



UTAH ONLINE SCHOOL K-12

*HANDBOOK
FOR
PARENTS AND STUDENTS*

Last Updated November 2016

TABLE OF CONTENTS

Utah Online School Mission and Goals.....	1
Contact Information	1
Admissions	1
Immunizations	2
What to Know Before you Enroll	3
Withdrawing from School	4
Attendance	4
Truancy Policy.....	4
Adding/Dropping Courses	4
Testing.....	5
Grievances	5
Course Remediation.....	5
Student Work Expectations and Grade Scale.....	5
Plagiarism.....	6
Online Classroom Expectations	6
Social Events: Purpose and Student Behavior	6
Learning Management System Navigation and Instructions.....	8
Communication in Edgenuity.....	10
Washington District General Policies	11
Utah Online School Boundary Waiver.....	13

UTAH ONLINE SCHOOL MISSION & GOALS

Utah Online School 7-12 guarantees individualized high levels of learning for all students. We accomplish this by providing:

- Access to researched-based curriculum that provides *multiple* opportunities for students to demonstrate comprehension
- Ensure regular contact/interaction with teachers and school staff to assist in student's academic needs
- Communicate with parents and students regarding important events in advance
- Provide Social Opportunities so students experience a well-rounded educational experience
- Use testing/data to determine student needs

Our School Motto is: *CHAMPION INDIVIDUAL GROWTH*

CONTACT INFORMATION

Washington County School District
121 West Tabernacle
St George, UT 84770
435-986-5199
Fax 435-688-7969

UOS 7-12 Administrator
Cherie Best
cbest@utahonline.org

UOS 7-12 Secretary
Shauna Sparks
ssparks@utahonline.org

UOS 7-12 School Registrar
Barbara Andersen
bandersen@utahonline.org
(435) 932-0510

UOS 7-12 Technology Specialist
Technology Specialist
cmaxwell@utahonline.org
435-216-6920

UOS 7-12 School Counselor
Krista Winward
kwinward@utahonline.org

ADMISSIONS

Washington County School District offers an option for schooling at home. Utah Online School K-12 (UOS) is a public school and is held to all rules and governance as any other public schools within the state of Utah. Utah Online School 7-12 is for students entering grades 7-12 who wish to school either **part-time or full-time** in an online setting. Enrollment is open for both Fall and Spring Semesters each academic year.

When enrollment is open, a link will be available on the school website:

hs.utahonline.org

In addition to completing the online application, **full-time** students will need to submit:

1. Copy of Birth Certification
2. Copy of CURRENT Immunization Records or State Issued Immunization Waiver
3. Proof of Residency (copy of utility bill, etc.)
4. Agree to the terms of [Boundary Waiver](#)

Additionally, **full-time High School** applicants with previous high school credit need to submit:

- Previous High School Transcripts

Please fax all required information to 435-688-7969 or scan email your documentation to ssparks@utahonline.org. These documents are required as part of the application process for our students. **We cannot enroll you in any courses until we have received all required documents for your grade.**

Part Time Students residing **IN** Washington County School District:

- Contact your boundary school counselor to sign up for your online classes/add them to Power School.
- Create an account in the Learning Management System (LMS)

Part Time Students residing **OUTSIDE** Washington County School District:

- Complete a [Seats Form](#)
- If your boundary school counselor has any questions, go to:
<http://www.schools.utah.gov/edonline/default.aspx>
- Create an account in the Learning Management System (LMS)
 - These students who are not on target at the end of 20 days in their courses may not be considered to be actively enrolled and may be withdrawn from their courses.

IMMUNIZATIONS

As part of enrollment, students must submit CURRENT immunization records or a state-issued waiver. Every **7-12th** student must have written proof of receiving the following immunizations:

5 DTaP/DT

1 Tdap

4 Polio (3 doses, if 3rd dose was given on/after the 4th birthday)

2 Measles, Mumps, Rubella

3 Hepatitis B

2 Hepatitis A

1 Varicella (chickenpox) – history of disease is acceptable a parent must sign the verification statement on the school immunization record.

7th Graders and **8th Graders** must ALSO have written proof of receiving the following immunization: 2nd dose of varicella and a meningococcal immunization..

Information, immunizations, and exemption certificates are available at your local public health department. See more detailed information at www.immunize-utah.org

WHAT TO KNOW BEFORE YOU ENROLL

1. Who can enroll in Utah Online School 7-12

Utah Online School 7-12 is a free, public school sponsored by Washington County School District available to students state-wide who:

- Reside in the state of Utah
- Are entering grades 7-12
- Want full-time or part-time enrollment options
- Have fewer than 3 NG's on their transcript (for high school students)
- Have daily, reliable access to computer and internet
- Have separate active student and parent email accounts which are checked daily

2. What about attendance?

Weekly attendance is **required for all students** who enroll with Utah Online School 7-12, regardless of their status (Full-time or Part Time). Attendance in each class is earned by logging in and submitting an assignment every week. Communication with teachers is a critical piece of attendance. Students who fail to meet attendance requirements will be dropped from the class.

3. What are the time commitments?

Students need to complete on average 2-3 lessons per week **per course** in order to finish the course by the end of the semester. While the exact time will vary from student to student, this typically means that students need to be logging in for *45 minutes to 1 hour per class* **daily**. Each student's Learning Management System (LMS) will have a daily calendar listing each of their assignments for their courses and when they are due. This will help the student to stay on task and organize their time properly.

4. What are Live Classes?

Online live classes will be available to all students depending on the course and the subject matter. As these courses take place, all students within the class will be notified and invited to attend. Each live online class will be recorded and posted on the school website for those students to review and watch later if they are unable to attend.

5. How to contact your teacher?

Utah Online is *not* independent study! You have teachers, mentors, and counselors here to help you succeed. If you want a super-fast response, send

an email or call the teacher directly. All staff contact information can be found on the school website: hs.utahonline.org

WITHDRAWING FROM SCHOOL

When a student wishes to withdraw from Utah Online School 7-12, a formal request via email needs to be sent to the school administration. The email needs to state the students name as well as the transfer school. Additional documents may need to be filled out from the registrar before withdraw from school is completed.

ATTENDANCE

Utah State law governing attendance and truancy is Utah Code #53A-ss-103. Weekly attendance is required for all students who enroll with Utah Online School 7-12, regardless of their status (Full-time or Part Time). Attendance in Utah Online School is earned weekly by logging in and completing at least 1 hour of active work per week during a school week. Communication with teachers and mentors are a critical piece of attendance.

TRUANCY POLICY

Compulsory Education laws exist in the state of Utah to ensure that all school aged students are in attendance in a public or regularly established private school. Truancy is defined as not attending classes, being absent. When an online student is not consistently logging on and submitting assignments/attending the Live Classes, they are absent. As such, when a student has accrued 10 consecutive absences in any one class, they will be referred to administration for further action.

ADDING/DROPPING COURSES

A deadline is established and followed each semester for the final day to add and/or drop classes. After the add class deadline, no classes will be added to a student's schedule. After drop deadline, any class that is dropped will result in an F on the students' report card and transcript. Students in grades 9-12 who fail courses, will be required to pay to remediate these courses and pay the associated fee to do so.

TESTING

- **FINAL EXAMS:** A final exam is required for all students, both full and part time, at the end of fall and spring semester. These will be proctored by Utah Online Teachers. On-site locations will be set up state-wide. The school will ensure that students have a testing site available to them within an hour driving distance. All accommodations stated in a student's IEP will be honored for final exams.
 - Once the final exam has been administered, additional attempts and re-setting of assignments will not be allowed. Furthermore, no additional attempts and/or re-setting of assignments will be allowed the week of final exams. However, students are allowed to continue to work on any uncompleted assignments until the semester deadline.
- **STATE AND DISTRICT TESTING:** Multiple tests are required by the State of Utah and Washington County for all students grades K-11 (and sometimes 12th grade as well). These tests are administered throughout the school year. These tests are required for all UOS students, both full and part time. The school will ensure that students have a testing site available to them within approximately an hour driving distance. All accommodations stated in a student's IEP will be honored for these end of level tests.

GRIEVANCES

Any grievances or concerns should be communicated to teachers and/or administration so that concerns can be resolved effectively and efficiently.

COURSE REMEDIATION

- If a student does not successfully complete a course required for graduation, the student will be required to remediate this class by taking the course via credit recovery.
- Credit Recovery will be required for each *quarter* that was failed. Example: if a student fails the first semester, he/she will be required to recover quarter 1 and quarter 2 of the failed course.
- There is a fee as established by Washington County School Board for all students who must take credit recovery courses.
- Transcripts- if a student fails a course and then recovers the credit by means of credit recovery, the original grade *is not* removed. The recovered grade will be added to the transcript and distinguishable by notation of the quarter credit instead of the .5 credit. (ie- credit recovery is listed as .25 credits and will appear in the 5th column on the transcript).

STUDENT WORK EXPECTATIONS AND GRADE SCALE

Utah Online School exercises a mastery-based focus curriculum. Through attempting assignments repetitively, students understand concepts at a higher level and learn to become self-directed learners at their own pace.

Utah Online School adheres to the following grade scale:

93% - 100%	A	80% - 82%	B-	67% - 69%	D+
90% - 92%	A-	77% - 79%	C+	63% - 66%	D
87% - 89%	B+	73% - 76%	C	60% - 62%	D-
83% - 86%	B	70% - 72%	C-	59% and below	F

PLAGIARISM

The taking of another's ideas or words and presenting them as your own is plagiarism. Students who plagiarize work will receive no credit for the assignment. Further both the student and parent will need to meet with administration to discuss disciplinary action. All student work must be original.

ONLINE CLASSROOM EXPECTATIONS

Utah Online upholds high expectations of its students. Upon being accepted into the school, full-time students and parents signed a P.A.C.T. Student Agreement listing the academic details of what is expected of them while attending Utah Online. This agreement states:

- **Progress:** I will diligently ensure that my child makes continual progress in each of his/her classes.
- **Attendance:** I will ensure that my child is attending school regularly per the attendance policy.
- **Communicate:** I will communicate by phone or email with the teachers and mentors assigned to help my child.
- **Testing:** I will bring my student to all required testing.

I have read the boundary waiver in the handbook and understand and agree to the requirements.

SOCIAL EVENTS: PURPOSE AND STUDENT BEHAVIOR

Utah Online School hosts school-wide social events on a quarterly basis and education field trips and other events on a class or school-wide basis when the time is deemed appropriate. The purpose for the school-wide quarterly events throughout the state are for students to get to meet their peers, the School Staff, and have a good time. Utah Online prides itself on having great relationships with its students and this is one way that this is achieved. Families will also have the opportunity to participate in Utah Online activities. Activity information will be shared in newsletters and through e-mail and on the school calendar and/or website. The parent or guardian is responsible for transportation and supervision.

Utah Online School strives for a safe, productive learning environment for all of our students. Appropriate behavior is essential at the activities. Students are expected to:

- Treat all people with respect.

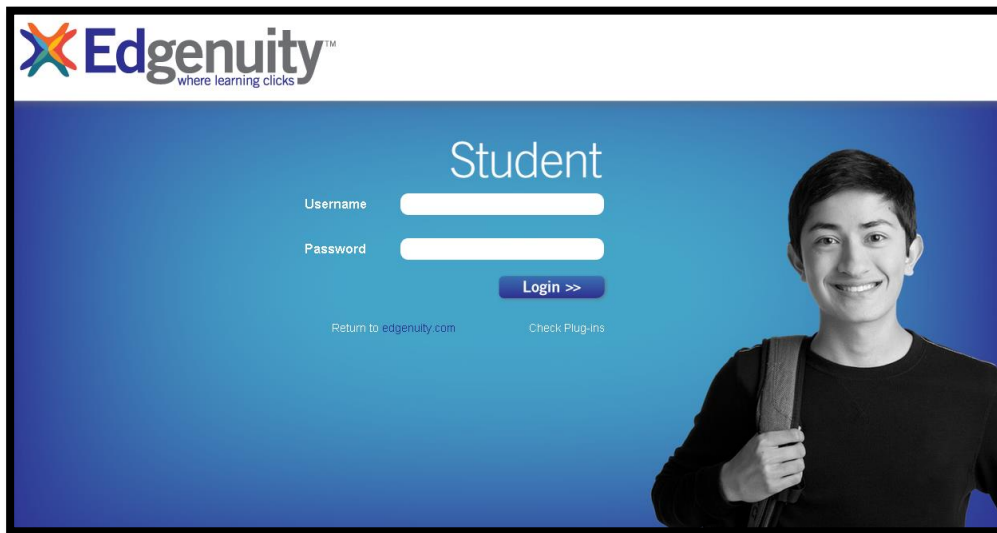
- Listen to and follow the directions of the adult in charge
- Treat property, including materials provided by UOS appropriately and with care.
- Use appropriate language in written and oral communication with UOS staff and other students/families.
- Student behavior which disrupts the learning environment will not be tolerated. Parents will remove the disruptive student upon request.
- Weapons are not allowed on school property or at school sponsored events. Violence is prohibited.
- Tobacco, drugs, and alcohol (controlled substances) are not allowed at school sponsored events or on school property.

LEARNING MANAGEMENT SYSTEM NAVIGATION AND INSTRUCTIONS

Utah Online School utilizes Edgenuity as its online Learning Management System (LMS) platform to manage and access its courses. This section will aid in navigating student courses and answer questions within the system.

- Logging in to students' courses:
 1. Access the Student Portal log-in screen below:

<http://learn.edgenuity.com/student>

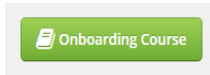


2. Standard plugins are required to ensure that the learning management system operates correctly. To ensure that you have a supported version of each plug-in, check and make sure that all of the standard plug-ins are installed using the [Check Plug-ins link](#) on the login page.
 - i. Click the name of a plug-in(s) that need to be updated/installed
3. Type in the username and password created and issued to the student through their email
4. Once the student has logged in they have access to the courses and other features that the Learning Management System offers.

- Get Oriented to the Student Experience

All students are encouraged to log into the onboarding course and complete it to be introduced to the online schooling. This will help them to be more successful in their online courses at Utah Online School. To access the onboarding course:

- Log into the Utah Online School website: hs.utahonline.org
- Click on the button to access the course from the homepage:



1. As you first log in to your Edgenuity student account, this will bring you to the Lobby.
2. If your training did not begin with Edgenuity's eight-minute student orientation video, make sure to watch the video as soon as possible by completing the following steps:
 - i. Click the orange Organizer button at the top right of the lobby
 - ii. Click the Resources button at the bottom of the screen.
 - iii. Select Orientation and How-To button
 - iv. Select and watch the Student Orientation Video.
3. Edgenuity courses are ran on a start and end date. One of the great features in the LMS software is being able to utilize the calendar regularly to see when each assignment is due for each course. To locate the assignment calendar, complete the following steps:
 - i. Click the orange Organizer button at the top right of the lobby
 - ii. Click the Reports at the bottom of the screen
 - iii. Click on the Assignment Calendar button

- Accesses Courses and Exploring Course Content

1. Select a course title from your course list in the Lobby. This will display your course progress and grade
2. Click the Course Map link to launch the course.
 - i. students can also select "Next Activity", which will immediately launch the next activity in the course that is selected
3. Once the course is launched, use the left-hand navigation to explore the table of contents. Click to expand units and select lessons. The activities for the selected lessons appear in the lesson overview pane.

- i. Different Edgenuity courses have different lesson structures. However, most lessons share three components: instruction (these activities will have names like warm-up, instruction, summary, lecture, and direct instruction) assignments (these activities will have names like journal, short writing, lab, essay, project, practice, online content, and assignment), and assessment (quiz).
4. Click an activity title to launch the activity. Explore at least one instructional activity. Complete at least one assignment and one quiz.

COMMUNICATION IN EDGENUITY

It is critical to check all channels of communication with your teacher(s), mentor, and the administration at Utah Online School. Edgenuity has numerous ways of communication. Please check these on at least a bi-weekly basis to make sure that you are not missing any pertinent information. The following are ways to communicate through Edgenuity:

1. Student Feedback: As soon as a teacher leaves scores or comments on student work, those comments become visible.
 - i. Click the Organizer button on the lobby.
 - ii. Click the Reports button from the bottom row of buttons.
 - iii. Select the Scores and Feedback report.
2. Course Announcements: Important updates, school news, or course announcements will be posted throughout the course.
 - i. Click on the Organizer button on the lobby
 - ii. Click on the Communications button from the bottom row of buttons
 - iii. Click on the Announcement button
3. Email: To get to the email portal use the following steps:
 - i. Click on the Organizer button on the lobby
 - ii. Click on the Communications button from the bottom row of buttons
 - iii. Click on the Email button
4. Chat: To perform the online chatting feature with your teacher, use the following steps:
 - i. Click on the Organizer button on the lobby
 - ii. Click on the Communications button from the bottom row of buttons
 - iii. Click on the Chat button

WASHINGTON DISTRICT GENERAL POLICIES: <http://www.washk12.org/policy>

Safe Schools Policy

Purpose

The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy has been adopted and is based on the following principles:

Policy

- 2.1. Each student is expected to follow accepted rules of conduct.
- 2.2. Each student is expected to show respect for other people and obey persons in authority at the school.
- 2.3. The policy applies to students while in the classroom, on school grounds, on school vehicles, and in school-related activities or events.
- 2.4. For mandatory School Reporting of Drug Use - refer to expulsion and attendance in Utah State Code referenced above.

Technology Acceptable Use Policy

Purpose

The purpose of this policy is to ensure appropriate, responsible, ethical and legal access and use of computers, the Internet, and other electronic or communication devices by District students, patrons, and employees. The Technology Acceptable Use Policy addresses two distinct concepts of technology use. The first regards the use of computers and the Internet, and the second addresses interfering and electronic communication devices.

Policy

2.1. Computers and the Internet

It is the policy of the Washington County School District to permit students, patrons, and employees to have computer and Internet access under approved regulations and guidelines, to include those listed in the Children's Internet Protection Act, State Law, and policies adopted by Board of Education. In general, the user's responsibilities require responsible, decent, ethical, polite, efficient, and legal use of computer and network resources. Students, patrons, and employees must not access obscene, pornographic, or material that is deemed to be harmful to minors. District and school personnel will instruct students and staff on acceptable use of computers and Internet resources and proper network etiquette. All students, patrons, and employees are granted access to the Internet, but all access to the Internet through district resources is subject to the terms of the Technology Acceptable Use Agreement and District policy.

2.2. Interfering and electronic communication devices

While in some instances the possession and use of electronic communication devices or other devices or objects by a student at a school may be appropriate, often the possession and use of such devices or objects by students at school can have the effect of distracting, disrupting, and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. The purpose of this component of the policy is to vest with school administrators the authority to enforce reasonable rules relating to student use of such objects or devices in the public schools.

Bullying/Cyberbullying

Purpose

The purpose of this policy is to eliminate all types of bullying and hazing by and against students and employees of the Washington County School District. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying and hazing. Students who believe they are subjects of sexual harassment should follow the procedures outlined in District Policy 1420 Prevention of Sexual Harassment.

Employees who believe they are subjects of bullying or hazing, if sexual in nature, should follow the procedures outlined in District Policy 1420 Prevention of Sexual Harassment. Any other alleged bullying that is believed to be a violation of this policy must be remedied by following District Policy 1720 Employee Grievance Procedure. Individuals who believe civil rights have been violated should follow the procedures outlined in District Policy 1710 Non-discrimination.

Policy

The Washington County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. The School Board believes that all students, employees or guests are entitled to a safe, equitable and harassment-free school experience. Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment as defined herein will be dealt with immediately and consistently.

It is essential that a basic and uniform prevention curriculum be in place so that every school will acquire a foundation of prevention upon which to build a culture of safety and mutual respect. Such a culture is necessary for the creation of an effective learning environment.



Utah Online School Boundary Waiver
Application to Attend School Out of the Boundary
Secondary



Date:

Student:

Student's grade level:

School requested:

Parent/Legal Guardian:

Address, City, Zip Code:

Home Phone:

Work Phone:

Email address:

Desired date for student to begin attending requested school:

Please indicate the reason for the request. Attach or email a current report card or transcript to this application.
Please read and sign the backside of this form.

Washington County School District

Please read and understand the following information regarding boundary waiver. After reading, please sign and date below.

1. The School District can designate which grade levels, classes, schools, or programs are available for transfer students.
2. The Principal can designate which grades and/or classes are available for transfer students.
3. Transfers are reviewed by the administration of the current and requested schools, and are only approved for compelling and credible reasons.
4. A student must be in and remain in good standing in order to be eligible for a boundary waiver. The receiving school reserves the right to revoke the transfer if the student does not remain in good standing, does not maintain academic integrity at any time or does not progress towards graduating within the parameters of high school. Administration reserves the right to review all boundary waivers annually regardless of the above guidelines.
5. If approved, the student may attend through all grades within which application was requested without reapplication annually.
6. Utah High School Activities Association (UHSAA) guidelines and policies apply relative to transfer students who participate in athletics and activities. It is the duty of the student and parents to understand the policies and ensure the student is eligible to participate in UHSAA sanctioned activities.
7. An approved transfer does not necessarily indicate the student is UHSAA eligible. Application for eligibility is a separate process. The question of UHSAA eligibility must be answered before the student tries-out or participates with any UHSAA sanctioned team, activity or event. WOSU-HS do not participate in UHSAA sports. All students wishing to participate in school sponsored activities, such as band, choir, drama, sports, etc. could participate with their boundary school.
8. Transportation to and from the requested school or school related extracurricular activities is the responsibility of the parent/guardian of the student.
9. Parents/guardians are responsible for transportation to all testing centers within their area. All students are required to participate in end of semester and end of level testing.
10. Students will be notified by email regarding the decision.

I certify that I have read and understand the above information and agree to abide by these conditions. I understand that this application (or the approval resulting from this application) may be denied if any of the information that I have provided is not complete true, and accurate.

Parent's signature:

Date:

Please print name: