



Student Handbook

School Year 2024-2025

OVERVIEW

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain school policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and make the Handbook available for frequent reference by you and your parents. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the school's policies and rules as of July 1, 2024. If any of the policies or administrative guidelines referenced herein are revised after July 1, 2024, the language in the most current policy or administrative guideline prevails.

NON-DISCRIMINATION POLICY

The school accepts and will not discriminate against students of any race, religious beliefs, creed, gender, gender identity, disability, pregnancy, marital or parental status, sexual orientation, eligible school age, or physical, mental, emotional, or learning disability or ethnic origin.

SCHOOL CALENDAR

2024-2025 AZ Private School

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July						

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
12th	1st Day of School					

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September						
2nd	Labor Day					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October						
22nd	End Quarter 1					
23rd	Begin Quarter 2					

November 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November						
11th	Veteran's Day					
25th-29th	Thanksgiving					

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December						
23-31st	Winter Break					

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
1-3rd	Winter Break					
10th	Semester 1/Quarter 2 Ends					
13th	Semester 2 begins					
20th	Martin Luther King Jr. Holiday					

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February						
17th	President's Day holiday					

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March						
10-14th	Spring Break					
18th	End Quarter 3					
19th	Begin Quarter 4					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April						
18th-21st	April break					

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May						
22nd	Last Day of School					

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June						

APPLICATION - REGISTRATION – ADMISSION – TUITION PAYMENT

iCademy Arizona is an online, private school that serves students in grades K-8 in the 2024-25 school year. Admission is open to students who hold a state-awarded ESA for the 2024-25 school year. Submission of an application within the online enrollment portal represents the first step in a multi-step process. By completing, signing, and submitting the online application and uploading all required documents the Parent or Guardian expresses a desire to have his/her child attend iCademy Arizona. The submission of the online application and associated documents begins the admissions process. It does not mean the student will be enrolled. As part of the process, the Parent or Guardian will submit copies of the student's:

- ESA Contract from the Arizona Empowerment Scholarship Account Program
- Copy of most recent K-7 report card (This is not required prior to enrollment approval but will be requested to inform timely design of student's instructional program.)

After submitting the enrollment application and ESA Contract from the State, the most recent school report card must be uploaded via the online enrollment portal within 30 days.

For assistance with uploading documents please call 480-716-7370 or email records@icademyaz.org or fax to 480.992.0815. Once they are received and accepted, parents will receive notification of the student's official enrollment. Students will be considered fully enrolled when:

1. All required enrollment documents are received and accepted by the school;
2. Student completes onboarding and orientation prior to beginning any online coursework.

To maintain a student's enrollment, the Parent Must:

1. Ensure that a working phone and internet connection are maintained at the location where the student is being educated at all times,
2. Stay current with attendance and academic requirements,
3. Maintain ESA eligibility status,
4. May not enroll in a public school in the state,
5. Timely submit tuition invoices to ClassWallet; and
6. Adhere to all requirements of the Parent/Student Handbook.

If a parent fails to provide any of the above, the parent and student may be locked out of the student learning platform or removed from the school due to lack of engagement.

CHANGE OF ADDRESS, PHONE NUMBER

It is the Parent/Guardian/Student's responsibility to inform the school of any change of address or phone number. If a student has a change of address, parents are required to provide the corrected student information to the school by emailing the documentation to records@icademyaz.org.

TUITION AND REFUND POLICY

ClassWallet will send an email to ESA families letting them know when funds are available. iCademy Arizona is a registered provider in ClassWallet. In order to make the payment, parents will need to log into ClassWallet and have their iCademy Arizona invoice saved to their device.

1. Login to ClassWallet portal.
2. On the homepage, select "Pay Vendor" (bottom right tile). This can also be accessed by selecting the triple line menu bar in the top header.
3. Type iCademy Arizona into the search bar.

4. Select the blue “Pay” button.
5. Use the iCademy Arizona invoice to add the amount in “Order Details” and click Next.
6. Upload a PDF of the iCademy Arizona invoice and click Next.
7. Choose the “purse” and “expense category” to fund the payment.
8. Review and Submit.

Parents will need to repeat this process each quarter. Tuition must be received by the school prior to the start of each quarter. In the event of a mid-quarter start date for a student, tuition must be received prior to the student starting classes.

It typically takes 2-5 business days for the school to receive payment after a parent submits an invoice to Class Wallet. Parents should submit payment to Class Wallet immediately upon receipt of invoice to ensure the school receives tuition payments prior to the first day of each quarter. Delay in receipt of payment could result in inability to access coursework.

For Quarter 1 starts, completion of registration and tuition payment are due by August 5 to ensure the student an August 12th start date. Registrations and/or tuition payments received after August 5th may result in the student start date being delayed.

For Quarter 2, 3, & 4, tuition payment due dates are based upon the last day of the ESA deposit window(s), put forward by the state. If payment is not received within 5 business days of the deposit window closure, students will be unenrolled from the school.

TUITION REFUND UPON EARLY WITHDRAWAL

iCademy Arizona does not provide refunds to ESA accounts. iCademy Arizona may not share, refund, or rebate any ESA funds to the account holder (parent, stepparent, or legal guardian) or qualified student, in any manner.

ANNUALLY REQUIRED DOCUMENTS

After initial enrollment, each year the school will distribute the following forms and documents to all parents and students. Some of the documentation will need to be filled out and returned. This list is illustrative and subject to change.

- Parent/Student Handbook & Agreement
- ESA Contract from state

STUDENT CODE OF CONDUCT

The Code of Conduct provides students, parents, and the staff with student behavior expectations. iCademy Arizona provides students with a safe and supportive environment, respect for diversity among students and staff, and meaningful educational opportunities. Students are expected to engage in learning, respect others, and maintain academic integrity. Students must conduct themselves in a manner conducive to their own learning and the learning of others.

HARASSMENT, INTIMIDATION, OR BULLYING

It is the policy of the school that any form of bullying behavior, whether in the online classroom, at school-sponsored events, or via electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden. Periodically, iCademy Arizona shall review the policy and consult with parents, school employees, and students regarding necessary revisions.

Students determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include removal from the school. The school's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which students, faculty, or school personnel will not tolerate harassment, intimidation, or bullying.

ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS

Integrity, especially academic integrity, is a core value of iCademy Arizona. Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the student's original work. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism is strictly **forbidden**.

PLAGIARISM

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print sources) and representing them as your own. Suppose a teacher confirms that a student has plagiarized work in any manner. In that case, the student will be subject to consequences determined by the iCademy Arizona administration and may be removed from the course with a failing grade.

Students may not share work with other students on unit tests or final exams. If students do not complete their work or share it with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of being removed from school.

For written assignment submission, the school will utilize TurnItIn (<https://www.turnitin.com>), an integrated anti-plagiarism software service. Upon submission, the service scans the content and compares it to an extensive database of information through a pattern-matching algorithm. The matching report is available for the teacher to review.

Plagiarism includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author.
- Presenting an idea, theory, or formula originated by another person as your own original work.
- Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work.
- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person.

Cheating includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own
- Allowing another student to take and/or use an assignment to submit as his/her own
- Looking at another student's test or essay with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own
- Representing as your own work or words of a parent, sibling, or someone else
- Discussing a test or quiz with a student who has not completed or taken the assessment
- Using teacher test materials and/or answer sheets without authorization
- Using teacher computer files or grading programs
- Using any type of "cheat sheet" on your person, an object, or program within graphic calculators, or any other electronic device without teacher approval

SOURCE CITATION

Many courses require written work, for which you must cite sources. Any direct quotations from your textbook can be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, publication date, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

ACADEMIC DISHONESTY POLICY

Academic integrity is highly valued at iCademy Arizona. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use.

DISCIPLINE

Students are expected to be responsible for their own actions. Depending on the specific circumstances of the offense, the administration will determine the disciplinary response. Disciplinary responses include but are not limited to the student receiving a warning, loss of privilege, or removal from the school.

REMOVAL FROM THE SCHOOL

Students may be removed from the school due to disciplinary action, non-compliance of policy and procedures, or lack of attendance and academic engagement. The school will contact the student and family several times before the removal in order to encourage engagement and academic success. Please refer to the tuition and refund policy for additional information.

ADDITIONAL POLICIES

SCHOOL RECORDS

Student Records are securely maintained by the school and only school staff with legitimate educational reasons will have access to the information. iCademy Arizona does not disclose student records without the consent of the parent.

AUDIO-VISUAL INFORMATION

The school recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our school is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please contact the school should you have any questions or concerns. You may also notify the school in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

ACADEMICS

GRADES

iCademy Arizona has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and participation in connections with teachers. Each teacher may place a different

emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

iCademy Arizona uses the following grading system:

90 -100: A
80 – 89: B
70 – 79: C
60 – 69: D
59 and below: F

I – Incomplete
P – Acceptable achievement in course
F – Failure of course

Elective courses and Science and Social Studies courses at the Elementary level (grades Kindergarten through Fifth grade) will receive Pass/Fail grades.

Elective courses at the Middle School level (grades 6-8) will receive Pass/Fail grades.

All High School level courses (grades 9-12) will receive standard letter grades.

GRADING PERIODS

Final grades will be posted at the conclusion of each semester and report cards will be issued at that time. Students and parents can always access student grades via their AMP dashboard. Parents are encouraged to monitor grades and progress regularly.

PROMOTION, PLACEMENT, AND RETENTION

Elementary – Middle School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level

ENGAGEMENT

ATTENDANCE AND ABSENCE

All students are expected to attend school and engage in instructional programming regularly to receive maximum benefit from the instructional program. The instructional experience takes place outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of the educational learning hours engaged in by the student and course progress. The daily amount of expected instructional time is 5 hours of instructional time for students in grades Kindergarten-6, and 6 hours of instructional time for students in grades 7-8. Daily attendance is tracked via a combination of the following: online activity reports automatically generated by the school Learning Management System when students work in courses or synchronously work with teachers in contact with school staff, and other methods as dictated by the school. Students who miss school are encouraged to make-up any daily asynchronous course assignments that were not completed during their absence.

COURSE ASSIGNMENTS AND ASSESSMENTS

It is critical for student success to complete course assignments and assessments regularly so teachers can

monitor progress and ensure growth and mastery of content. Within each course students should complete all items on the plan for the day and should stay on track with assignment due dates as set by the teacher. Students who do not follow minimum expectations of course completion may be placed on Academic Probation.

ACADEMIC PROBATION

iCademy Arizona staff will provide high quality instructional opportunities and frequent feedback to support students in successful schooling. Students who are not meeting academic or engagement expectations may be placed on Academic Probation.

Level 1: Teacher will alert student and family that student is not meeting academic or engagement expectations.

Level 2: Teacher will meet with student and guardian to identify barriers to success and create a plan to help the student get back on track in meeting expectations.

Level 3: If the student is unable to get back on track using the provided plan, a conference will be scheduled with the Principal

Level 4: Student and guardian will be required to attend regularly scheduled meetings with the Principal.

Level 5: Principal and Guardian meeting to discuss ability of student to continue with the program

TEACHER-RECOMMENDED SESSIONS

The curriculum at iCademy Arizona is designed to provide flexibility to its students and allow the opportunity to complete assignments on their own time. Teachers carefully monitor student progress and develop recommendations to support student learning. The recommendations may include one-on-one instructional sessions with a teacher, small group instructional sessions, or review activities, for instance. Students are encouraged to attend teacher-recommended sessions so that they can benefit from live discourse and collaborative work with students and teachers.

TECHNOLOGY AND ACCEPTABLE USE POLICY

The use of technology is an important part of iCademy's overall curriculum. iCademy will not be liable for communication sent via personal devices. iCademy will, from time to time, make determinations on whether specific uses of technology are consistent with program policies for students and employees. It is the policy of iCademy to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access and other unlawful online activity and damage to program resources.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].
- Provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line. We encourage parents and students to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards/for-students>

ACCESS TO INAPPROPRIATE MATERIAL

By signing the Parent/Student Handbook agreement form during the enrollment process, the Parent and Student agree:

- To abide by all iCademy policies relating to the use of technology
- To release all iCademy employees from all claims of any nature arising from the use or inability to

use the technology.

- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The Parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements or discriminating remarks; Interfering with others' use of technology.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email).
- Unauthorized use, or forging, of mail header information.
- Using an iCademy or a client account to collect replies to messages sent from another iCademy account; and
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agree that:

- Should the user transfer a file, shareware or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware or software transferred or downloaded, whether intentional or accidental.
- Should the user intentionally destroy information or equipment that causes damage to technology resources the user(s) will be liable for all costs; and
- Violation of this internet safety policy is also a violation of iCademy Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM PROVIDED COMMUNICATION TOOLS

The iCademy offers access to live web conferencing sessions, webcam, discussion boards, collaborative documents, IT Support live chat, and email to provide parents and students access to instruction and a forum in which to communicate. To protect all participants, all live web conference sessions and network e-mails are monitored and recorded. The iCademy does not discourage criticism or healthy disagreements; however, iCademy does expect each web conference session and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling, or attacks upon other participants in any way.

These expectations also apply to interactions with IT Support team members.

If, for any reason, iCademy does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the school, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Impersonating someone else or falsely representing oneself.
- Attempting to post or use computer programs that contain destructive features including, but not limited to viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the sole discretion of the Administrator, does not support the mission of the school.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM

Violation of the iCademy's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the sole discretion of the head of school. Student access to content and instruction will not be impacted.

SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS

Recognizing the benefits collaboration brings to education, iCademy may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in an on-line forum.

Violation of iCademy's live web conference sessions, email, or webcam Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the sole discretion of the head of school. Student access to content and instruction will not be impacted.

STUDENT MISUSE

In addition to the penalties above, students who violate any policy may be suspended or expelled in accordance with live web conferencing sessions, webcam, discussion boards, collaborative documents, and email Code of Conduct.

VOLUNTARY WITHDRAWAL

The textbook, and other materials loaned to the parent and/or student are property of the school. No student and/or Parent has any right to the same except for usage in strict accordance with the school's educational model, Code of Conduct, rules, regulations, policies, and procedures. Students and Parents are responsible for the textbooks and other materials loaned to the parent and/or student within their possession from the moment of receipt until all items have been officially returned to the school. Parents must return the materials and property if their child or children are withdrawn from the program or expelled.

Materials and property must be used solely in connection with the education services provided by the school.