UTAH ONLINE SCHOOL K-12

UOS Handbook

For Students and Parents in
Utah Online School K-12

Updated Spring 2017

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Utah Online School K-12 Handbook

Washington School District offers a public school option for schooling at home. Utah Online School K-12 (UOS) is a public school and is held to all rules and governance as other public schools within the state of Utah.

Utah Online Contacts

Washington County School District

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St George, UT 84770
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UOS Leadership

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School Schedule

Utah Online does not establish your school year calendar. However, attendance will be recorded from August-May

Enrollment in Utah Online School K-12

Students may dual enroll with Utah Online. Students will be registered and tested at the Age Appropriate Grade (AAG), even if their course level differs from their AAG.

Age on Sep. 1 of School Year	AAG (Age Appropriate Grade)
5 Years Old	Kindergarten
6 Years Old	First Grade
7 Years Old	Second Grade
8 Years Old	Third Grade
9 Years Old	Fourth Grade
10 Years Old	Fifth Grade
11 Years Old	Sixth Grade
12 Years Old	Seventh Grade
13 Years Old	Eighth Grade

Enrollment Process

Online Registration

Online enrollment is available at http://utahonline.org. Detailed enrollment steps are available on this webpage.

Additional Paperwork

Before official enrollment can be completed the following paperwork is required to be faxed or mailed to the UOS office:

- Official Birth Certificate (copy)
- Proof of Residence (such as a city utility bill)
- Up to date Immunizations (or signed exemption)
- IF APPLICABLE: Special Education Paperwork (IEP/504 Plan)

> **ADDRESS:** Utah Online School K-12
> 121 West Tabernacle
> St George, UT 84770
> **FAX:** 435.628.4217

Application to Attend School Out of the Boundary Form

This form is pages 11 and 12 of this handbook. Please read it over. You will not need to send it in or pay the $5 fee, but you will need to confirm your agreement to it when you confirm the course curriculum for your child.

Online Placement Session

You will need to attend an online placement session to learn more about the course options and how the school works. There is also a recorded session on the website that you can listen to at your convenience.

Course Placement/Selection

After you have completed the above steps, you will receive a placement call from a UOS teacher to help you complete your enrollment. This call will include the ordering of the courses for your child.

We suggest enrollment course choices include 1 to 4 standard courses and 1 of 3 electives. Students may enroll for up to 5 courses. (2 at the beginning of the year) Kindergarten students may enroll in up to 3 courses. (2 at the beginning of the year)

Standard Courses
- Language Arts
- Math
- History
- Science

Elective Courses
- Music
- Art
- Foreign Language (including sign language)

Other Available Courses
- Lexia
- Think Through Math
- Code Changers
- Keyboarding
- Utah Compose
- More Starfall

Immunizations

Up to date immunizations or exemption form:

School Entry Requirements - Every student must have written proof of receiving the following immunizations:
- 5 DTaP/DT
- 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 older must ALSO provide written proof of receiving the following immunization:
- Tdap booster (Regardless of interval since the last tetanus/diphtheria containing vaccine)

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

Re-Registering

Current UOS students may re-register at the end of each school year. Your UOS support teacher can help you with this process.

Attendance and Truancy Policy

Utah State law governing attendance and truancy is Utah Code #53A-ss-103.

Utah Online requires 180 days attendance between August 1st and the last day of the Washington County School District's school year. (Usually toward the end of May) The unusual format of students working at home allows a parent to teach on days and times not included in the traditional school schedule and calendar. Those days are also to be documented on the K12 online school (OLS). Assigned support teachers will monitor and help with reminders to complete this important responsibility.

Utah State Testing Requirements

As a public school in the state of Utah, you have the opportunity to participate in the following assessments:
- DIBELS Reading Assessments for K-3rd Graders in the fall, winter, and spring
- SAGE (**S**tudent **A**ssessment of **G**rowth and **E**xcellence) for 3rd-8th grade from mid-April to mid-May

These tests will be proctored by UOS teachers. Utah Online School K-12 will inform the parent/guardian of testing dates and locations prior to the administration of the test. It is the responsibility of the parent/guardian to transport the student to the testing location at the appropriate date and time.

Benchmark Report

One of the many features of the online school is a report of each student's academic progress and attendance information. A parent may log on to the system at any time to view this information.

At the end of the school year, a benchmark notation will be given for each course in which the student is enrolled. The following benchmark notations will be used:

Benchmark Notation	Percentage of Course Completed
C (Complete)	90-100%
I (Incomplete)	0-89%

Special Education

Utah Online is responsible for providing a free and appropriate education under the federal Individuals and Disabilities in Education Act. (IDEA) The Special Education Department assists parents in accessing and coordinating services pursuant to a current Individualized Education Plan (IEP). Special Education (SPED) services are available to students who have been identified with a learning disability.

Documents of the disability must be provided before enrollment in the special education program will be completed: a previous Individualized Education Plan/504 Plan and/or a psychological evaluation. Options for related services should be discussed with the special education staff before a decision is made to enroll in Utah Online.

Gifted and Talented

Using the K12 curriculum makes it possible to provide each child with the course level appropriate for their educational needs. At times parents may wish to use enrichment activities. The website for Utah Association for Gifted Children, http://UAGC.org, may provide some ideas and help for parents.

Curriculum

Utah Online uses curriculum from K12 Inc., Rosetta Stone, Signing Time, Lexia, ALEKS Math, Keyboarding, Think Through Math, Code Changers and other curriculum.

The appropriate level, pace and hours spent on each objective varies by child. Adult supervision is required while the student is using the curriculum.

Materials

Utah Online provides books and other curricular supplies necessary to implement the K12 courses. All printed materials are copyrighted. Unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in school. These materials remain the property of K12 and shall be returned to K12 when a child is withdrawn or at the close of the school year. Pre-paid shipping labels will be provided to families at that time so they can return

the materials to the K12 Company. Families accept responsibility to return the materials in good condition.

Other course materials will be returned to your teacher.

Computers
Utah Online provides computers to families who wish to use them. One computer will be offered to every three children in a family that is enrolled in UOS. So if you have one to three children from your family enrolled in UOS, you can receive one computer.

The computer contract is pages 13 – 16 of this handbook. Please read it over if you are interested in using a computer.

Responsibilities of the Learning Coach
When you register your child in the Utah Online program, you assume the responsibility as the learning coach at home using the provided curriculum. Parents are to supervise their children in their daily lessons.

All parents/learning coaches agree to the PAC:
- Progress: Continual 10% monthly progress marked in courses
- Attendance: 180 days marked during the WCSD school year
- Communication: Weekly communication with teacher and parent

Communication with Teacher
Certified Utah teachers are an essential part of Utah Online. Each family enrolled in Utah Online will be assigned one of these teachers. Your assigned teacher is your primary communication channel between you and Utah Online School K-12. You will have a monthly phone conference and weekly e-mail communications with this support teacher. Your teacher will provide useful information about the school, curriculum implementation, materials, computer information, programs, activities, testing and other events related to Utah Online. Utah Online teachers combine their experience and their in-depth understanding of the curriculum to support you. Active communication with your teacher will benefit you and your child as we strive together to provide the best possible education for your child. You can read about our staff on our school website www.utahonline.org.

E-Mail
In our school, e-mail is a primary communication platform. We require the teaching adult to:
- Inform your teacher of any changes to the family's contact information (telephone number, mailing address, or e-mail address)
- Check your e-mail a minimum of once a day during the school week.
- Reply to e-mail received from your Utah Online teacher weekly.
- Check our school website for more information.

<u>Parent/Teacher/Student Conferences</u>

The telephone conference is an essential and integral piece of our program. It enables us to support the success of each child. The goal of Utah Online is for each student and family to excel with this model of education.

Learning coaches are expected to be available for regularly scheduled conference calls. The date and time of the conference will be arranged at a time mutually agreeable to both the parent and the teacher. In the event that the learning coach is not available for the scheduled conference call, he/she is expected to notify the online teacher, if possible, at least 24 hours in advance of the call to reschedule.

Academics

Academic achievement through content mastery is the cornerstone of Utah Online. Utah Online understands that children do not learn at the same rate or in the same manner. Our program offers families flexibility in scheduling and instructional strategies.

The placement teacher and parent will work together to evaluate the student's level in each course.

Students enrolled in Utah Online should show 10% monthly continual progress in each curriculum course throughout the school year. While students are encouraged to complete each course to 100%, a minimum of 90% of the course completed is required for advancement to the next course in that subject.

If a student does not meet the required percentages by the end of the school year and the student is registering in Utah Online for the next school year, they may continue with the same curriculum next year until the course is completed. Any course promotions needed after summer work has been completed will be made during the new school year. Course promotions will not occur over the summer.

If a student completes a math or language arts course (100%) before February 20th, they may order the next level if desired.

The student's AAG (age-appropriate grade) will change to the next grade for the following school year regardless of the percentages in their courses.

A course that has taken more than two years to complete is not acceptable progress.

Outings and Activities

Activities and academic workshops will be held throughout the year. Families will 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. All students are encouraged to attend. A parent or guardian must accompany and stay with the student/s during the activity. The parent or guardian is responsible for transportation and supervision.

Behavior and Discipline

We want to have a safe, productive learning environment for all of our students. Appropriate behavior is essential in all of our activities. Attendees are expected to:

- Treat all people with respect.
- Listen to and follow the directions of the adult in charge.
- Treat all school 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.

Utah Online is committed to fostering and achieving both employee and student/family satisfaction and prohibits discrimination against its students/families on the basis of disability, race, creed, color, gender, national origin, religion, or ancestry.

Washington County School District
Application to Attend School Out of the Boundary
ELEMENTARY

Student _____ Student's Grade at Requested School _____

Student _____ Student's Grade at Requested School _____

School Requested _____

School Currently / or Should Attend _____

Name of Parent / Legal Guardian _____

Address and Zip Code_____

Home Phone _____ Cell Phone _____ Work Phone _____

Proposed Date for Student to Begin Attending Requested School _____

Please indicate the reason for the request (you may attach pages if needed) <u>Make sure you read and sign the second page of this application.</u>

SCHOOL USE ONLY

Principal: Requested School _____ Date_____

Reviewed by Principal of Current School on (date) _____

<u>TRANSFER IS</u>:   **APPROVED**   **DENIED**

PLEASE MAKE SURE YOU READ AND UNDERSTAND THE FOLLOWING INFORMATION AND THEN SIGN 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 Principals 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. The receiving school reserves the right to revoke the transfer if the student does not remain in good standing at any time. Approval may be conditionally granted.

5. Approval of this application is for the student in the year (grade) indicated only. Re-application must be made each year (grade). There is no automatic approval for subsequent years or for siblings.

6. Transportation to and from the requested school is the responsibility of the parent/guardian of the student.

7. A non-refundable, one-time $5.00 processing fee will be charged at the time of application. This fee is waived if you qualify for a fee waiver. There is no fee for re-application for subsequent years.

8. You will be notified by phone and/or mail of 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.

_____   _____
Signature Parent/ Legal Guardian Date   Date

_____
Please Print Name

Utah Online School
Student/Parent Computing Device Contract
2017-2018

This document will outline the policies and procedures that are in place for the Utah Online School K-8 (UOS) Computing Device Loaner Program.

Terms of this contract are subject to change with notice.

Page 16 must be signed and returned for computing device to be issued

I. Deployment
    A. Prior to students being issued a computing device:
        1. Parent/guardian/student must attend an online orientation meeting (mandatory).
        2. Parent/guardian and student must sign Student/Parent Computing Device Agreement (mandatory).

II. Terms of Computing Device Loan
    A. Terms of Loan
        1. UOS will issue a computing device to each student upon compliance with the following:
            a. Student/parent online orientation training session.
            b. This signed Student/Parent Computing Device Agreement including acceptable use agreement and bullying and hazing agreement.

              Washington County School District policies
              3510 Bullying and Hazing: http://www.washk12.org/policywiki/index.php?page=3510-bullying-and-hazing

              Acceptable Use:
              http://www.washk12.org/policywiki/index.php?page=3700-technology-acceptable-use-policy

        2. Legal title to the property (computing device) is with UOS. A student's right of possession and use is limited to and conditioned upon full and complete compliance with this Student/Parent Computing Device Agreement, Acceptable Use Policy, and WCSD policy.
        3. NEVER attempt repair or reconfiguration of the computing device. Under no circumstances are you or anyone else to attempt to open or tamper with the internal components of the computing device. Doing so will render the warranty void and will result in disciplinary action.
        4. Students may be subject to loss of privilege, disciplinary action, and/or legal action in the event of intentional damage and/or violation of WCSD policies and agreements.
        5. Do not remove or add any management or authentication software. WCSD will use management software to install applications and eBooks on computing devices. Students should make sure those applications remain on the computing device at all times.
        6. Do not download or install software applications on WCSD issued computing devices.
        7. Music and games are not allowed on the computing device without permission from the teacher.
        8. Do not save any music, games, or programs to the WCSD network.
        9. All software must be district-provided.
        10. A student's possession of the computing device terminates on the last day they are enrolled unless it is terminated earlier. The computing device must be returned within 7 days after termination or withdrawal. Failure to comply with the terms of this agreement will result in the issue being turned over to a collection agency.

11. Do not remove any district/school identifications from the computing device.
12. Computing devices must be returned in good condition at the end of the school year.

B. Lost, Damaged or Stolen Computing Devices
   1. Normal wear and tear on the student computing devices will be covered by WCSD. Any damage other than minor scratches is beyond normal wear and tear. Parents will also be responsible for any accidental damage such as dropping, stepping on, or cracking the computer in any way which is not considered normal wear and tear. The parent/guardian shall immediately report lost or stolen computing devices to the police, and provide a copy of the police report to UOS.
   2. The parent/guardian shall be responsible to pay the school district for any damage beyond normal wear and tear.
   3. Repair payments are due within 30 days after receipt of your invoice.

C. Possession
   1. UOS may repossess the computing device at any time at its sole discretion for any violation of this agreement or district policies.

D. Modification to the Computing Device Program
   1. The District/school reserves the right to revoke or modify the Computing Device Program or its terms at any time.

III. Expectation of Privacy for Student Computing Devices
A. The computing devices are the property of WCSD and are not subject to the same privacy expectations as private property. There is no expectation of privacy while using the UOS computing device.

B. UOS has the right to manage and monitor the computing devices in the following ways:
   1. Teachers and administrators will remotely access, view and control student computing devices.
   3. Teachers and administrators may search the computing devices for inappropriate use or materials at any time.
   4. WCSD will remotely control student computing devices to troubleshoot technical issues.
   5. WCSD will monitor all network traffic to troubleshoot network issues.
   6. WCSD requires all Internet traffic to pass through the content filter. This filter will log all attempts to access inappropriate material. Violations will result in disciplinary action.

IV. General Care of the Computing Device
A. Parents/Students are responsible for the computing device they receive. Damaged devices or those in need of repair must be reported to the teacher immediately.

B. Guidelines to follow:
   1. Always close the lid before moving and/or transporting your device.
   2. For prolonged periods of inactivity, shut down completely before closing the lid. This will help to conserve the battery.
   3. Never sit or place any object on the computing device.
   4. Never allow someone else to use your assigned device or give someone else your passwords.
   5. Never remove labels and identifying stickers from your assigned device.
   6. Liquids, food, and other debris can damage the computing device. Do not eat or drink while using your computing device.
   7. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure, weight or dropping.

8. Take care when inserting cords, cables, and other removable storage devices to avoid damage to computing device.
9. Do not expose your computing device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time.
10. Do not write, draw, paint or place stickers/labels on your computing. Remember devices are the property of WCSD.
11. Keep your computing device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old-style television sets.

C. Cleaning Your Computing Device
1. Routine maintenance on computing devices will be done by the WCSD technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:
   a. Always disconnect the computing device from the power outlet before cleaning.
   b. Never use liquids on the device screen or keyboard.
   c. Clean the screen with a soft, lightly dampened, lint-free cloth or use anti-static screen cleaners or wipes.
      d. Wash hands frequently when using the device.

D. General Security
1. Never leave your computing device unattended or unsecured.
2. Each computing device has several identifying labels. Under no circumstances are you to modify or remove these labels or markings.

E. Internet Access/Filtering
1. As required by the Utah Children's Internet Protection Act, a current filtering solution is maintained by WCSD for school use on mobile computing devices. This is a "good faith" effort to block all inappropriate content; but the district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the computing device and the Internet. WCSD will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. A local proxy to the Internet filter will continue to filter content outside the WCSD network. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. WCSD will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user's own risk.

F. Login Procedures
1. Home Use: Away from school, students will log into their computing devices using their assigned username and password.
2. DO NOT share passwords. Students are responsible for anything done using their login.

G. Copyright
1. Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

H. Inappropriate Media
 1. Parent and Student's using this computer have been advised that willfully or knowingly accessing, viewing, or creating pornographic or indecent material on the computing device is a violation of District policy and the Utah Criminal Code. Violations will not be tolerated and may subject the user and PARENT to criminal prosecution.
 2. Utah Online takes every possible precaution to prevent accessing inappropriate content on loaned computing devices; however, parents are responsible to supervise their students to ensure complete safety while connected to the internet.
 3. Inappropriate media may not be used as a background screen.
 4. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.

I. Purchasing Options
 1. At the successful conclusion of the Use Agreement, the PARENT may purchase the assigned computer at the following rate.
    a. End of first year: purchase for 50% of the original price
    b. End of second year: purchase for 75% of the original price
    c. End of third year: purchase for $5.00

Student/Parent Netbook Agreement

PLEASE PRINT ALL INFORMATION

Student Name: _____

Last Name   First Name

Parent/Guardian Name: _____

Last Name   First Name

Address: _____

Street   City   ZIP

Telephone(s): _____

Home Phone   Cell Phone   Work Phone

Mobile Computing Device Agreement

I HAVE read and understand all the terms of the Student/Parent Computing Device Agreement. I AGREE to allow my child to participate in the UOS Computing Device Project.

I HAVE discussed the Student/Parent Computing Device Agreement, read the Student Acceptable Use and bullying and hazing Policies with my child and assure they shall comply with all documented terms. I also acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet Usage.

I AGREE to allow my child to take the school-issued computing device home. I further agree that while at home the computing resources will be used as an educational tool, I acknowledge that I am financially liable for any damage not covered by normal wear and tear as outlined in this agreement.

I HAVE viewed the parent/student online orientation video.

Terms of Agreement

I hereby agree to the above statements. I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. **I also understand if the property is not returned by the last day of classes, it will be considered stolen and a law enforcement agency will be involved.**

_____

Parent/Guardian Signature   Student Signature   Signature Date

Serial # _____

WCSD Asset # _____

_____

Returning Device Review: Device in good condition   Device may need repair(parent will pay for repairs)

_____

Parent/Guardian Signature   Teacher Signature   Signature Date