AMPHI ACADEMY
ONLINE

A K-12 virtual school in Amphitheater Public Schools

2021-2022
Parent/Student Handbook

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AMPHI ACADEMY ONLINE

Andrew Szczepaniak, K-12 Principal

Our Vision

Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs.

Our Mission

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We Value

Achievement, caring, creativity, curiosity diligence, diversity, fairness, honesty, kindness, respectfulness, responsibility, and service to the community.

We Believe

- All students can learn and achieve.
- Everyone has unique strengths, talents, and needs.
- All students and staff should be responsible for and dedicated to educational excellence.
- Education requires cooperation, honesty, and respect among the students, parents, school staff, and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and dedication to meet student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

Amphitheater Public Schools Portrait of a Graduate Characteristics

Academic Content
Amphitheater Public Schools students are academically prepared by:
- Demonstrating proficiency in reading, writing, social sciences, science, mathematics, and the arts.
- Building a foundation of information and skills needed to solve problems, think creatively and critically, function as a citizen, and collaborate with others.
- Demonstrating growth as measured by multiple, varied assessments
- Completing content area coursework and programs.
- Demonstrating digital literacy.
- Preparing for a college and/or career pathway.

Communication
Amphitheater Public Schools students communicate clearly by:
- Expressing ideas through the creation of authentic products using a combination of words, symbols, data, behavior, and visual representations to inform, persuade, and entertain others.
- Preparing and delivering effective oral and written presentations and fielding questions to demonstrate conceptual understanding and knowledge with details about the inquiry process.
- Practicing communication techniques that share information in multiple formats to create meaning and foster mutual understanding.
- Listening effectively to decipher meaning, including knowledge, values, attitudes, and intentions.

Critical Thinking
Amphitheater Public Schools students demonstrate critical thinking by:
- Researching, identifying, collecting, and analyzing relevant information in order to make sound judgments and decisions based on effective reasoning.
- Applying systems-thinking models/processes including the engineering design process, scientific inquiry process, and logic.
- Identifying, defining, and examining real-world issues and essential questions.
- Reflecting critically on learning experiences, processes, and solutions.

Collaboration
Amphitheater Public Schools students collaborate with others by:
- Working productively with others for sustained periods of time to address a need and create high-quality products and solutions.
- Demonstrating the ability to work effectively, respectfully with diverse teams.
- Exercising flexibility and willingness to compromise to accomplish a goal.
- Assuming shared responsibility for collaborative work and valuing the individual contributions made by each team member.

Citizenship
Amphitheater Public Schools students demonstrate good citizenship by:
- Understanding and preparing for participation in the democratic process.
- Following and supporting community rules.
- Communicating effectively in diverse environments and showing cultural understanding and global awareness.
- Demonstrating honesty, respect, responsibility, courage, and fairness to build positive relationships.
- Serving their community.

Creative Thinking
Amphitheater Public Schools students demonstrate creative thinking by:
- Using a wide range of techniques to generate and develop ideas.
- Demonstrating flexibility, fluency, originality, and elaboration with the courage to explore new and worthwhile ideas.
- Elaborating, refining, analyzing, and evaluating their ideas in order to improve and maximize creative efforts.
- Demonstrating inventiveness in work and understanding the real-world limits to adopting ideas.
- Viewing failure as an opportunity to learn; understanding that the process of creativity and innovation is cyclical and includes small successes and frequent mistakes.
- Acting on creative ideas to make tangible and useful contributions to the fields in which the innovation will occur.

Caring
Amphitheater Public Schools students demonstrate caring and kindness by:
- Including all members of the community to foster a sense of belonging.
- Being respectful of others' strengths, talents, beliefs, and needs.
- Recognizing and righting wrongs.
- Being helpful and encouraging.
- Sharing gratitude and appreciation.

Problem-Solving
Amphitheater Public Schools students practice problem-solving by:
- Recognizing and thinking through problems strategically and logically.
- Persisting in developing relevant and concrete solutions.
- Evaluating the effectiveness of solutions and adapting and revising as appropriate.
- Knowing and using problem-solving processes.
- Applying problem-solving processes to real-world problems in a variety of contexts.

Table of Contents

AMPHI ACADEMY ONLINE
A K-12 virtual school in Amphitheater Public Schools

Welcome *to Amphi Academy Online!* Amphi Academy Online (AAO) is a fully accredited, state approved Arizona Online Instruction school that serves students in Amphitheater Public Schools. AAO provides an additional educational opportunity for students in our community who would like to attend school fully online. Students enrolled in AAO will work with highly qualified teachers and onsite tutors. At AAO, every student has great potential to learn and achieve. AAO provides an online experience where students can thrive in an environment that best fits their learning style and meets their individual needs.

Amphi Academy Online allows students to earn their elementary, middle and secondary education fully online. Students enrolled in Amphi Academy must be registered in the Amphitheater School District. By enrolling in AAO, parents agree to provide a distraction-free space for the student to learn in synchronous sessions with their teacher and learn asynchronously (independently) when they are not with their teacher.

Enrollment at AAO occurs after completing the full onboarding process for the parent and student. This enrollment process ensures that all understand the expectations and requirements of being an online learner at AAO.

Mission of Amphi Academy Online (AAO)

To utilize 21st century emerging technologies to enhance our traditional school program by offering students delivery of instruction in an inventive way to retain, accelerate, and intervene with students as we prepare them with the skills necessary to meet the challenges of a changing world.

Portrait of an AAO Student

- Is looking for a 21st century technology-driven learning path.
- Has a place to learn that is free of distractions and dedicated for learning.
- Has access to the internet and a computer.
- Will work synchronously (with the teacher) and asynchronously (independently, at any time of the day).
- Is motivated to learn through the online environment established (elementary, middle, high school).
- Is registered at an Amphitheater School and enrolled at AAO.
- Has support from his/her parent/guardian for learning in the online environment.

Enrolling in AAO

Procedures:

1. Two Options:
    a. Contact the AAO registrar/counselor directly to enroll.
    b. Contact the home school registrar (elementary) or counselor (middle/high school), requesting to enroll in AAO. The home school will notify the AAO Counselor.
2. AAO Counselor will provide overview of expectations of being an online student to parent/guardian and student.
3. AAO Counselor will email Parent/Student Handbook and will follow-up with direct contact.
4. Parent/Guardian and Student will attend AAO Orientation (grade level specific: elementary, middle, or high school).
5. Parent/Guardian and Student sign the AAO Learning Compact.

Learning Compact

To ensure the success of all students, the AAO Learning Compact will be signed by the parent/guardian and student. The AAO Learning Compact is an agreement between all parties that outlines how we will work together to support student learning and provide an outstanding educational experience. Each year, all parties must sign the AAO Learning Compact.

AAO Campus

The AAO campus provides a learning lab, onsite tutoring, teachers working onsite, access to the counselor and administration.

Student Assistance

Teacher

AAO students have the daily support of their teacher through the daily online instructional lessons provided. In addition, students may meet individually with their teacher by scheduling an appointment during the teacher's open office hours. AAO parents and students will receive email, text, or phone replies from their teacher within 24 hours. In addition, assignments and tests will be graded within 72 hours.

Counselor

AAO students will have the guidance and support of a certified counselor at AAO or the home school. The counselor will provide the support and access resources for each student to thrive in the online environment. The counselor will provide social/emotional support, academic progress, course credit review, student guidance, and college/career planning.

Tutoring

AAO students will have the opportunity to receive additional instructional support online or in person by appointment. Students will be able to schedule one-on-one support with a teacher or come to the AAO school for in-person support.

Clubs/Sports

It is important for students to interact with their peers and have opportunities to socialize. In addition to AAO offerings, AAO students will have the opportunity to attend clubs and/or participate in sports at their designated "home" school. A designated "home" school is the Amphitheater School in which the student would attend if not enrolled in AAO.

Parent/Guardian

For an AAO student to be successful, parent/guardian involvement and support is key to their academic success. The Parent/Guardian will provide a place at home for learning to occur daily. This environment will support the understanding that it be as free as possible of distractions. The Parent/Guardian will read daily with their elementary school student. Parent/Guardian will monitor progress daily and verify attendance minutes in the daily log. AAO funding by the Arizona Department of Education is calculated through student attendance minutes (State Statute ARS 15-808). Ensuring the student has completed the required minutes is a required role of the parent/guardian. Failure to submit daily logs each week may result in being asked to move to the students brick and mortar ("home") school.

AAO Staff

Teachers

AAO teachers are highly qualified and certified in their grade/subject area. They will provide support and intervention to students to ensure academic success. This will be done through daily lessons (synchronous or asynchronous), monitoring online course progress, meeting one-on-one when requested, providing course progress and final grades, and proctoring required assessments and State testing. In addition, teachers will

communicate individually to parents when students are not reaching expected course completion and/or required attendance minutes.

Counselor

The AAO counselor will assist in student enrollment, review transcripts, recommend appropriate grade and course assignments, provide college and career advisement, provide the support and access resources for each student to thrive, and provide social/emotional support.

Support Staff

AAO support staff will provide office and instructional support to students, parents, and staff.

Principal

The AAO principal will ensure all staff are providing the necessary supports to all AAO members: students, parents, teachers, counselors, support staff and community members. The principal will oversee AAO, ensuring all District and state requirements are met.

Attendance

Funding for AAO is calculated by the Arizona Department of Education using daily minutes for attendance (State Statute ARS 15-808). As an Arizona Online Instruction school, **a daily minute's log is required** to be completed each week by the student and **verified by the parent/guardian.**

Arizona education online instruction **requires**:

Kindergarten students will submit 10 (ten) hours (600 minutes) per week.
1st – 3rd grade students will submit 20 (twenty) hours (1,200 minutes) per week.
4th – 5th grade students will submit 25 (twenty-five) hours (1,500 minutes) per week.
Middle school students will submit 30 (thirty) hours (1,800 minutes) per week.
High school students will submit 30 (thirty) hours (1,800 minutes) per week.

Daily course minutes are completed in several ways. The following are ways the student may be working at AAO and may be documented in the daily log.

Course minutes may be:

- Time in online coursework (Edgenuity, other online programs used, asynchronous (independently, at any time of the day) assignments, synchronous (with the teacher/class) learning.
- Time working independently in online programs or outside course (asynchronous: independently, at any time of the day)
- Time reading outside books, research for course assignments
- One-on-one tutoring or meeting with the teacher
- Conducting research online or by other means
- Time writing papers, essays, stories, other assignments
- Reading books or materials for course; being read to by a parent/guardian
- Coming to AAO for tutoring or working in the Learning Lab
- Meeting with an AAO staff member (online, phone, in person)

NOTE: Per Arizona education statute (ARS 15-901), any student not working in the online courses, completing, and submitting a daily minute's log will be dropped from the school after 10 days of inactivity.

Absences

The parent/guardian will report any student absence to the attendance clerk the day of the absence.

Testing

Final Exams/District Assessments

Final exams and District assessments will be proctored online **or** completed in person at the AAO Learning Lab or other designated location. When taking an exam or assessment, the student must bring their Student ID.

Parents are expected to actively monitor while their student I staking an exam. Mobile devices should be turned off and put away.

Arizona State Standardized Testing

Per State requirements, State standardized tests such as Arizona's Academic Standards Assessment (AASA – formerly AzM2), AZELLA, etc., must be completed at the AAO Learning Lab by a trained, qualified proctor. AAO students are required to complete the standardized assessments in person. AAO will provide several testing locations for ease of access.   Proctors will schedule students to attend the testing site and provide email/phone reminders.

Failure to participate in State standardized testing will result in the student being dropped from AAO, as required by law.

Code of Conduct

A positive educational experience is necessary for all students to learn. All members of AAO will strive to maintain an environment that allows learning to occur in an environment that is equitable, bully-free, values students' individual viewpoints, characteristics, and safety. All AAO students will adhere to the approved Amphitheater Code of Conduct. At the beginning of each school year, each teacher will review the Code of Conduct with the students. Infractions to the Code of Conduct will be addressed through the progressive discipline guidelines.

Academic Integrity & Plagiarism

AAO students will follow all Amphitheater Public Schools policies regarding plagiarism (presenting/using someone else's work/ideas as your own) and cheating. **All sources must be cited appropriately in all projects, essays, research papers, and written assignments.** All work must be created by the student.

Plagiarism and cheating will not be tolerated. Offenses will be subject to progressive discipline per the Amphitheater Code of Conduct.

Digital Citizenship

Keeping all AAO members safe in a digital/virtual environment is the utmost priority. AAO members will practice being a responsible digital citizen.

AAO students will enroll in a digital citizenship course each year. This may be teacher directed or a self-paced asynchronous course.

An AAO digital citizen's interactions with others are respectful, responsible, kind, ethical, and legal. They do not use someone else's account, share information, or secured passwords.

Digital citizens remember that once something is sent, a digital footprint is started. When communicating, be sure to use the correct tone, grammar, and keep in mind how others may interpret what you are sending.

Withdrawing from AAO

Withdrawing from AAO is completed through meeting with the counselor. Parent confirmation is required in writing to complete the withdrawal process. Note: If a course is dropped after the first 10 days, a grade of "F" will be recorded on the student's transcript.

Elementary School Requirements

In addition to the above, the following are specific learning requirements for AAO elementary students, grades K-5. These may be done synchronously (with the teacher) and asynchronously (independently).

All students must use their assigned District account when signing in to assigned programs and/or devices.

Online Learning Habits

Students:

- Be present in your classroom with your teacher and classmates every day
- Have your camera on, ready to learn
- Keep yourself on a schedule & have a designated space to learn
- Get ready for school the same way you would if you were going to school in person (wash up, brush teeth, gets dressed). Online learning is not a pajama day.
- Ask your teacher questions if you don't understand something
- Be polite when chatting with your classmates and teacher
- Organize yourself: use a To Do List, checklist, take notes (online or paper and pencil)
- Have your school supplies and materials ready to use (next to your computer)

Parents:

- Create a motivating, distraction-free learning work space
- Ensure your student's camera is on for learning
- Encourage your student to ask the teacher questions if needed
- Read daily to your student
- Ask your student to explain what they are learning every day
- During breaks, encourage your student to leave the computer (no screens) and do some physical activity (walk around the house, walk outside, play, do knee bends, etc.)
- Help your child organize their learning: show them how to make a checklist, a To Do list, take notes
- Ensure student supplies and materials are ready for learning (next to the computer)
- Verify and sign the daily log with your student present, discuss the time logged

Daily Routine - What to Expect (not in time order)

- Daily Announcements
- Teacher check-in
- Synchronous small group instruction (teacher driven)
- Synchronous whole group instruction (teacher driven)
- Break and lunch
- Asynchronous learning (independent student learning, at any time of the day)
- Daily independent reading
- One-on-One support from the teacher (Drop-in or Scheduled)
- Teacher check-out

Synchronous learning = guided teacher learning
Asynchronous learning = independent student learning, any time of day

Middle School Requirements

In addition to the above, the following are specific learning requirements for AAO middle school students, grades 6-8. These may be done synchronously (with the teacher) and asynchronously (independently, any time of day).

All students must use their assigned District account when signing in to assigned programs and/or devices.

Online Learning Habits

Students:
- Be present in your courses every day
- Keep yourself on a schedule & have a designated space to learn
- Have your camera on, ready to learn when meeting with your teacher or class
- Dress appropriately
- Ask your teacher questions if you don't understand something
- Be a polite and respectful digital citizen

- Organize yourself: use a To Do List, checklist, take notes (online or paper and pencil)
- Have your school supplies and materials ready to use (next to your computer)
- Stay on or ahead of pace for the course in order to complete it by the deadline
- Submit only original work, no plagiarism

Parents:
- Create a motivating, distraction-free learning work space
- Ensure your student's camera is on when required (meeting with teacher or class)
- Encourage your student to ask the teacher questions if needed
- Touch base with your student each day about what they learned, completed
- During breaks, encourage your student to leave the computer (no screens) and do some physical activity (walk around the house, walk outside, knee bends, etc.)
- Ensure student supplies and materials are ready for learning (next to the computer)
- Verify and sign the daily log with your student present, discuss the time logged

Daily Routine - What to Expect (not in time order)

- Daily Announcements
- Review yesterday's progress
- Asynchronous learning (self-paced independent learning, at any time of day)
- Synchronous instruction (teacher driven)
- Break and lunch
- Asynchronous learning (self-paced independent learning, at any time of day)
- Daily independent reading
- One-on-One support from the teacher (Drop-in or Scheduled)
- Homeroom (2-3 times a week)

Synchronous learning = guided teacher learning
Asynchronous learning = independent student learning, any time of day

Note: To stay on pace and finish the course by the deadline, students will work approximately 6 hours a day, total, in all four courses.

Edgenuity

Edgenuity is used for AAO middle school courses. Edgenuity courses are equivalent to face-to-face courses in length, content, and rigor. It is important for students to keep on pace in order to complete a course in the required time.

On pace in Edgenuity is indicated through the "Course Completed" pacing chart. Staying in the blue or green is key to keeping on pace and not falling behind.

Students are required to watch the Orientation Video for Edgenuity each year. This will provide invaluable information on how to navigate through the system. If it does not appear in your course assignments, follow these steps from the initial login screen:

1. Click the orange "Organizer" button
2. Click the "Resources" button
3. Click the "Orientation and How-To" button
4. Click "Student Orientation Video"

Edgenuity Best Practices

- Maintain class notes in either eNotes in Edgenuity or a notebook that is reviewed by the lab teacher at least weekly.
- Make use of the student tools in Edgenuity:
    - Glossary, transcript or captions, highlighting, read aloud or translation, calculators (standard, graphing, specialized), course specific references/resources, word look up, and digital sticky notes

Course Completion

Students are given a semester to complete their assigned courses. In order to stay on track, a student will work approximately 6 hours a day completing the required work for the assigned courses.

Students must log in daily, complete required assignments/tasks, exams, and live sessions (teacher assigned) in order to complete the course in the assigned time. Each AAO teacher has office hours to work individually with students. Please utilize this learning opportunity to help understand the content and stay on track. All course deadlines will be followed in order to provide timely feedback on grade progress.

Course Extensions

A teacher may grant a three-day extension at the end of each semester. To be considered for an extension:

- A student is showing adequate daily progress in the course
- A student must have at least 60% of the course completed
- A student must have a 60% or higher final grade at the time of the request

The student will receive the grade reflected upon completion of the third day of the extension.

Exceptions may be granted to the three-day extension. These are based on unusual or extenuating circumstances. All exceptions require AAO Principal approval. The AAO Principal will consult with the student's teacher when determining if an exception will be approved.

Academic Probation

AAO students may be placed on academic probation if the student:

- Failed two (2) of the four (4) last courses assigned
- Has more than two (2) failing grades on record in a grading period
- Has not submitted a log with the required weekly minutes

Note: Withdrawal may affect final grade. Extensions will not be approved for courses assigned during the time of a suspension.

Tech Requirements

- Edgenuity: https://www.edgenuity.com/support/customer-support/

- Amphi BYOD: https://www.amphi.com/cms/lib/AZ01901095/Centricity/Domain/4109/BYOD%20Device%20Specifications.pdf

High School Requirements

In addition to the above, the following are specific learning requirements for AAO high school students, grades 9-12. These may be done synchronously (with the teacher) and asynchronously (independently, any time of day).

All students must use their assigned District account when signing in to assigned programs and/or devices.

Course Credit

Each semester course is worth a half credit. Students interested in NCAA or military after graduation must check to be sure credit(s) will be counted by the institution before enrollment. Students planning to attend any college are required to check with that institution regarding the acceptance of online credit for any class.

Online Learning Habits

Students:

- Be present in your courses every day
- Keep yourself on a schedule & have a designated space to learn
- Have your camera on when meeting with your teacher or class
- Dress appropriately
- Ask your teacher questions if you don't understand something
- Be a polite and respectful digital citizen
- Organize yourself: use a To Do List, checklist, take notes (online or paper)
- Have your school supplies and materials ready to use (next to your computer)
- Stay on or ahead of pace for the course in order to complete it by the deadline
- Submit only original work, no plagiarism

Parents:

- Create a motivating, distraction-free learning work space
- Ensure your students camera is on when required (meeting with teacher or class)
- Encourage your student to ask the teacher questions if needed
- Touch base with your student each day about what they learned, completed
- During breaks, encourage your student to leave the computer (no screens) and do some physical activity
- Ensure student supplies and materials are ready for learning (next to the computer)
- Verify and sign the daily log with your student present, discuss the time logged

Daily Routine - What to Expect (not in time order)

- Review yesterday's progress
- Asynchronous learning (self-paced independent learning, any time of day)
- Synchronous instruction (teacher driven)
- Break and lunch
- Asynchronous learning (self-paced independent learning, any time of day)
- Daily independent reading
- One-on-one support from the teacher (drop-in or scheduled)

Synchronous learning = guided teacher learning
Asynchronous learning = independent student learning, any time of day

Note: To stay on pace and finish the course by the deadline, students will work approximately 6 hours a day, total, in all four courses.

Edgenuity

Edgenuity is used for AAO high school courses. Edgenuity courses are equivalent to face-to-face courses in length, content, and rigor. It is important for students to keep on pace in order to complete a course in the required time.

On pace in Edgenuity is indicated through the "Course Completed" pacing chart. Staying in the blue or green is key to keeping on pace and not falling behind.

Students are required to watch the Orientation Video for Edgenuity each year. This will provide invaluable information on how to navigate through the system. If it does not appear in your course assignments, follow these steps from the initial login screen:

1. Click the orange "Organizer" button
2. Click the "Resources" button
3. Click the "Orientation and How-To" button
4. Click "Student Orientation Video"

Edgenuity Best Practices

- Maintain class notes in either eNotes in Edgenuity or a notebook that is reviewed by the lab teacher at least weekly.
- Make use of the student tools in Edgenuity:
  - Glossary, transcript or captions, highlighting, read aloud or translation, calculators (standard, graphing, specialized), course specific references/resources, originality checker, word look up, and digital sticky notes

Course Completion

Students are given a semester to complete their assigned courses. To stay on track, a student will work approximately 6 hours a day completing the required work for the assigned courses.

Students must log in daily, complete required assignments/tasks, exams, and live sessions (teacher assigned) to complete the course in the assigned time. Each AAO teacher has office hours to work individually with students. Please utilize this learning opportunity to help understand the content and stay on track. All course deadlines will be followed in order to provide timely feedback on grade progress.

Course Extensions

A teacher may grant a one- to three-day extension at the end of each semester. To be considered for an extension:

- A student is showing adequate daily progress in the course
- A student must have at least 60% of the course completed
- A student must have a 60% or higher final grade at the time of the request

The student will receive the grade reflected upon completion of the last day of the extension.

Exceptions may be granted to the one- to three-day extension. These are based on unusual or extenuating circumstances. All exceptions require AAO Principal approval. The AAO Principal will consult with the student's teacher when determining if an exception will be approved.

Academic Probation

AAO students may be placed on academic probation if the student:

- Failed two (2) of the four (4) last courses assigned
- Has more than two (2) failing grades on record in grading period
- Has not submitted a log with the required weekly minutes

Note: Withdrawal may affect final grade. Extensions will not be approved for courses assigned during time of a suspension.

Tech Requirements

- Edgenuity: https://www.edgenuity.com/support/customer-support/

- Amphi BYOD: https://www.amphi.com/cms/lib/AZ01901095/Centricity/Domain/4109/BYOD%20Device%20Specifications.pdf

High School Graduation

Per Amphitheater School District High School graduation requirements (Amphitheater Governing Board Policy IKF), all students will complete the following to graduate from AAO.

English	4 credits	
Math	4 credits	• Algebra I (or equivalent), • Geometry (or equivalent), • Algebra II (or equivalent), • a 4th credit of math
Science	3 credits	
Social Studies	3 credits	• World History (1) • American History (1) • American Government (.5) • Economics (.5)
Fine Arts or Career, Technical, and Vocational Education	1 credit	
Physical Education	1 credit	
Electives	6 credits	
Total Credits	**22 credits**	

Amphi Academy Online Education *General Guidelines*

Students must be registered at an Amphitheater School and enrolled at AAO.
Students must have access to a computer and an online internet service provider to complete courses. The District will not provide home internet access for the student.
Coursework and learning will be done synchronously (with the teacher) and asynchronously (independent student learning, any time of day).
Computer/Laptop camera must be on when meeting with the teacher and/or class.
Students must adhere to Amphitheater Public Schools Code of Conduct.
Academic integrity will always be adhered to.
Parents/guardians and the student will be required to meet with the counselor during enrollment.

Parents/guardians and students will be required to sign the AAO Learning Compact as part of the enrollment process. In general, this states they can meet technology/internet requirements, keeping their student on track to complete coursework and understand District and State assessment requirements.
Students must complete all assigned lessons and assessments within the semester.
Students failing to complete a course within an agreed timeframe will receive an "F" on their transcript and no credit will be given.
Students will be assigned courses to meet the academic year course completion requirements.
Students will be required to complete a daily log to document learning activities not completed with the teacher, in Edgenuity or other online programs within the AAO system (i.e., reading a book for class, researching, working out math problems, etc.). The daily log will be submitted each week. This log will be signed by the Parent/Guardian and emailed to the AAO Attendance Clerk. See page 9 for more detail.
Kindergarten students will submit 10 (ten) hours (600 minutes) per week.
1st – 3rd grade students will submit 20 (twenty) hours (1,200 minutes) per week.
4th – 5th grade students will submit 25 (twenty-five) hours (1,500 minutes) per week.
Middle school students will submit 30 (thirty) hours (1,800 minutes) per week.
High school students will submit 30 (thirty) hours (1,800 minutes) per week.
High School final exams will be proctored online **or** completed in person at the AAO Learning Lab or other designated location.
District assessments will be proctored online **or** completed in person at the AAO Learning Lab or other designated location.
Per State requirements, State standardized tests such as Arizona's Academic Standards Assessment (AASA – formerly AzM2), AZELLA, etc., must completed at the AAO Learning Lab by a trained, qualified proctor. AAO students are required to complete the standardized assessments in person.

AMPHI ACADEMY
— O N L I N E —

A K-12 virtual school in Amphitheater Public Schools

2021-22 Learning Compact

The success of Amphi Academy Online students is our utmost priority. This AAO Learning Compact is an agreement between all parties that outlines how we will work together to support student learning and provide an outstanding educational experience for your student.

Please read the below agreements, sign, and return to the AAO Registrar.

As a Student, I agree to:

Academics	Behaviors
☐ Log into my coursework/class at the required time each morning & have my camera on	☐ Follow all class expectations/norms
☐ Review any announcements for the day	☐ Follow the Code of Conduct & P/S Handbook
☐ Complete assignments/learning activities by the due date and/or in the required time	☐ Be a digital citizen using appropriate behavior
☐ Actively participate in live sessions (whole group, small group)	☐ Be responsible for my learning, especially when I need help
☐ Communicate with my teacher	☐ Collaborate with my classmates using appropriate language & behaviors
☐ Schedule one-on-one sessions when needed	☐ Use Academic Integrity
☐ Ask questions when I don't understand what I am learning	☐ Complete my minutes log each day
☐ Read for understanding and learning	☐ Reach out to my teacher if I need help
	☐ Be patient with myself and others - we are learning together. We can do this!

As a Parent/Guardian, I agree to:

☐ Ensure my student has a distraction-free environment to learn
☐ Help my student establish a daily school routine
☐ Read, follow, and understand the Parent/Student Handbook
☐ Review my student's progress/grades
☐ Ensure my student understands and is meeting the Student Agreements above
☐ Review, complete, sign, and submit the Daily Minutes Log each week
☐ Monitor/Log in to check the progress of my student in assignments and course completion
☐ Reach out to my student's teacher, counselor, or principal if help is needed
☐ Update the office of any email, phone, address changes
☐ Notify the office of any student absence

As a School, We agree to:

☐ Set high learning standards
☐ Create and maintain a supportive, equitable, and caring learning environment
☐ Engage, motivate, and support all students
☐ Provide resources when needed for adequate learning
☐ Provide a Learning Lab with hours for students to attend if face-to-face help is needed
☐ Provide a distraction-free testing area for students to take finals, District and State assessments
☐ Communicate student progress regularly
☐ Engage, motivate, and support all students
☐ Collaborate with all parties for the success of all AAO students
☐ Ensure all District policies/procedures are followed

Each student's success is important to us. By signing below, we agree to follow the agreements above.

Student Signature/Date   Parent Signature/Date   School Signature/Date

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Fifth Grade Weekly Minutes Log

Arizona Online Instruction **requires**: Fifth Grade students will submit 25 (twenty-five) hours (1,500 minutes) per week. (State Statute ARS 15-808).

Weekly minute logs must be submitted by **Monday at 9:00am of the following week.**

Minutes may be:

- Time online with teacher (online programs used,   asynchronous (independent, any time of day) assignments, synchronous (with the teacher/class) learning.
- Time working independently in online programs or outside class (asynchronous - independent, any time of day).
- Time reading outside books, research for assignments
- One-on-one tutoring or meeting with the teacher
- Conducting research online or other means
- Time writing stories, essays, research papers, or other assignments
- Reading book or materials for class, being read to by a parent/guardian
- Coming to AAO for tutoring or working in the Learning Lab
- Meeting with an AAO staff member (online, phone, in person)

...

Daily Log Sample

, when you submit this form, the owner will be able to see your name and email address.

Required

1. Teacher's Name *

Enter your answer

2. What week is the log for? *

Please input date in format of M/d/yyyy

3. First Name: *

Enter your answer

4. Last Name *

Enter your answer

5. Student ID # (begins with 300) *

Enter your answer

6. **Sunday** (Optional Day) - How many total minutes did your child work today?

Enter your answer

Use only minutes.

7. **Sunday** (Optional Day) - What did your child work on? - Check all that apply.

☐ Reading

☐ Writing

☐ Math

☐ Science/Social Studies

☐ iReady

☐ Assignments in Schoology

8. **Monday** - How many total minutes did your child work today? *

Enter your answer

9. **Monday** - What did your child work on? - Check all that apply. *

☐ Reading

☐ Writing

☐ Math

Choose all the ways your child worked on this day.

☐ Science/Social Studies

☐ iReady

☐ Assignments in Schoology

20. Did your child meet the required minutes (1,500) this week? *

○ Yes

○ No

21. **Verification:** Please type your first name and last name below. By typing your name below, you verify the hours submitted are accurate and true. Only a parent/guardian may verify weekly hours.

Typing /s/ indicates you are legally signing this. Use this format: /s/ first name last name

Thank you! We appreciate your completion of the weekly log.

Have a great week! The AAO Team *

Enter your answer

Don't forget to sign. Use this format: /s/ first name, last name.

Click on Submit to send to the school.

Submit

VO.1 (7.30.21)