

Peoria eCampus  
**Virtual**High School

Peoria Unified School District

# Student & Parent Handbook

2018-2019

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## **GENERAL INFORMATION**

The Peoria Unified School District's eCampus Virtual High School program offers students the option of taking a course where access to materials and communication with the instructor & other students is primarily accomplished via the World Wide Web. The content of these online courses has been developed by Peoria Unified teachers or purchased through an outside vendor. All courses are aligned to the Arizona College & Career Ready standards & curriculum standards of the district.

### **The Mission**

of eCampus Virtual High School is to serve students, parents and our community by providing a quality, online, non-traditional, flexible learning experience through an alternative setting to help students achieve a successful educational experience. By doing this, we help eCampus Virtual High School achieve Peoria Unified's goal of every student, every day, prepared to shape tomorrow and drive our model of success through excellence in the areas of graduation, academics, and future applications.

### **The Vision**

of eCampus Virtual High School is to use new and emerging technologies to provide students increased equity and access to the highest quality educational opportunities.

### **eCampus Teachers**

eCampus Virtual High School employs highly experienced and highly qualified Peoria Unified teachers who are Arizona certified in the subject areas in which they are teaching. These teachers have received specific training and support in online teaching. They are highly qualified to instruct online students throughout their coursework. Online teachers are available via email, phone, and in-person during office hours.

### **About Online Courses**

Online courses are written specifically for internet-based learning and frequently use multimedia components such as original audio and video files, animated tutorials and interactive activities. Using the internet to its fullest, eCampus Virtual High School courses also provide opportunities for online communications between teachers and students and links to national, historic, scientific, and research center digital libraries worldwide. The courses are based on the constructivist learning theory, which recognizes the importance of incorporating an individual's experiences and knowledge into their learning process. A certified, trained teacher works one-on-one with each learner, ensuring progress, answering questions, and evaluating assignments and tests. The result is an engaging, motivating method for learning.

Each course includes an overview of the course, objectives, and how the course will be graded. Courses may include video, audio, online quizzes, tests, and projects that students complete and submit online to the teacher. In most cases, tests provide immediate feedback. Students will use email and discussion groups to communicate with their teacher(s) and other students taking the same course(s). Links to the web will provide additional information about a particular subject.

## Who is a Good Candidate for an eCampus Class?

Students should realize that online courses require strong reading skills, personal discipline, and effective time management skills. Students may spend more time on an online course than they typically devote to a traditional high school class. All students should meet with their school guidance counselor to assess whether he/she possesses the traits of a successful online learner. We also offer an online readiness assessment built within our [online student orientation](#) that will help students decide if taking an online course is the best option. Some reasons why students enroll in online courses are:

- to access year-round learning opportunities
- to take academic courses not offered at their home high school
- to gain credit needed for a timely graduation (credit recovery or make-up)
- to pursue specialized student interests, gifted, advanced, or enrichment opportunities
- to obtain advanced, specialized, or college preparatory courses
- to accommodate special circumstances such as medical homebound needs, etc.

## Coursework Expectations

- Students will be required to work online for at least 400 minutes (about 7 hours) per week in the fall and spring semesters. During summer school, students will need to log 800 minutes (about 13 hours) per week for a full credit course. Students taking full credit summer school courses must remember that they are compressing 18 weeks of course work into a nine week summer session. Half-credit course time requirements remain the same year round (400 minutes per week).
- Students must also anticipate working offline researching, preparing for assignments, doing assigned readings, studying for tests, quizzes, etc.
- Students should check their Peoria Unified student email account DAILY for course information and teacher communication.
- Students must complete the course by the date designated at the time of enrollment in order to receive credit for the course.
- It is the student's responsibility to take all required state assessments at their school of enrollment or school of residence.
- Students must bring the signed parent verification report to their scheduled final exam.

## eCampus Student Responsibilities

In person meetings are **REQUIRED** for:

- Student & parent orientation
- Midterm and final assessments
- Weekly tutorial sessions *for students with a grade of 70% or below*

**\*\*Failure to attend required tutoring sessions for 3 consecutive weeks will result in being dropped from the class. \*\*** *Some courses may also require additional in person meetings or co-curricular activities.*

*Accommodations may be made at the discretion of the online teacher. Furthermore, students should consult their home high school's student handbook for further information regarding other district policies.*

## **eCampus Parent/Guardian Responsibilities**

Parental support plays a key role in assisting students in completing online coursework. The parent(s) of students enrolled in an online class are required to verify the minutes per week their student spends on coursework. The parent(s) will receive weekly email reminders directing them to the parent verification system which reports the minutes their student has spent on coursework. The parent(s) will confirm the accuracy of the student's logs by clicking a verification link. Parent(s) will also review bi-weekly reports of their student's progress in the course. Parents are strongly encouraged to access their student's grades online through ParentVUE. A ParentVUE account can be obtained by visiting the student's home school. The Parent(s) will also be required to complete an end of course survey.

In addition, parents along with their students are responsible for printing the parent verification report that shows all the time spent on the course. A student and parent signature is required on the report. The report must be submitted to the eCampus instructor at the time of the scheduled final exam. A final grade will not be posted until the eCampus instructor has received the parent verification report. Please visit our eCampus website and click on the "Parent Resources" tab for more information on how to print the parent verification report.

Furthermore, parents can access the [online parent orientation](#) course to learn more about eCampus.

## **eCampus Teacher Responsibilities**

The majority of communication with the teacher is done through email, course discussion forums, or by telephone. A student's first communication with the online teacher should be to reply to the online teacher's introductory email message.

All online teachers will maintain frequent and consistent communication with the online student throughout the course and will work in a timely manner. Online teachers will check their email frequently and respond within 24-48 hours.

Progress reports will be sent to the student's Peoria Unified email account and primary parent's email address. However, we encourage students and parents to utilize their ParentVUE or StudentVUE accounts to view course grades.

## **Course Credit Policy**

Students can take no more than two online course credits at a time. The student's other courses must be taken at the student's home school. Exceptions may be granted on a case by case basis and determined with input from the school guidance counselor, parent, and the eCampus Administrator.

Peoria Unified School District students may apply eight online credits toward their graduation requirement. Individual exceptions may be made only by the eCampus Administrator. Out-of-district students should follow the guidelines established at their home high school. Students should check the Course Catalog for information on the number of credits earned for successful completion of each course.

## No Pass/No Play Policy

State Board of Education Rule R7-208 as mandated by the Arizona State Legislature, requires that each school district must have in place a “No Pass/No Play” policy. Athletics, Speech, Theatre, Music, Spiritline, and ROTC are all defined as extracurricular activities that fall under the “No Pass/No Play” policy. The Peoria Unified School District’s policy requires the following:

1. A student must be enrolled in a minimum of three classes during the first seven semesters and enrolled and making satisfactory progress toward graduation in semester eight.
2. A student must have received a passing grade in all enrolled classes during the weekly grading period preceding the contest or performance.
3. The ineligibility period is one week or until the failing grade is brought to a passing grade.
4. Ineligibility is declared on Friday and the student is ineligible Monday through Saturday of the following week.

### Procedure

1. A list of participants is provided to each teacher. The teacher will fill out a yellow warning card if a student is in jeopardy of being ineligible. This will be sent to the office the week prior to notice of failure. (Only one warning will be sent per term.)
2. It is the teacher’s responsibility on a weekly basis to fill out a notice of failure card on any student who is not passing.
3. The card(s) must be turned in to the Athletic Director’s Office at a time determined by each campus, but no later than noon on Friday.
4. Grades are cumulative through each term.
5. The Athletic Director’s Office will notify coaches whose students have become ineligible for the following week.
6. The coach will notify the student of his/her ineligibility.
7. A letter notifying parents of their student’s ineligibility will be mailed on Friday. Remediation will be available through classroom teacher

## Late Work Policy

eCampus Virtual High School follows the late work policy of the Peoria Unified School district. Students should consult and follow the recommended course syllabus/calendar due dates for their specific course. The district policy for late work is as follows:

“Late work is defined as any work completed and turned in after a designated due date. Work becomes late when an absence is unverified, for truancy or when a student turns in assignments after the equal number of days allowed for verified absences. Late work will be accepted up to the day prior to the last day of the grade-in progress period (each 4 ½ weeks). Students will receive a grade equal to 50% of the grade the student would have originally earned if the assignment was turned in on the actual due date.”

# REGISTRATION INFORMATION

## Enrollment Procedures

Students may register for an eCampus Virtual High School course by:

- Completing and submitting a signed registration and full time equivalency forms to the guidance counselor. Parent and counselor must sign the registration form.
- Attending the MANDATORY in-person orientation

The school principal, guidance counselor or eCampus Administrator may also initiate the enrollment process by sending the registration form to be completed by the student's parent.

If payment is required, it will be collected at the mandatory in-person orientation.

**Registration is not complete until the eCampus office has received the signed registration and full time equivalency forms and tuition (if required).**

Once tuition and forms have been received and processed and student has attended the in-person orientation, any supplied course materials will be made available to the student. Any required student-purchased materials should be immediately secured by the student.

eCampus Virtual High School follows the normal high school semester calendar and is **not an open-entry, open-exit program**. However, in certain situations, registration dates and final registration deadlines may be extended for a student upon approval by the eCampus staff.

All course selection and graduation planning should be done through the student's home school with the assistance of their guidance counselor.

**All required registration forms are available on the eCampus website:**

[In-District Registration](#)

[Out-of-District Registration](#)

## Tuition and Fees

There is no tuition charge for a student if the student is taking the online course as a part of their regular course load. The following tuition is applicable for students taking an online course that is outside their regular schedule, students taking a summer school course (term 5), or out-of-district students who are not enrolled in a Peoria Unified school:

- \$300 per FULL credit course
- \$150 per HALF credit course

Any student who is considering taking an online course in lieu of a traditional course is required to meet with his/her guidance counselor to determine if taking an online course is the best option for the student.



## Payment Options

If tuition is required, it must be paid by credit card, check, or cash. Credit card payments can be made through ParentVUE or in person at the District Administration Center located at 6330 West Thunderbird Rd., Glendale, AZ 85306. Their phone number is 623-486-6000. Students and/or parents should contact the eCampus secretary with any payment questions.

## Withdrawal/Refund Policy

**Note:** A “Request to Drop Form” must be submitted to the eCampus office in order for the student to be officially dropped from the course. [Click Here](#) for the form.

- Within two weeks of the start of class, a student may cancel enrollment (drop a class) and receive a reimbursement of any tuition paid. The time frame to receive a refund changes during the summer. During summer sessions, a student can receive a refund only if they drop the class during the first week of the session.
- Additionally, a student who has not communicated with their online teacher within 2 weeks of the start of class or has not been active in the course for two consecutive weeks will be dropped from the course and tuition will not be reimbursed.
- A student requesting to drop a class during weeks 3-6 of the semester will not receive a refund. The class will not appear on the student’s transcript.
- A student requesting to drop a class after the 6<sup>th</sup> week of the semester will not receive a refund.
- Students who drop an eCampus course two weeks after the first grade in progress and are earning a failing grade will get an “F” on their transcript. If a student is earning a passing grade and drops the course after that time period, the grade will appear as a “W” on the transcript. Dropped classes may be retaken and the higher grade will be used for GPA purposes.
- A student who has not completed the course by the end of the semester will not have any tuition reimbursed. If an extension is granted by the instructor, the student’s current grade will be posted to their transcript and the student will be given two additional weeks to complete the required coursework. If the student completes the course within the two-week extension and the student’s grade improves, the instructor will submit the required documentation to eCampus administration and the student’s transcript will be updated. If the student’s grade does not change as a result of the two-week extension, then the posted grade will remain on the student’s transcript.
- Extensions will only be granted if the student is missing a few assignments and the final exam and if the student has tracked the required 400 weekly minutes in the eCampus student tracking system.

# SAMPLE REGISTRATION DOCUMENTS

## Student Registration Form

Peoria eCampus  
**Virtual**High School

Peoria Unified School District

You may complete this form online, but print the form, obtain parent signature, and submit it to your counselor.

<b>eCampus Virtual High School</b>			<b>Registration Form</b>
Name: <b>First:</b>		<b>Last:</b>	
<b>M.I.:</b>			
ID:	Grade:	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:
List sport. If none, write NO. <b>Sport:</b>		<b>Current PUSD School:</b>	
<b>Parent/Guardian Name:</b>		<small>Required for attendance</small> <b>Parent/Guardian Email:</b>	
Why are you taking this course? <input type="checkbox"/> To get ahead <input type="checkbox"/> To recover a credit <input type="checkbox"/> To repeat course for a better grade <input type="checkbox"/> Prefer online format <input type="checkbox"/> Other (explain):			

### I am interested in registering for the following eCampus course(s)

**Math:** Algebra I, Geometry, Algebra II, College Mathematics | **Language Arts:** English I, English II, English II Honors, English III, English III Honors, English IV, College Prep English Honors, AP Composition and Literature, Creative Writing | **Science:** Integrated Science, Biology, Environmental Science | **Social Studies:** World History, AZ/US History, AZ/American Gov't, AZ/American Gov't Honors, American Economics, American Economics Honors, Psychology, Sociology | **CTE:** Business Foundations, Intro to Culinary Arts, Personal Finance I, CTE Internship, Advanced Mktg. Work Exp., Business Admin. Work Exp. | **Physical Education:** Personal Fitness, Health, Driver Education | **Fine Arts:** Music Theory | **World Languages:** Spanish I, Spanish II | **Electives:** Humanities Honors, Professional Internship, Leadership Seminar

Name of eCampus course

Required In-Person Orientation Meeting for Students/Parents at Peoria High School.

Visit the eCampus website at [www.peoriaunified.org/ecampus](http://www.peoriaunified.org/ecampus) for more information.

#### Important Notes:

- AzMERIT Testing required for Alg I, Geometry, Alg II, Eng I, Eng II, Eng II Honors, English III and English III Honors
- Dual Enrollment available for College Prep English Honors and College Mathematics (fall and spring only)
- Tuition can be paid online via [ParentVUE](#) (see home school for account setup) or at [District Administration Center](#)

Counselor approves/verifies student taking course. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is course 5 <sup>th</sup> class or greater? (If yes, \$300 per credit hour, \$150 per ½ credit tuition applies) <input type="checkbox"/> Yes <input type="checkbox"/> No	Is student currently receiving Special Ed or 504 services? <input type="checkbox"/> Yes <input type="checkbox"/> No
Counselor Signature	Parent/Guardian Name (Print)	Parent/Guardian Signature & Date

## Full Time Equivalency Form



Dear Student and Parent:

The purpose of this form is to inform you of the responsibilities of enrollment with eCampus Virtual High School. You must read and agree to all the requirements listed below in order to enroll with eCampus Virtual High School. The State of Arizona has defined minimum instructional time and other requirements for students participating in online instruction.

I, \_\_\_\_\_, agree to work a minimum of 400 minutes per week (online and offline activity) in each of my online courses and log all time in the Peoria Unified student tracking system. I also understand that I must maintain adequate progress throughout the duration of the course(s). Furthermore, I also understand that I will be dropped from my eCampus course(s) if I do not log time or am inactive in the course for 14 consecutive days.

I agree to enroll in the following courses:

Note: See eCampus course offering guide for official course code, name, and credit | [www.peoriaunified.org/ecampus](http://www.peoriaunified.org/ecampus)

Course Code	Course Name	.5-half 1.0-full Credit	Semester/Year

Finally, I agree to the following:

- The Peoria Unified Student Code of Conduct and eCampus Student/Parent Handbook applies in full for all eCampus students.
- **I MUST participate in state mandated testing (AzMERIT) in accordance with ASRS 15-808-B or I may be removed from eCampus Virtual High School.**
- I may be removed from eCampus if sufficient academic achievement is not attained in accordance with ASRS 15-808-G.
- I understand that eCampus Virtual High School is a choice and if there is a failure to uphold the above requirements, I may be removed from eCampus.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Full Time Equivalency Form*

## Student/Parent Contract

The following student contract is located within the online student and parent orientation courses. Please visit the [eCampus website](#) and click on the “Online Orientation” tabs to locate the online orientation links.

### eCampus Student Contract

I have/plan to complete this online student orientation course and agree to the following:

- I understand that I will be dropped from the course and tuition will not be reimbursed if I have not logged time and been active in the course for two consecutive weeks.
- I understand that my time spent on course work will be monitored and that it will be necessary for me to spend at least 400 minutes per week (fall & spring) 800 minutes (summer), per eCampus course.
- I understand that I must bring the signed parent report to the scheduled in-person final exam/assessment date or I will not be able to take the final exam.
- I understand that I must present my school ID in order to take any in-person mid-term or final exam/assessments.
- I understand that I must complete the online student orientation course within the first three days of starting the course.
- I understand that I must have access to and fluency with a computer and the PUSD web-based email program.
- I understand that should my hardware and/or software fail, I must assume responsibility for making necessary repairs or arrangements in a timely fashion so that I may continue in this course.
- I understand that it is my responsibility to complete all assignments in a timely manner and that my grade will suffer should my assignments not be completed by the due dates set by the course instructor.
- I promise that all work performed and submitted in this class will be my own. I understand that should any lesson assignment, test, or exam performed in this class be determined not to be of my own work, I will be subject to disciplinary actions.
- I agree to maintain a backup copy of my logged hours, which identifies the hours spent on course work and a description of work completed.
- I agree to check my PUSD email account regularly during the week and on weekends for important notices regarding my course.
- I understand that I am required to attend the mid-term and final assessment in person on the date and at the location scheduled by my instructor and that I will have to show ID (i.e., School ID) in order to take the final exam.
- I understand that if my grade falls below a 70%, I will be required to attend a weekly in-person tutorial session, on the days and at the location scheduled by my instructor.
- I understand that in order to drop my eCampus course, I must do so prior to the 6th week of the term or semester in order for a grade not to be posted on my transcript.
- I understand that if I do not take the mandatory state tests at my home school, I will no longer be eligible to take eCampus classes.
- I understand that failure to follow these guidelines in this contract may result in me being withdrawn and or dropped from my eCampus courses.

## GETTING STARTED WITH A CLASS

### Orientation

Students are required to attend a mandatory orientation session prior to the start of class each semester.

Please refer to the eCampus website for specific dates, times and locations: [www.peoriaunified.org/ecampus](http://www.peoriaunified.org/ecampus)

### Obtaining Username & Password

A username & password are required to access all eCampus courses and the Peoria Unified student email system. No personal information about a student is transmitted by the online course system. Students must use their Peoria Unified student email account and not a personal email account for all communication throughout the duration of the course.

The student's username & password are generated through the IMT department and are distributed to students by their local high school's library. The eCampus secretary can also access this information for students. Out-of-district student's username & password will be generated through the registration process and given to the student at the start of the course.

## TRACKING SYSTEM

### Student Tracking Directions

In order to accurately calculate the time a student spends working on eCampus courses and to receive course credit, the student must be diligent in logging their time into the eCampus Student Tracking System.

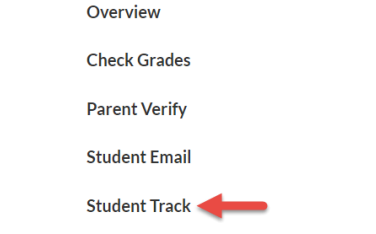
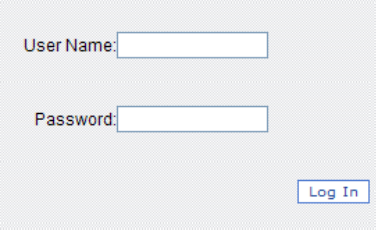
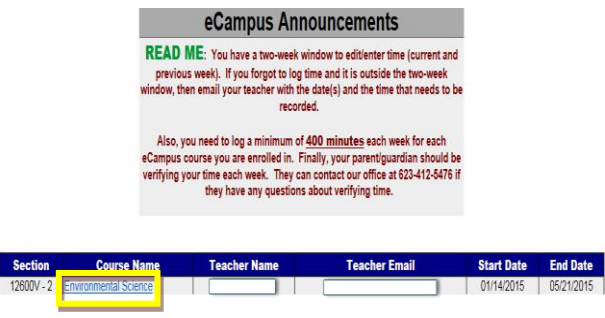
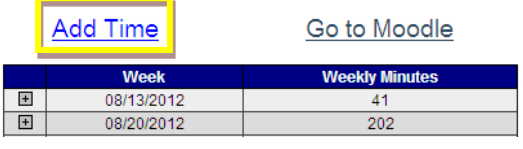
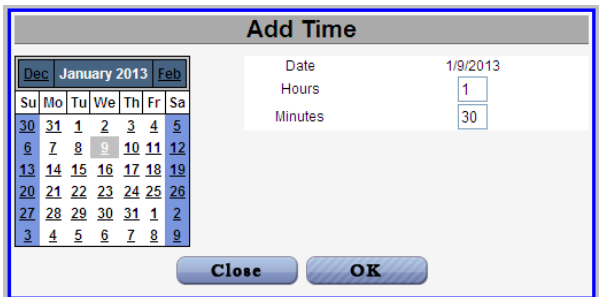
**IMPORTANT: To be successful in the online class and avoid being withdrawn from the course, students are required to log the following minutes for their eCampus course(s):**

Fall/Spring semesters – Minimum of 400 minutes (7 hours) per week, per course

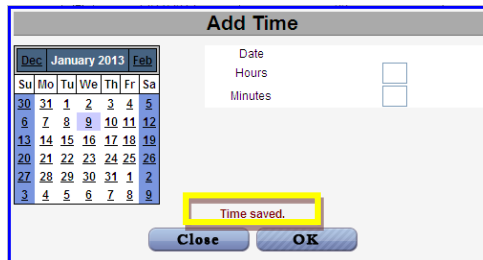
Summer – Minimum of 800 minutes (13 hours) per week, for a full credit course. Half credit summer courses remain at 400 minutes per week.

**Follow the directions on the next page(s).**

## Tracking Time


<p>1. Go to the eCampus Virtual School home page: <a href="http://www.peoriaunified.org/ecampus">http://www.peoriaunified.org/ecampus</a> and click on the "Student Track" link on the left hand menu.</p>	 <p>Overview Check Grades Parent Verify Student Email Student Track ←</p>												
<p>2. Enter your Peoria Unified student username and password. (Do not enter PUSD11\ before your username here.)</p>	 <p>User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Log In"/></p>												
<p>3. Your eCampus courses(s) will then appear on the screen with an eCampus announcement that we periodically update. Click on the name of your course.</p>	 <p><b>eCampus Announcements</b></p> <p><b>READ ME:</b> You have a two-week window to edit/enter time (current and previous week). If you forgot to log time and it is outside the two-week window, then email your teacher with the date(s) and the time that needs to be recorded.</p> <p>Also, you need to log a minimum of 400 minutes each week for each eCampus course you are enrolled in. Finally, your parent/guardian should be verifying your time each week. They can contact our office at 623-412-5476 if they have any questions about verifying time.</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Course Name</th> <th>Teacher Name</th> <th>Teacher Email</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>12600V - 2</td> <td>Environmental Science</td> <td></td> <td></td> <td>01/14/2015</td> <td>05/21/2015</td> </tr> </tbody> </table>	Section	Course Name	Teacher Name	Teacher Email	Start Date	End Date	12600V - 2	Environmental Science			01/14/2015	05/21/2015
Section	Course Name	Teacher Name	Teacher Email	Start Date	End Date								
12600V - 2	Environmental Science			01/14/2015	05/21/2015								
<p>4. Next, to enter time spent on the course, click on the "Add Time" link.</p>	 <p><a href="#">Add Time</a> <a href="#">Go to Moodle</a></p> <table border="1"> <thead> <tr> <th></th> <th>Week</th> <th>Weekly Minutes</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>08/13/2012</td> <td>41</td> </tr> <tr> <td><input type="checkbox"/></td> <td>08/20/2012</td> <td>202</td> </tr> </tbody> </table>		Week	Weekly Minutes	<input type="checkbox"/>	08/13/2012	41	<input type="checkbox"/>	08/20/2012	202			
	Week	Weekly Minutes											
<input type="checkbox"/>	08/13/2012	41											
<input type="checkbox"/>	08/20/2012	202											
<p>5. An "Add Time" window will then appear. First, click on the date on the calendar, enter your time in hours and/or minutes and then click OK to submit the time.</p>	 <p><b>Add Time</b></p> <p>Calendar: Dec   January 2013   Feb</p> <p>Date: 1/9/2013</p> <p>Hours: 1</p> <p>Minutes: 30</p> <p><input type="button" value="Close"/> <input type="button" value="OK"/></p>												

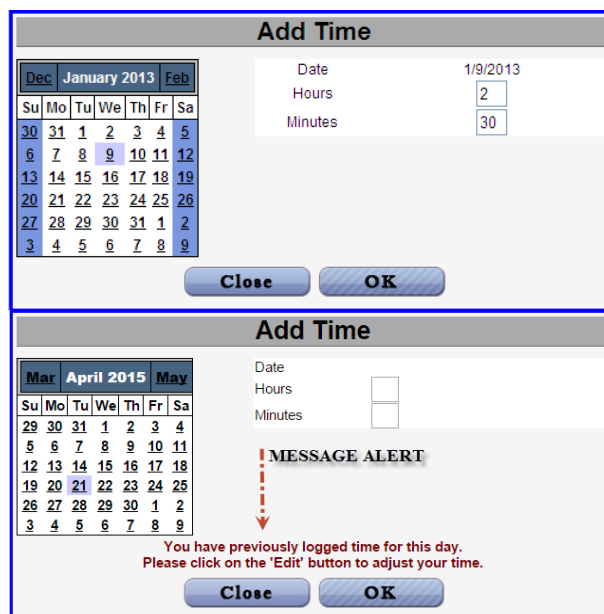
6. Once you click OK, you will then see the text "Time saved." You can then click on the "Close" button to exit the window.



7. At this point, you will now see the time you just entered. If you click on the plus sign, you can expand to see a more detailed listing of the time entered for the week. Also, you have a red X button that will allow you to delete the time in case you make a mistake. There is also an Edit button you will use to adjust your time for the day.

Login Date	Minutes		
1/9/2013	150	X	/
1/8/2013	120	X	/
1/7/2013	30	X	/

8. The Edit button  will allow you to adjust your time for each day. For example, let's say you added 90 minutes to the tracking system in the morning. Then, later that evening, you worked another 60 minutes. By clicking on the Edit button, the "Add Time" window will open. You can then enter any additional hours or minutes you spent that day. **NOTE:** You will receive a message alert if you click on the "Add Time" link to enter time for a day that already has logged time. Again, use the Edit button to adjust your time for the day.



9. To access your eCampus course, click on the link at the top called, "Go to Moodle." This will take you to the eCampus course listings.

[Add Time](#)      [Go to Moodle](#)

	Week	Weekly Minutes
+	08/13/2012	41
+	08/20/2012	202
+	08/27/2012	301

10. Locate and click on the name of your course. You will then be directed to enter your username and password. After entering that information, you will now be logged into your eCampus Moodle course.


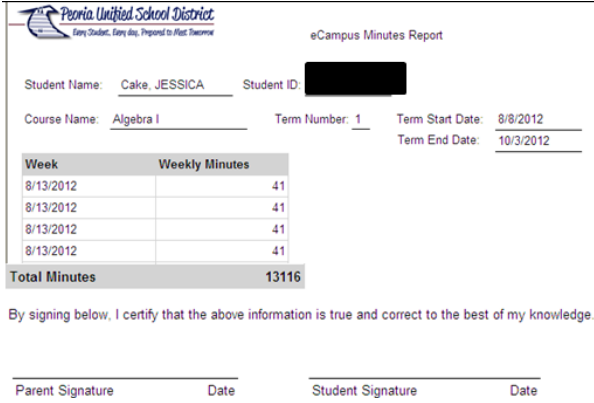
**Returning to this web site?**

Login here using your username and password (Cookies must be enabled in your browser) ?

Username

Password

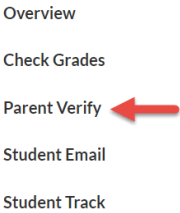
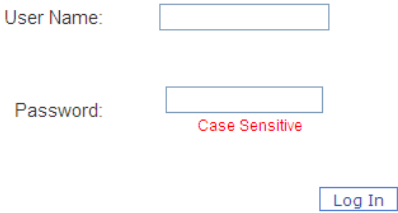
Forgotten your username or password?

<p>11. Finally, all students will be required to submit a final report that shows total time spent on the course. At the top right hand corner of the tracking system, click on the link called, "Click here to print the parent report." Then, click on the drop down arrow and select, "Parent Verification."</p>	<p style="text-align: center;">Click here to print the parent report.</p> 
<p>12. Once you click on that link, it will generate a report that looks like the image on the right. You and your parent will need to sign this report. This is a requirement to exit the course and will be collected when you take your in-person final exam.</p>	
<p><b>IMPORTANT: Time for the previous and current week can be edited. Any time prior to that cannot be edited, so please review and enter your time regularly.</b></p>	

## Parent Tracking Directions

Parents will also utilize a verification system each week to verify their student's minutes. Parents will receive a weekly reminder email with a link to quickly access the Verification screen. Parents should contact our office at 623.412.5345 if the weekly emails are not received.

## Please follow the directions below:

<p>1. Go to the eCampus Virtual School home page: <a href="http://www.peoriaunified.org/ecampus">http://www.peoriaunified.org/ecampus</a> and click on the "Parent Verify" link on the left hand menu.</p>	
<p>2. Enter your parent username password. (<i>Parent username is the student's username and default password is set to abc123.</i>)</p>	



3. You will then see a screen that shows the course your student is enrolled in and an eCampus Announcements section that we update periodically. Click on the name of the course.

### eCampus Announcements

**READ ME:** You have a two-week window to edit/enter time (current and previous week). If you forgot to log time and it is outside the two-week window, then email your teacher with the date(s) and the time that needs to be recorded.

Also, you need to log a minimum of 400 minutes each week for each eCampus course you are enrolled in. Finally, your parent/guardian should be verifying your time each week. They can contact our office at 623-412-5476 if they have any questions about verifying time.

Section	Course Name	Teacher Name	Teacher Email	Start Date	End Date
1260IV-2	Environmental Science			01/14/2015	05/21/2015

4. Next, you will see a three-column table with the week, the minutes for the week, and a link called, "Verify Time." At this point, if the time is correct, simply click on the "Verify Time" link. You will then see the link change to the words, "Undo Verification."

#### Before Verification

	Week	Weekly Minutes	
+	08/13/2012	41	<a href="#">Verify Time</a>
+	08/20/2012	202	<a href="#">Verify Time</a>


#### After Verification

	Week	Weekly Minutes	
+	08/13/2012	41	<a href="#">Undo Verification</a>
+	08/20/2012	202	<a href="#">Undo Verification</a>

5. If the time is incorrect, you need to have your student enter their time on the student tracking system. Then, after they have entered the time, you can log back into the Parent Verification system and then verify their time. If you already had verified their time, just click on the link, "Undo Verification." Then, once the time is correct, click on the "Verify Time" link again.

+	12/03/2012	69	<a href="#">Undo Verification</a>
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6. Finally, all students will be required to submit a final report that shows total time spent on the course. Please make sure your student prints the report as you and your student will have to sign the report. This is a requirement to exit the course and will be collected when your student takes their in-person final exam.

 eCampus Minutes Report

Student Name: Calk, JESSICA Student ID: XXXXXXXXXX

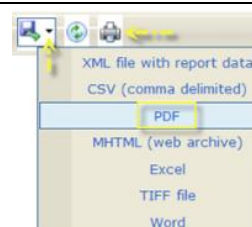
Course Name: Algebra I Term Number: 1 Term Start Date: 8/8/2012  
Term End Date: 10/3/2012

Week	Weekly Minutes
8/13/2012	41
8/13/2012	41
8/13/2012	41
8/13/2012	41
<b>Total Minutes</b>	<b>13116</b>

By signing below, I certify that the above information is true and correct to the best of my knowledge.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

7. Use the print button located at the top right to print the report. NOTE: Other browsers (Chrome, Safari, and Firefox) may not display the print button. Use the drop down arrow next to the disk to save as a PDF.



**IMPORTANT: Your student can edit time for the previous and current week. However, any time prior to that cannot be edited, so please login and verify your student's time each week.**

## SUBMITTING QUIZZES & ASSIGNMENTS

All assignments and quizzes are submitted the Moodle Learning Management System. When submitting data across the internet, there are several factors that may cause the data to be lost. In the event that your assignment or quiz does NOT submit via the internet, you will be asked to re-submit a copy.

**\*SAVE or PRINT a copy of EVERY assignment for your records\***

### Suggestions for Submitting Quizzes

#### Do's

- Study for quizzes and be prepared. If you open the quiz and then close it, you may be locked out of re-taking the quiz. You will have to contact your instructor if this happens.
- Answer ALL questions. If you skip a question, the quiz will not submit properly.

#### Don'ts

- Don't save a quiz before submitting it. Clicking the save button before you submit may result in loss of data and lock the quiz from re-taking.
- Don't leave the quiz screen open for more than 2 hours. After two hours the window may time out and all data will be lost.

### Other Issues

If you should lose internet connection while taking a quiz, the quiz will not submit properly. If this situation should occur:

1. Print your quiz by right-clicking on the screen and select print
2. If you get locked out of a quiz, contact your instructor and request that they unlock a quiz for you.

## GRADING & CREDITS

### Grading Policy

Course grades will be determined according to Peoria Unified grading policies. Specific details regarding calculation of grade point average and class rank can be referenced in the High School Course Offering & Description Guide found on the [Peoria Unified](#) website and by clicking on the tab on the left called, "Course Description Guide."

### Granting & Posting Credits

Credits are granted and posted by eCampus Virtual High School. However, eCampus does not award diplomas. The grade will appear on the student's transcript. Non-PUSD students will need to request an official transcript to be sent to their home school. This request can be made through the eCampus Secretary.

## State Assessments

Online courses provided through eCampus Virtual High School are not intended to be an alternative to enrollment in an Arizona high school. Therefore, it is the responsibility of the student's home school to administer appropriate state assessments as well as other norm-referenced tests.

**IMPORTANT:** Under Arizona State Law, students who fail to take the required state tests are no longer eligible to take courses through eCampus Virtual High School and will be dropped from all courses.

## COURSE COMPLETION

### End of Course Surveys

Students and parents will be asked to complete an end of course survey upon completion of any eCampus course. The information collected is anonymous and is intended to help eCampus improve & adjust our program to better fit the needs of students.

### End of Course Report

Every student will be required to print a report showing total time spent on the course. Please login to the student tracking system to print the report. You and your parent will need to sign the report and the report will be collected at the time of your in-person final exam. Failure to submit the report could result in your grade not being posted until the report is received by eCampus staff.

### Return of Textbooks/Materials

- Students should return eCampus course text books and/or hardware devices to the eCampus teacher on the day of the final exam. The eCampus teacher will report a final grade **ONLY** if the student has returned the course materials.
- Failure to return eCampus course materials at the end of a semester (or term) will result in the student being billed for the missing textbook or hardware device.
- If the student is unable to return the materials on the day of the final exam, the materials must be delivered to the following address:

**Peoria High School**  
**Attn: eCampus Coordinator**  
**11200 N. 83<sup>rd</sup> Ave.**  
**Peoria, AZ 85345**

*\*Be sure to indicate who the materials are being returned FROM in order for students to receive accurate credit.*

# CODE OF CONDUCT

## Student Expectations

Access to the technology utilized by Peoria Unified School District's eCampus Virtual High School Program imposes certain responsibilities and obligations. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted annoyance.

Students enrolled in eCampus Virtual High School courses agree to abide by all rules listed in the Peoria Unified School District "Acceptable Use of School Computers – Students." The Acceptable Use of School Computers is a document students and parents sign as part of the enrollment process at the beginning of each school year and can be accessed via the [Student Portal](#).

The following procedure will be followed for students who do not or cannot abide by the guidelines listed in this document and/or the "Guidelines for Appropriate Use of Technology Resources".

- **First Offense:** The student will be given an email warning and his/her parents and an administrator will be notified of the infraction.
- **Second Offense:** The student will be removed from the course with no credit awarded and no tuition refunded. Also, access to all other online courses will be suspended until further notice.
- **Severe Misconduct:** Regardless of whether the offense is a first or second offense, the student will be removed from the course with no credit awarded and no tuition refunded. Access to all online courses offered through eCampus Virtual High School Program will also be revoked.

## Accountability

Posting anonymous messages is not permitted unless authorized by the online course instructor. Impersonating another person is also strictly prohibited.

- Use only your own username and password, and do not divulge this information to anyone
- Do not aid anyone in gaining unauthorized access to password protected courses
- Do not publicly post your personal contact information, or anyone else's
- Do not publicly post messages that were sent to you privately

## Inappropriate Behavior

Inappropriate behavior includes (but is not limited to):

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment (continuously posting unwelcome messages to another person) or use of threats
- Other actions listed in the Student Conduct section of the high school handbook. Visit your school's website to access the student handbook.

## Use of Copyrighted Materials

All materials in the course are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use while studying. However, copying or reprinting these materials for use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to online courses.

## Academic Integrity

All work submitted is assumed to have been completed without direct help. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit on assignments and/or loss of credit and access to the online course. Furthermore, final grades may be rescinded if students are found to have cheated or plagiarized after the grade has been posted to the student's transcript.

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your original work. Specific examples of plagiarism that will not be tolerated are:

- Cheating – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- Fabrication and Falsification – unauthorized alteration or invention of any information or citation in an academic exercise.
- Plagiarism – presenting the work of another as one's own (i.e., without proper acknowledgement of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- Facilitating Academic Misconduct – giving or attempting to help another commit an act of academic misconduct.
- Tampering with Materials, Grades, or Records – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- Copyright Laws – all applicable copyright laws will be in effect as related to both computer software and printed books and materials.

## NET-iquette

The word "NET-iquette" refers to common sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.

- Be constructive with your criticism, not hurtful.
- Review your messages before sending. Remove easily misinterpreted language and proofread.
- Respect other people's privacy. Never reveal other people's email addresses or personal information.

## TECHNICAL INFORMATION

### Technology Requirements

eCampus Virtual High School does not provide the online student with the computer equipment or the internet connection required to take an online course. Students may access courses from home or other locations with any computer that meets the following minimum requirements.

<b>Required Minimum Hardware</b>	
<b>Operating System, Processor, Memory, Storage</b>	Windows XP, Pentium 4 or higher, 1 GB RAM minimum, 1 GB available disk space  Mac OS 10.4, G4 Processor (1.33 GHz or greater), 1 GB RAM minimum, 1 GB available disk space
<b>Internet Connection</b>	1.5 MB minimum bandwidth DSL or Cable preferred internet service  Dial-up not recommended
<b>Other Devices</b>	Printer is highly recommended  CD-ROM, DVD-ROM, Sound Card/Microphone
<b>Screen Resolution</b>	1024x768 (XGA)

### Service Level Agreement

eCampus Virtual High School Program uses the MOODLE Learning Management System. This system is managed by the Information Management and Technology (IMT) department of the Peoria Unified School District.

### System Availability

The main goal of eCampus Virtual High School is to help students be successful online learners. For this to happen, the online learning system must be available to both students and instructors 24 hours per day, 7 days per week during the duration of each semester. The IMT department will make every effort to ensure that the system is operational. Maintenance and upgrade time will be scheduled and users will be notified in advance when it is necessary for this to occur.

## Instructor & Student Email Availability

A Peoria Unified student email account is required for all communication throughout the duration of the eCampus course(s). Questions about these email addresses should be addressed to the eCampus Coordinator. Student user ID's and passwords are made available through the student's home school library, or the eCampus staff.

## Technical Support

If the instructor is unable to readily provide a solution to a student's technical problem, the eCampus Coordinator can be contacted at (623) 412-5344 or at [amendivil@pusd11.net](mailto:amendivil@pusd11.net).

Request for technical support may also be made through the eCampus Administrator, or secretary. Every effort will be made to assist instructors and students in resolving issues involving access of the online learning system from a home computer. All requests for assistance that are submitted will be initially answered within 24-48 hours of the request (excluding weekends).

If you are experiencing any software or hardware difficulties with your computer, they will need to be resolved prior to receiving support. We can only assist and make recommendations on the technology that is specific to eCampus.

## Q & A: Technical Difficulties

### **What should I do when I try to click on an audio or video file and the page is blank?**

This most likely means that you do not have the appropriate player installed on your computer. You will need to download the appropriate software. If this is not the issue, visit another website that has video or audio on it. See if you can play this multimedia file. If it plays, this will indicate there is an issue with the course media. If the multimedia does not play, this indicates that there may be an issue with your computer. Confirm that your sound card hardware and software are working properly. To do this, open an audio or video file that is outside your online course (play a music CD, mp3, locate a video/audio file on the internet to play, etc.) to run some additional tests.

### **While taking a test, the computer lost internet connection. How can I get back to my test?**

You will need to call or email your teacher and request that the test (or quiz) be reset. However, the questions that you answered on the test will be lost and you will need to start over.

### **When navigating through the course, the computer doesn't load the pages properly.**

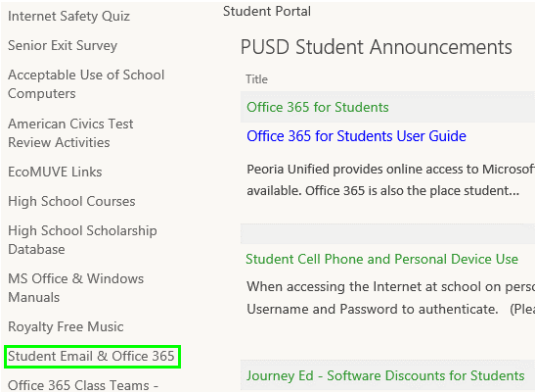
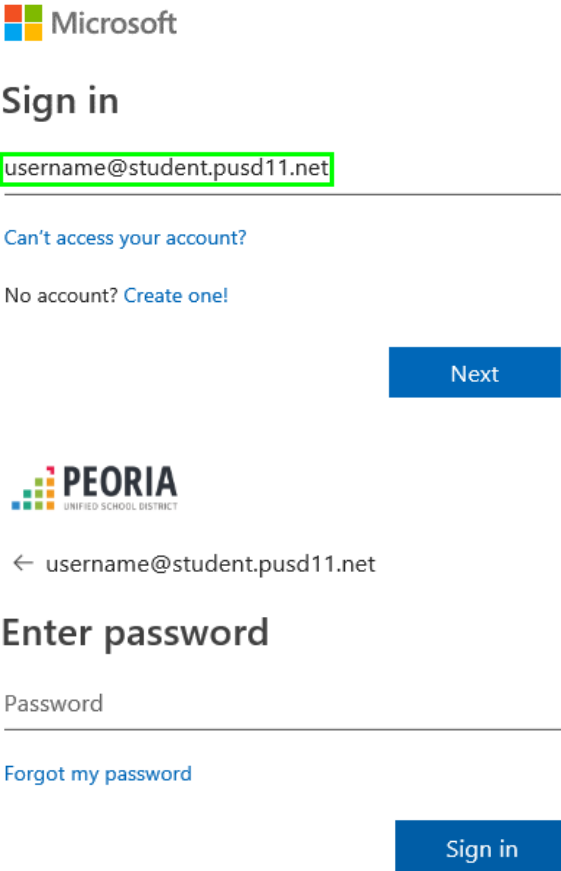
Clearing the browsing history may help the pages load more efficiently. Also, you may need to turn off your pop-up blocker.

### **How do I send email to my teacher?**

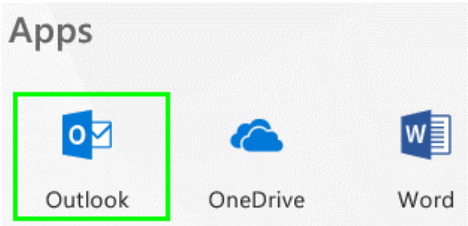
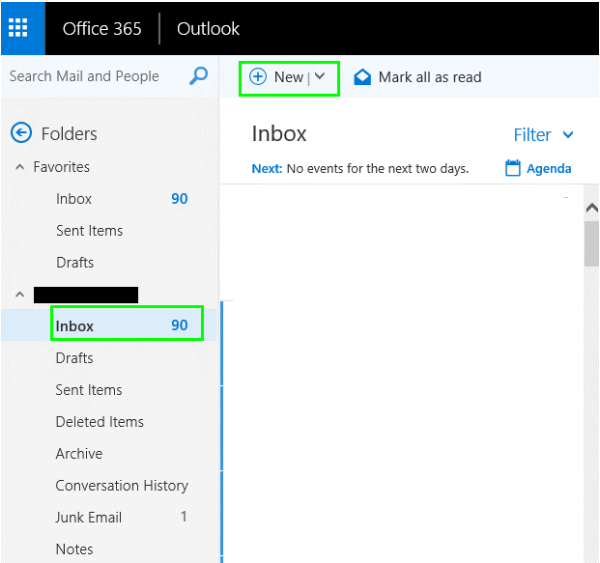
Follow the directions on the next page(s).

## Checking Student Email

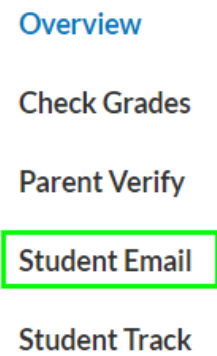
### Accessing student email from within the district

<p>1. Open Internet Explorer.</p> <p>2. From the student portal, click <b>Student Email &amp; Office 365</b> on the quick launch menu.</p>	 <p>The screenshot shows a 'Student Portal' interface with a list of links on the left and a 'PUSD Student Announcements' section on the right. The link 'Student Email &amp; Office 365' is highlighted with a green box.</p>
<p>3. Sign in using your email address and school password. Note: Email suffix is @student.pusd11.net. Example: <u>username@student.pusd11.net</u>.</p> <p>Click Sign in.</p>	 <p>The screenshot shows the Microsoft Sign in page. The email address 'username@student.pusd11.net' is entered in the text box and highlighted with a green box. Below the text box is a 'Next' button. The Peoria Unified School District logo is also visible.</p>



<p>4. Click the <b>Outlook</b> button from the list of apps.</p>	 <p>The screenshot shows the 'Apps' section of the Office 365 interface. Three application icons are displayed: Outlook (a blue square with a white envelope icon), OneDrive (a blue cloud icon), and Word (a blue square with a white 'W' icon). The Outlook icon is enclosed in a green rectangular box.</p>
<p>5. From this page you will be able to compose a new message and view your inbox.</p>	 <p>The screenshot shows the Outlook web interface. At the top, there is a search bar labeled 'Search Mail and People' and a '+ New' button. Below the search bar is a 'Folders' sidebar on the left, which includes 'Inbox' (with a count of 90) and other folders like 'Sent Items', 'Drafts', etc. The 'Inbox' folder in the sidebar is highlighted with a green box. The main area shows the 'Inbox' view with a 'Filter' dropdown and a 'Next' message: 'Next: No events for the next two days.' and an 'Agenda' icon.</p>

### Accessing your student email account from outside the district

<p>1. Go to the eCampus home page.  <a href="http://www.peoriaunified.org/ecampus">www.peoriaunified.org/ecampus</a></p> <p>On the left hand menu, click Student Email.</p>	 <p>The screenshot shows a vertical list of navigation options on the eCampus home page. The options are: Overview, Check Grades, Parent Verify, Student Email, and Student Track. The 'Student Email' option is highlighted with a green rectangular box.</p>
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2. Sign in using your email address and school password. Note: Email suffix is @student.pusd11.net  
Example: username@student.pusd11.net.

Click Sign in.



## Sign in

username@student.pusd11.net

[Can't access your account?](#)

No account? [Create one!](#)

Next



← username@student.pusd11.net

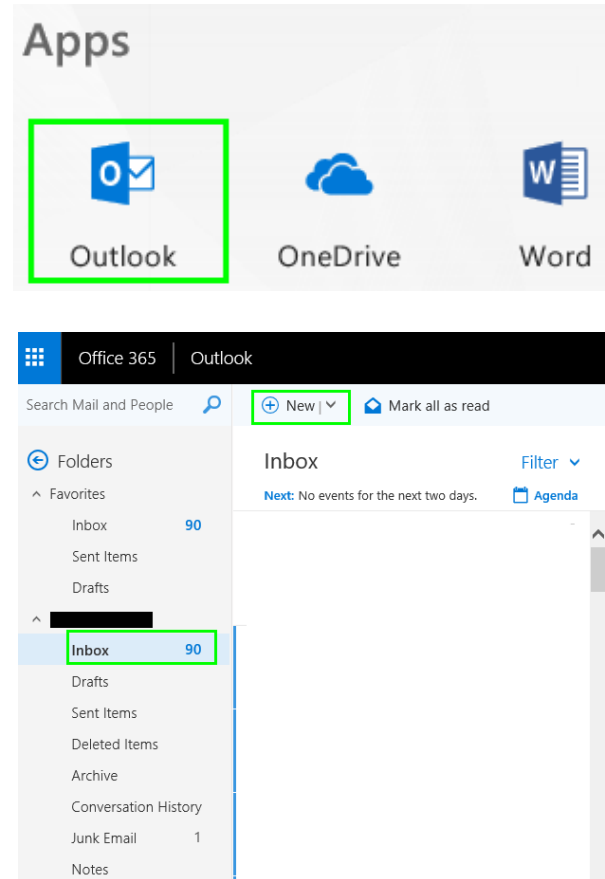
## Enter password

Password

[Forgot my password](#)

Sign in

3. Click the Outlook button from the list of apps. You will then be able to compose a new message and view your Inbox.



## Staff Information

<b>eCampus Administrator</b>	Cindy Maas (623) 412-5330 <a href="mailto:cmaas@pusd11.net">cmaas@pusd11.net</a>
<b>eCampus Coordinator</b>	Andrew Mendivil (623) 412-5344 <a href="mailto:amendivil@pusd11.net">amendivil@pusd11.net</a>
<b>eCampus Secretary</b>	Cindie Shinske (623) 412-5345 <a href="mailto:cshinske@pusd11.net">cshinske@pusd11.net</a>