student Re-Engagement and Support Plan

This plan will be used to assist in determining the student's current and future enrollment in the Arizona K-8 Online Academy.

General Information

Student Full Name:

Student ID:

Date:

Plan Focus:

Student Level Data

Date	Data Source	Data	Notes/Resources
	<i>Time Tracker</i>		
	<i>Grades/Academics</i>		
	<i>Behavior</i>		

Re-Engagement and Support Plan



Student's Challenges/Obstacles:

-
-
-

Action Plan/Next Steps

Action Step One:	
Student's Role	
Parent's Role	
School/Staff's Role	

Action Step Two:	
Student's Role	
Parent's Role	
School/Staff's Role	

Action Step Three:	
Student's Role	
Parent's Role	
School/Staff's Role	

Re-Engagement and Support Plan



Follow-Up Meeting

Date	
Meeting Notes	
Enrollment to Continue at AOA	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>Notes for Transition Plan to brick and mortar school:</p> <ul style="list-style-type: none"> •

Course Catalog

Click on the Catalog Below to View Courses



ARIZONA

ALHAMBRA ELEMENTARY

K-8 ONLINE ACADEMY

Come navigate your pathway and set the course for your future!

The banner features a blue background with a grid pattern and a central circular graphic. Four circular inset images show a student in a lab coat using a pipette, a young boy using a tablet, a woman looking at a tablet, and a young girl using a tablet. The text is centered and uses a mix of bold and regular fonts.

Extracurricular Clubs and Sports

The Alhambra Elementary School District strives to educate the whole child placing value on academics and extracurricular endeavors that inspire students to explore different interests and talents. In support of local school efforts, we offer a rich variety of extracurricular arts, athletics, and club opportunities.

Participation in these activities will encourage the development of leadership skills, sportsmanship, creativity, commitment, accountability, and a true sense of belonging for our students. Throughout the year, students will be able to:

- Participate in a variety of activities of their choice
- Develop individual skills as well as cooperative group behaviors
- Develop social, emotional, and physical skills that can be used throughout their lives
- Take risks
- Build positive self esteem
- Flourish in a safe and healthy environment
- Work alongside coaches and sponsors as role models in their development



Each site offers a variety of after-school activities that may include Athletics, Art Club, Band, Drama, Engineering Club, MESA, Student Council, Yearbook, and many others. These activities are held on various days and times depending on grade level and site schedule. If your child is selected to participate in the afterschool program you will be notified and a permission slip to attend will be provided.

Eligibility



In order to be eligible to participate in extracurricular activities, a student must meet identified academic and behavior standards according to Board Policy JJJ:

Students who, upon having their work checked on a cumulative basis at the beginning and mid-term of each 10 week sports season where applicable, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement by the site administration
- If a student is absent from school, regardless of the reason, the student will not be allowed to participate in any extracurricular function on the evening of the day on which the absence occurs. Participation in weeknight activities is not an excuse for absence on the day following the activity
- The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education plan.



Participation

AOA students are encouraged to participate in after school Extracurricular Clubs and/or Sports.

Students that are interested in participating in athletics, will have the opportunity to participate on the AESD school team in the neighborhood with which the student lives. If an AOA student wants to participate in a club, that is not offered at the AOA, they may have the opportunity to participate at another AESD school for that club.

Please contact the AOA school office at **623-455-7300** to make an appointment to discuss participation details.



Athletic Participation

The health and welfare of our student athletes are most important. Athletic participation can positively enhance the learning in the classroom. Each school year, before participation in 6th - 8th grade competitive athletics can occur, student and parent/guardian must completely read and complete the athletic participation forms packet that include: the **Participation Consent, Code of Conduct, Health Insurance Form** and the **Sports Physical**.

Arizona K-8 Online Academy Website

Click on the image below to view the AOA website

Home

Navigate Your Pathway

Meet the Principal

Course Catalog

FAQ

Parents

Calendar

Navigate
YOUR
Pathway

.....

To a new
way of
LEARNING

Frequently Asked Questions

The Online Experience

How is the online learning experience different from the in-person learning experience?

Students participating in Alhambra's Online Learning Academy will:

- *Be provided flexible scheduling options for time, place and pace of learning.*
- *Attend classes on their laptop or mobile devices via our Canvas learning platform.*
- *Connect with their teachers via Webex for independent or small group supports.*
- *Are able work independently and self-pace their learning.*
- *Are given the opportunity to personalize their learning pathway by selecting courses that are unique to their specific interests.*
- *Students submit course work and communicate with teachers online.*

What makes a successful online student?

- *Students who succeed in online learning commit to continuing to develop their skills in: Becoming a self-motivated learner*
- *Understanding how to self-pace their coursework*
- *Communicating their unique interests*
- *Building ownership and self-advocacy in their learning experience*
- *Using technology to enhance their learning experience*
- *Effective organization and time-management*

What does it mean to navigate my learning path?

Alhambra Online Learning students and their parents will meet with a member of the Online Learning Academy's Leadership Team to discuss their unique interests, scheduling needs, and specific supports that will assist in a successful online experience. During this conversation the team will craft a learning pathway that best fits the needs of the student. The student will actively participate in this conversation as a means of "navigating their learning path."

Frequently Asked Questions

The Online Experience

How is Alhambra's online learning experience unique?

- *Personalized meetings to set and navigate student pathways*
- *Family Support Specialists*
- *Specialized pathway options to choose from*
- *Device and Connectivity supports*
- *Onsite open lab*
- *Meals provided*

Will my child have a certified teacher if they attend the Online Academy?

Yes, all online courses are designed, delivered and monitored by certified teachers. Teachers grade student work, check in with students via Webex regularly, and provide individualized supports as needed.

Can my child still participate in extracurricular activities and clubs?

Yes. Students living within the Alhambra attendance boundaries who are attending Alhambra's online school will have the opportunity of joining their peers at the school site that is aligned to their address and given the opportunity to participate in sports and afterschool clubs.

Does the Online Academy cost money to attend?

No, the Online Academy is free to Arizona students in grades K-8, regardless of where they live in the state.

Frequently Asked Questions

Academics and Assessment

What courses are offered at the Online Academy?

- *All state required core courses, grades kindergarten through eighth grade, will be available at the Online Academy.*
- *Core academic courses are aligned to state standards and AESD curriculum maps.*
- *Innovation Hour*
- *Social Emotional Learning*
- *Special Area Courses*
- *Intervention Courses and Teacher Office Hours*
- *Coming soon, specialized elective courses and learning pathways will be available to online students in the following areas:*
 - *Innovation and Project Based Learning*
 - *Arts Instruction*
 - *Career and Technical Education*
 - *Equity and Societal Perspectives*

What learning platform will my child be working on while attending the Online Academy?

The Alhambra Online Academy courses are hosted on the Canvas Learning Management System. See below to links that provide a brief overview of the student and parent Canvas Learning System experience:

[Panda Video to engage with Students](#)
[Panda Video to engage with Parents](#)



Frequently Asked Questions

Enrollment and Registration

How do I register my child for the Online Academy?

Please use the link [HERE](#) to complete the Online Academy enrollment form. An office team member will contact you to obtain additional information.

Does my child have to live in the Alhambra school district boundary to attend the Online Academy?

No. Any Arizona student in grades K-8 may enroll in Alhambra's Online Learning Academy.

How many online courses may I take at the Academy?

If you are a full-time online student, you should be taking at least six courses that include core academic coursework as well as elective classes. See below.

Core courses include:

Primary Grades (K-3)

- Reading
- English Language Arts
- Mathematics
- Science
- Social Studies
- Elective: Art, PE, or Music
- Coming Soon/Optional: Interest Pathway Elective

Middle Grades

- English Language Arts
- Mathematics
- Science
- Social Studies
- Intervention/Acceleration
- Elective: Art, PE, or Music
- Coming Soon/Optional: Interest Pathway Elective

Junior High

- English Language Arts
- Mathematics
- Science
- Social Studies
- Intervention/Acceleration
- Elective: Art, PE, or Music
- Coming Soon/Optional: Interest Pathway Elective

Frequently Asked Questions

Technology Security and Support

How do I know my child is safe on the internet and when using email during online learning?

- *The district has a robust security filter that ensures any student using a district provided device is protected from access to online predators and inappropriate content.*
- *All online students will participate in an onboarding course that will cover internet safety and digital citizenship expectations.*

Will my child be provided with a device to access online learning or do they need to use a personal device from home?

- *The district will provide all online learners with an iPad AND a laptop for online learning.*
- *Students who would like to use their personal device may do so but it is important to note that the district's security filter will NOT block access to any content on the web when a personal device is used.*

If my family needs support with internet connectivity will the district provide this support?

- *Yes, families needing support with internet connectivity will be assisted with signing up for the Cox to Compete program.*
- *Families who do not qualify for the Cox to Compete program will be provided with a district T-Mobile Hotspot.*
- *Only one device can be used for each T-Mobile Hotspot.*

Frequently Asked Questions

Supplemental Program Supports

- **My child has an IEP or 504. Will they still receive accommodations in the online setting?**
Yes. The Online Academy and district teams will collaborate to review the student's IEP and/or 504 and identify accommodations specific to the online environment. The team will ensure accommodations outlined in the student's IEP and/or 504 are provided throughout the student's course work.
- **My child is an English Language Learner. Will they still receive target and integrated EL minutes?**
Yes. The Online Academy and district teams will collaborate to ensure the student's schedule is organized so that they continue to receive English language instructional minutes and supports.
- **How will the Online Academy support students if they fall behind in coursework?**
If a student falls behind or is struggling to complete coursework, the online leadership team will collaborate with the student and their parent/guardian to develop a Student Support and Re-engagement Plan. The plan will seek to identify the root cause of the student's struggle, develop interventions to support the student, and monitor the response to those interventions as needed.

ACTION REQUIRED: PARENT / GUARDIAN

All parents/guardians must sign and acknowledge that they have been informed of the **Alhambra Elementary School District 2021-2022 Selected Student Policies and Regulations Handbook** and the **2021-2022 K-8 Online Academy Student and Parent Handbook**. Parents have the opportunity to read the Handbooks and review them with their child/children. Parents/Guardians understand that they may contact the Principal if there are any questions about the information contained in these Handbooks.