STUDENT & FAMILY HANDBOOK

SAMMAMISH RIVER VALLEY ONLINE SCHOOL

2022-2023

Updated 11/17/2022

Please note that this document includes general expectations that are subject to change as needed.

Contents

Welcome to the Sammamish River Valley Online School!

Our school was born during COVID but continues because of a need within LWSD. We found that the online learning model is just what some students need, and as a district, we strive to provide learning options that meet the needs of all learners.

At SRVOS we work with any secondary student (grades 6-12), including those with an IEP, a 504, ML learners, those needing a part-time schedule, Running Start, WANIC, and students needing credit recovery. The profile of a SRVOS student is anyone, so long as they are committed to independent learning, and have found success in an online model.

Because our choice school is small, we have a sense of community that is unique. We have unbelievable support from LWSD teachers and staff, that partner with APEX Leaning to provide an engaging curriculum. Our course catalog includes all the typical CORE subjects, with an Honors option for most classes. While we have limited electives for now, we are creative in getting the credits students need for a timely graduation.

At SRVOS, students can participate in clubs/sports/activities at their neighborhood school and can even be partially enrolled for a dual-enrolled educational experience.

Mission:

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Vision
Every student Future Ready
Prepared for college
Prepared for the global workplace
Prepared for personal success

Contact information

Principal – Cheryl Kenyon **– ckenyon@lwsd.org / 425-936-1416**

Office/Registration/Attendance – Shanna Berlanga **– sberlanga@lwsd.org / 425-936-1137**

Counselor – Taylor Reuhl - treuhl@lwsd.org / 425-935-3724

Foundations 6 – Sarah Blake - sblake@lwsd.org

Foundations 7 – Emily Cloward - ecloward@lwsd.org

Foundations 8 – Karen Knerr - kknerr@lwsd.org

Foundations 9 – Rozalyn Strong - rstrong@lwsd.org

Foundations 10 – Cathryn Jonas - cjonas@lwsd.org

Foundations 11 – Katie Ellis - kaellis@lwsd.org

Foundations 12 – Katie White - kawhite@lwsd.org

Special Education – Zoe Pilgrim-Placey - zpilgrimplacey@lwsd.org

Science – Manar Chaaban **-** mchaaban@lwsd.org

Spanish - Ana Chaves-Velando - achavesvelando@lwsd.org

School Psychologist – Kristen Iverson - kiverson@lwsd.org

Speech Language Pathologist – Clint Dye - cdye@lwsd.org

Multi Language Learner Teacher – Nancy Cohen Vardy - ncohenvardy@lwsd.org

Parent Square

SRVOS we will utilize Parent Square for whole school communications. Be sure to sign up so you don't miss important information.

Lake Washington School District uses the ParentSquare platform to simplify school communications and provide options for families for how they want to receive information (email, text and/or app notifications).

In addition to ParentSquare, there is a tool for high school students called StudentSquare. Teachers, school staff and students will use this tool for direct communication. More information about StudentSquare can be found here.

Graduation Requirements

The LWSD High School Guide provides information that will help high school students and their families understand what is required to earn a Lake Washington high school diploma. Your high school counselor will be an important partner and will be able to answer questions you may have after reviewing this guide: Graduation Requirements

Attendance

Your student's success at SRVOS is very important to us and regular participation is vital. Attendance is taken twice per week – on Mondays after Foundations Class and on Fridays. Students are **required** to attend their Monday Foundation Class meeting. Friday's attendance reflects the student's asynchronous progress in Apex for the remainder of the week. Unsatisfactory completion of coursework may lead to an unexcused absence on Friday. Unexcused absences on Monday and Friday are equivalent to 5 days unexcused absences and subject to contract meetings with the principal or referral to a Community Truancy Board.

Students in special education classes have required meetings that they must attend throughout the week in addition to foundations on Monday's. If your student has an IEP, please reach out to zpilgrimplacey@lwsd.org if you have questions about your student's attendance expectations.

Absences

Parent/guardians must contact our office within 48 hours of an absence for it to be excused at 425-936-1137 or by email – sberlanga@lwsd.org.

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

Truancy

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

Parents will be notified in writing or by phone after one unexcused absence in a month.

A parent conference will be initiated after three unexcused absences in a month in order to improve the student's attendance.

The parent and school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board,

The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month, or ten unexcused absences in an academic year.

Academic Dishonesty

LWSD Definition of Academic Dishonesty - All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others. All academic dishonesty violations are subject to disciplinary actions.

Technology Code of Conduct:

Exercise good judgment and respect District property by demonstrating responsible use of technology.

- Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.
- Do not destroy, modify or abuse computer hardware or software in any way.
- Do not delete or add software or peripheral equipment to district computers without advance permission.
- Do not use personal wireless hotspot devices while at school.
- Do not utilize peripheral devices that act as computers or local area networks, such as thumb drives with processing capability.
- Do not attempt to tunnel or VPN to another computer through the district network.
- Do not use USB to run executable (.exe) files.
- Do not use district provided storage for games, executable files or inappropriate content.
- Do not use the district's network resources on personal devices, such as smart phones or personal computers, without advance permission.
- Keep food and beverages away from laptops and desktops at all times.

Be a good digital citizen

- Use district computers for educational purposes only. No personal, commercial or political activity is allowed.

- Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
- Students should leave games, other non-district software, entertainment, and social networking at home.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
- District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
- Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.
- Never attempt to "hack" into another student's or staff member's account.
- Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.

Be academically honest

- Do not assume that because something is on the Internet that you can copy it.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at (425) 936-1201 or the District Child Find office at (425) 936-2760 to request Child Find information.

General Expectations

Student Schedules:

- Students have one required live synchronous class per week: Foundations.
  - There are some exceptions, such as students who receive ML or IEP services with required synchronous time.
  - For the rest of the week, work is completely asynchronous.
- Students work through asynchronous learning modules and assignments hosted on a website called Apex.
- Students are in charge of creating their own schedules and independently logging in to do work most of the time (except for any required synchronous time).
- It is expected students will work about the same amount as in-person students, or approximately 27.5-30 hours per week (6 hours/day). However, they can choose what days and what times of day to work.
- Teachers will be hosting open office hours and *optional* synchronous sessions for extra help.
- Students should reach out to teachers if they need assistance or have questions.

Teacher Work Schedules:

- E-mails will be addressed within 1-2 school days.
  - Teachers work 7:30 – 3:30, Monday to Friday with a lunch break. E-mails sent outside of those hours will be addressed within the following 1-2 school days.
    - On Wednesday LEAP days, teacher availability ends at 2:00 pm for teacher meetings.
- Teachers will host optional office hours and synchronous study sessions throughout the week that students may choose to attend.
- Additional appointments may be set up as needed.

Progress Reports / Written Student Learning Plans (WSLPs)

- Students in the Online School will all have a WSLP, or Written Student Learning Plan. This is in accordance with state guidelines about Alternative Learning Experiences (ALEs), of which online schools are one part.
- Students and families will receive a monthly progress report stating whether or not their students are making satisfactory progress towards their academic goals. Criteria for "satisfactory progress" include staying up-to-date on assignments and passing their classes.
- Multiple consecutive instances of unsatisfactory WSLPs will result in a family-school meeting to discuss ways for the student to be successful. Adjustments to the learning environment may be necessary, and these adjustments may include a return to the neighborhood school or other in-person environment.

Grade-Viewing for Parents

- Skyward grades will not be updated regularly. Instead, teachers will be grading work on Apex.
- Families will receive a weekly e-mail containing information on students' current grades, missing assignments, etc. If you do **not** receive this e-mail, please e-mail your student's counselor (see pg. 11) to get added to "coach access" to get these e-mails.
- Skyward will be updated every quarter with current grades to go on the student's transcript.
- This is because students can work at their own pace, so all students won't always be in the same spot at the same time.

Late Work

- Students are expected to keep up with a minimum pace of work completion and proficiency. Work (practice, quizzes, writing, etc.) **must be turned in for a unit no later than one week after the final unit test or project due date**, except in special circumstances.

Quiz Re-takes:

- A passing grade on a quiz is 60%. Students will be able to take a quiz up to two times on their own for non-passing attempts. Students will need to contact their teacher if a third attempt is required. Teachers will request students to submit study guides or other relevant learning material.

Test Re-takes

- Students will be able to re-take tests with teacher permission. Teachers will request students to submit study guides or other relevant learning material.

Missing Work Grades

- In accordance with the direction of all schools in the district, students missing or failing an assignment will be assigned a 50% (represented as N in the gradebook) for that assignment.
    - Student and teacher will work together to make up missing or failing work to replace 50% (N) grade, depending on circumstance.

Plagiarism

- Plagiarized assignments will not receive credit. Students may be allowed re-do the work after a conversation with the teacher, parent/guardian, and other relevant parties.

Foundations Class

- Either Middle School Foundations or High School Foundations is a required elective class for all Online School students. Students receive one full credit for the year.

- Foundations is the only course with **<u>required attendance.</u>** It will always be held the first day of the school week for approximately 60 minutes.

- The content for Foundations course includes, but is not limited to:

    i. School announcements, work on schedules, High School and Beyond Plan (Grades 6-12), study skills, social-emotional wellness, community building, required testing, etc.

- Foundations is a graded course and based on completion and quality of assigned work, and participation.

Apex Classes

- Apex classes are all connected to LWSD Teachers and being taught asynchronously.
- Students will be in a Microsoft Team for each Apex class, but the majority of the work will be hosted on Apex.
- The Teams Page will be used for announcements, information hosting, and optional class meetings.

How to Organize

- Students will need to be proficient in downloading and saving their work to OneDrive to avoid losing work and maintaining organized documents.
    - Set up a folder for each course. Repeat for each semester.
    - Here's how to do that:

1. From Windows File Explorer, click "OneDrive." Then, right click to make new folders for each course, as below:
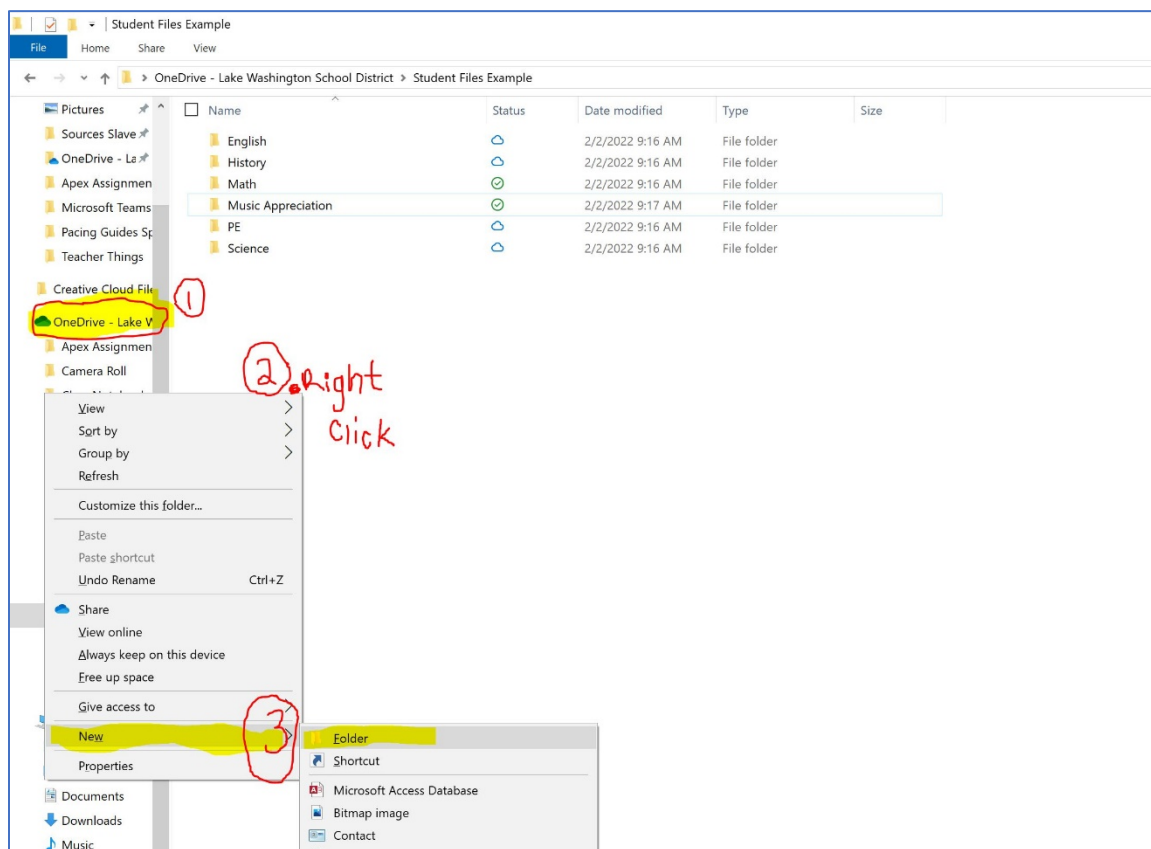
2. Pin these class folders to the "quick access" menu by dragging them to the left toolbar as below:
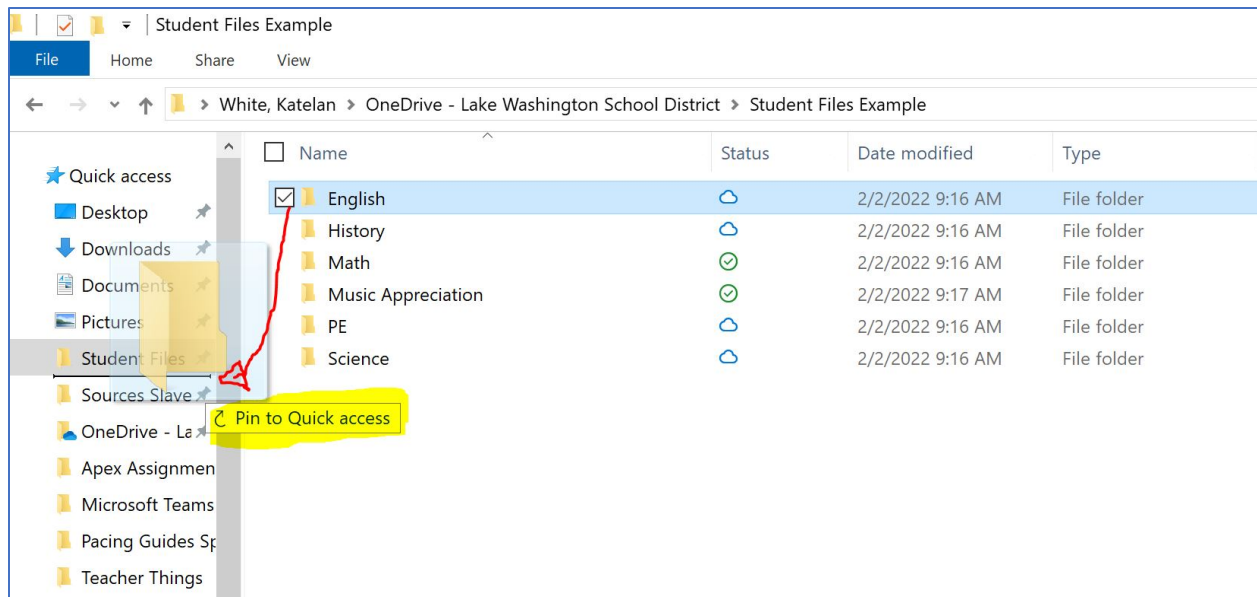
3. When student has an Apex assignment open, they can download it using these buttons at the top-right:
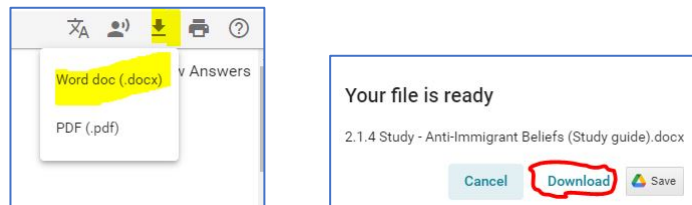
4. NOTE: APEX automatically downloads to the "Downloads" folder of your computer. After downloading, drag your files into the proper class. Now you're ready to easily navigate your coursework.
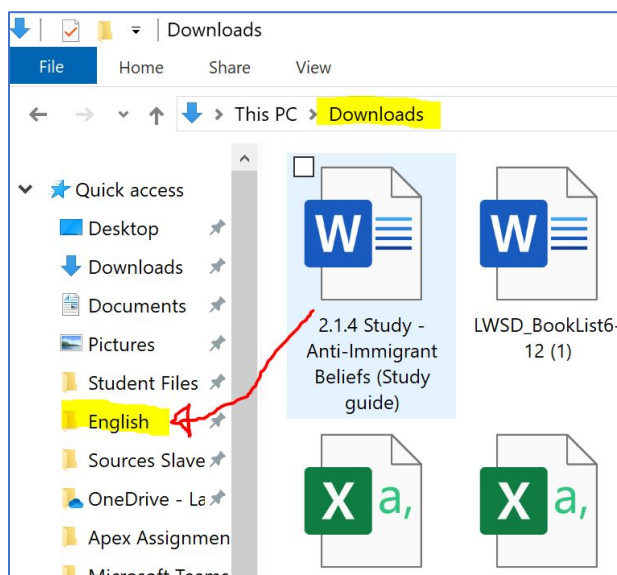
How to log in

- Students can log in through the LWSD Website, "6-12 Online Curriculum" Page with their student logins.

How to view classes

- When students log in, they should be able to see everything they're enrolled in immediately on a dashboard. It will look like:


- On the right-hand side of this page, students can see announcements from their teachers, view the Apex messaging center where they'll talk to their teachers, and view a calendar of due dates for all classes.
- Students will be able to click on "Grade to Date" to see a list of all assignments for a given class and what they have completed so far. The "Progress Bar" shows how much of a course has been completed.

How to do Apex work

When students click on a class, they will see a similar layout:
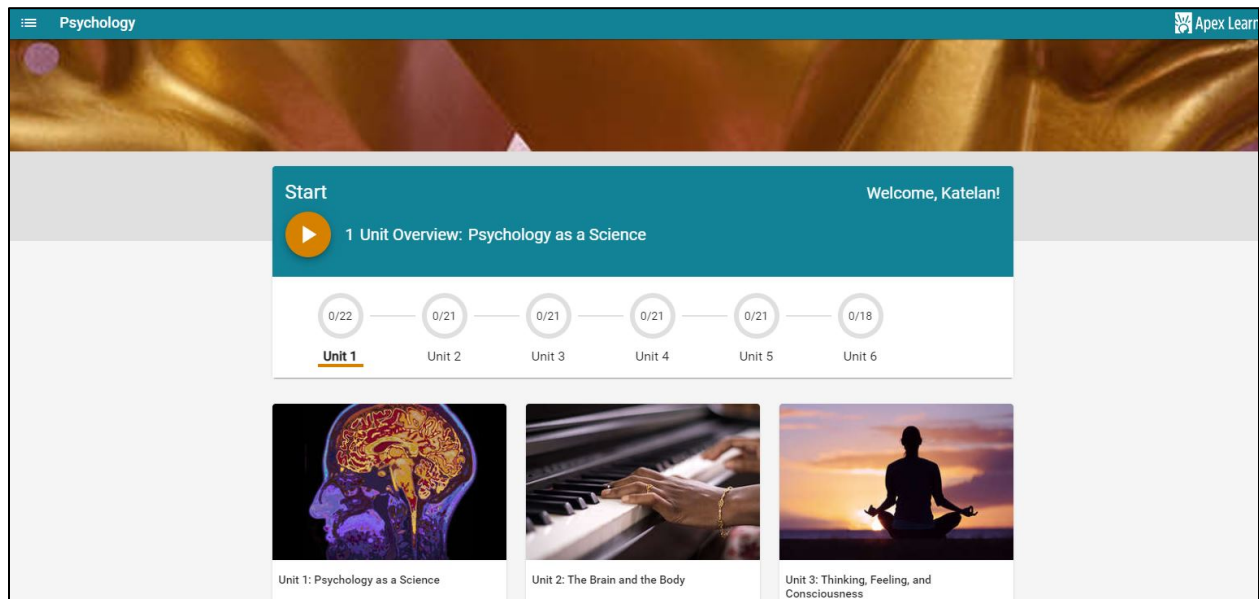
The three lines in the top-left is a navigation bar for the course. Students cannot skip ahead of content before prior assessments and content is passed.
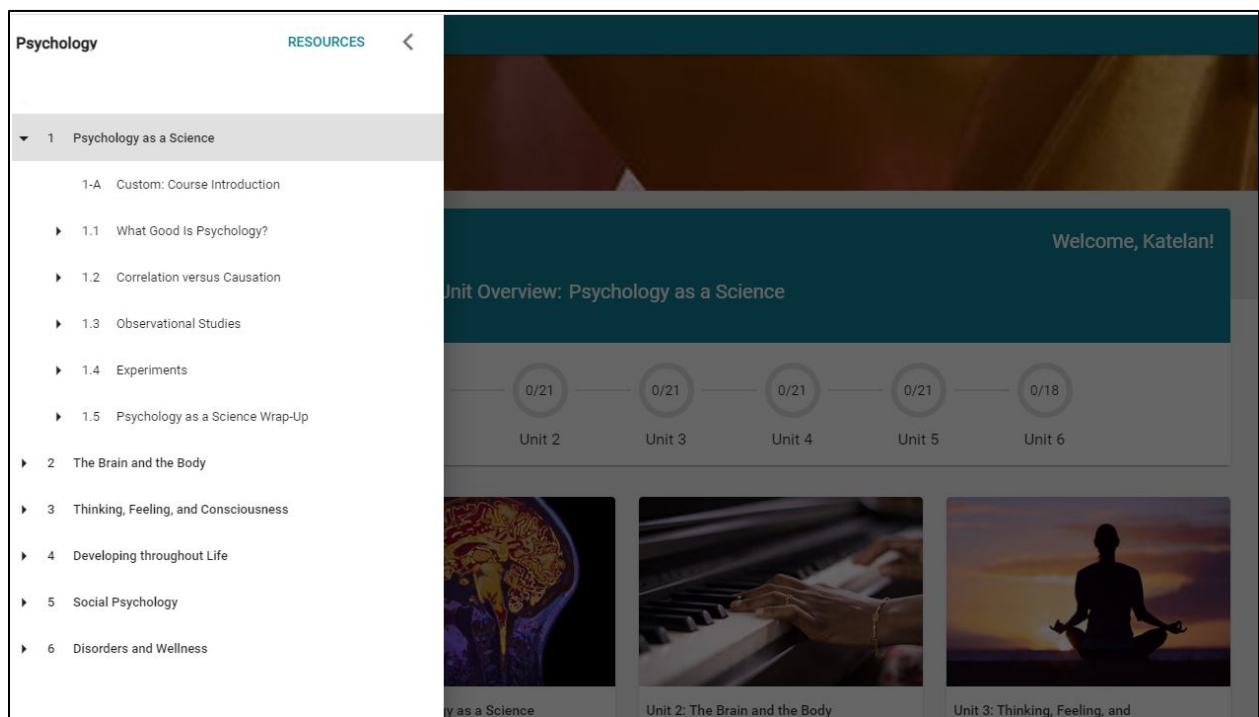
As students click through different lessons, their screen will show each activity individually. They are all numbered. For example, in Apex "1.1.1" means Unit 1, Lesson 1, Activity 1. These numbers are how students will know exactly which study or assignment to complete.
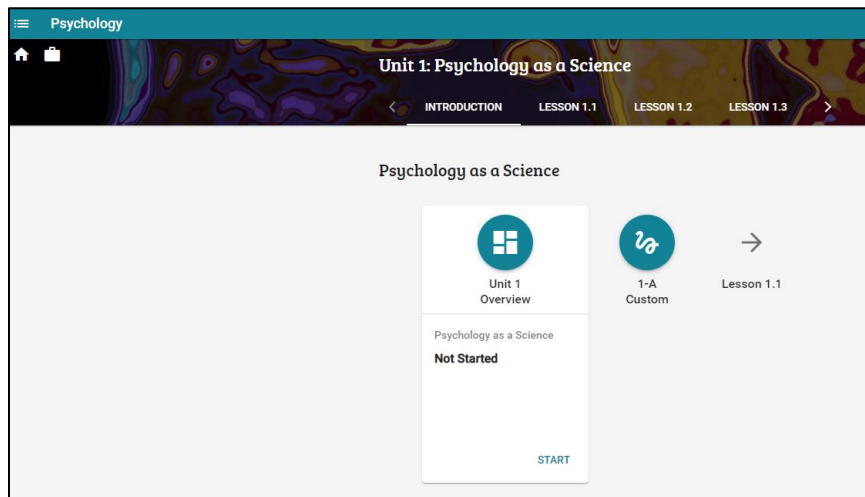
Once students are inside a lesson, there are many tools available for them. In the top-right are buttons that can translate, read aloud, or print the documents. At the start of each section, an orange button that says "Study Guide," "Reading Materials," "Lab," or something similar will let students click and download that assignment. Once they've downloaded the assignment, they can click through the lesson with the "next" and "previous" buttons on the bottom of the screen.
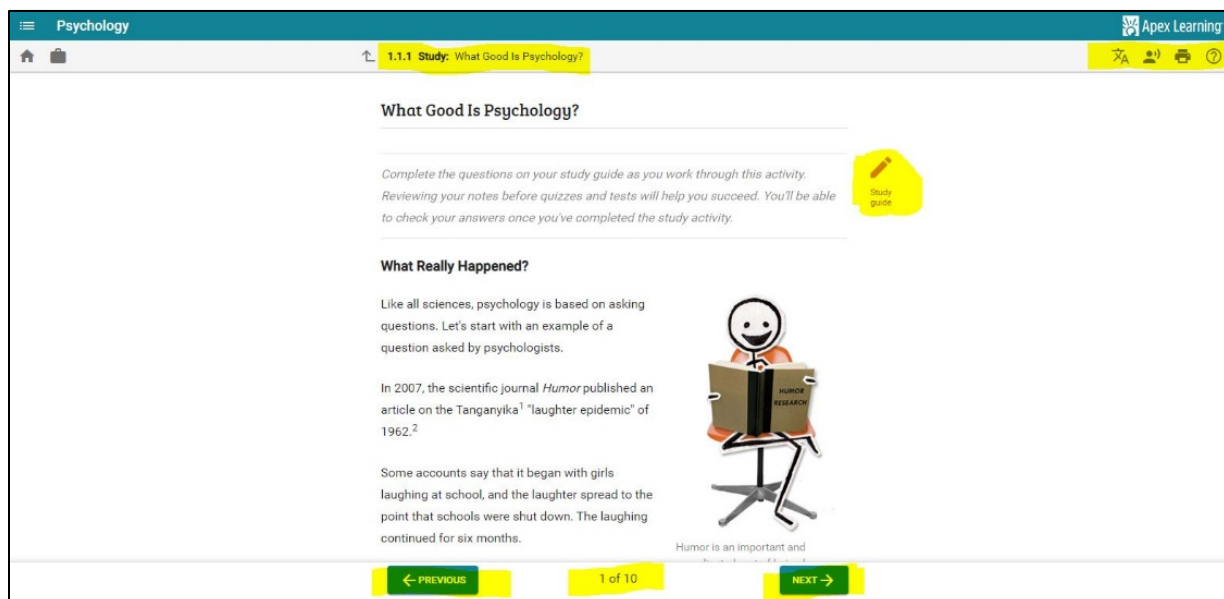
Once the student has opened a document, they can download it at the top-right. They should download anything they want to type in as a word document. They can also print documents, handwrite, and turn in photos or scanned copies for credit.
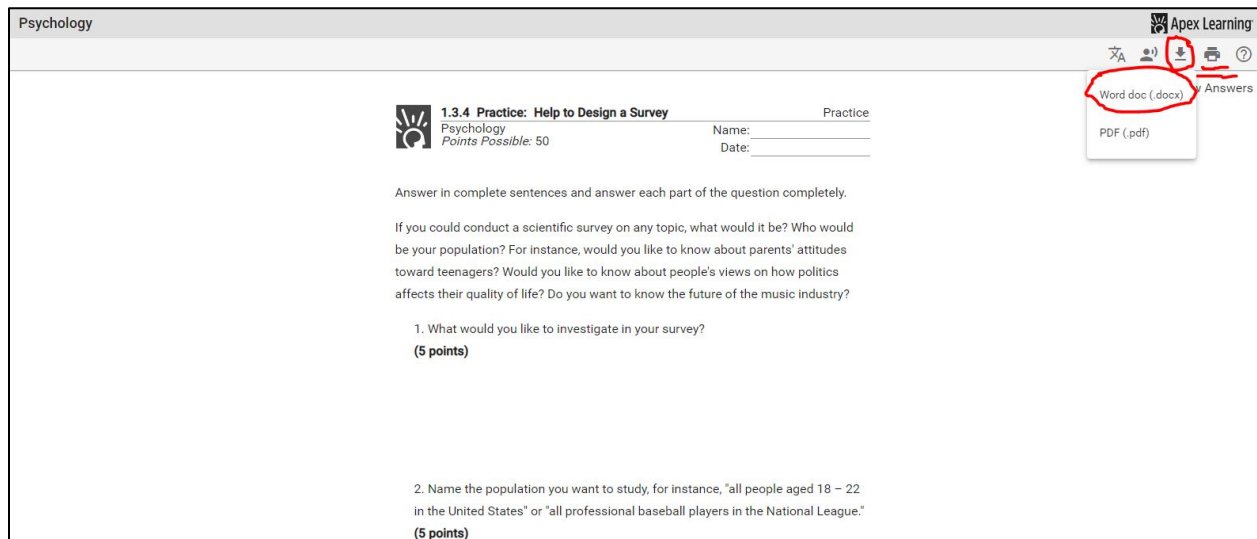
When students arrive at a unit test, they will need to message their course instructor to unlock it. The instructor will double-check that they've completed and passed all work in the unit prior to unlocking the test.

If students are still stuck, the following videos may be helpful:

- Working with Courses:
    o http://www.brainshark.com/apexlearning/gt_student_courses
- Checking Your Progress:
    o http://www.brainshark.com/apexlearning/gt_student_check-progress

If you're ever not sure how to complete an assignment, or if you have any questions, you can contact your teachers at the Apex message center (directions on next page.)

How to turn in work and message teachers

- All Apex work will be submitted through the Apex messaging center. Students can find that on the right side of their dashboard:
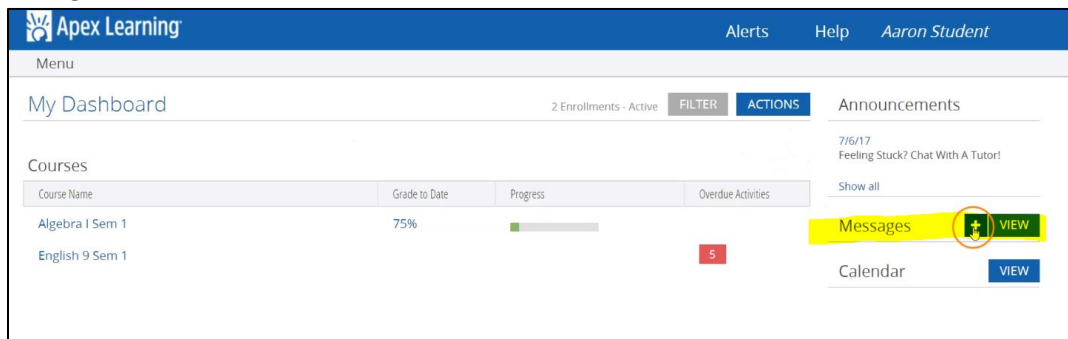
- In the Message Center, students can send a message to any teacher. They can also submit assignments. They **must check** the "Submit Homework" button to do that. Once they've checked "**Submit Homework,**" they will get a drop-down menu to select exactly which work it is. They attach the file with the completed work. Please note that Apex only allows one attachment per message.

-

What to do when you need help

1. If you need help with a class, you should message that class's teacher through Apex messaging center.

2. If you have a general school question, it can also be taken to your Foundations teacher. They are:
- 6th grade: Sarah Blake: sblake@lwsd.org
- 7th grade: Emily Cloward: ecloward@lwsd.org
- 8th grade: Karen Knerr: kknerr@lwsd.org
- 9th grade: Rozlyn Strong: rstrong@lwsd.org
- 10th grade: Cat Jonas: cjonas@lwsd.org
- 11th grade: Katie Ellis: kellis@lwsd.org
- 12th grade: Katie White: kawhite@lwsd.org

3. Other questions or concerns including class schedules, graduation, 504 support, or anything else can be directed to your counselor Taylor Reuhl: treuhl@lwsd.org.

4. If you have an IEP, questions about that or about your support classes should be directed to Mrs. Pilgrim-Placey at zpilgrimplacey@lwsd.org

5. If you have Multilingual (ML, previously EL) services, questions should be directed to

6. Tech support related to school laptops or Microsoft accounts should go to LWSD Help Desk at:
- ftaccess@lwsd.org
- 425-936-1322

7. Tech support related to Apex accounts should go to Apex Tech Support at:
- support@apexlearning.com
- 1-855-550-2547

APPENDIX

1. Accessing Independent Reading Books:

KING COUNTY LIBRARY STUDENT ACCOUNT ACCESS:

1. Go to www.kcls.org/students and choose your grade level.

2. Scroll to select "E-Books and Resources".

3. Username & PIN Number Information:

      Login: 414+StudentID Number

      Example: 414123598

      PIN: Last four digits of student ID

      Example: 3598

4. For questions or issues, e-mail schoolcards@kcls.org

SORA: E-BOOKS

Click Here for Lake Washington School District Login: https://soraapp.com/welcome/login/320219

Login Instructions

1. Use the link provided by your librarian, look for Sora in the Office 365 Waffle, **or use this link** on any computer or device. (If you are using an Android or Apple mobile device you can also install the Sora app from your device's app store. Check with an adult first!)
2. Click **Sign in using LWSD 414**
3. **Login with office 365**
4. Log in using your LWSD credentials

Getting Started

Click the **Explore** tab to search for and borrow a book. Your book will open so you can start reading right away.

- You can keep a book for 14 days. You can check out up to 3 books at a time. You can place holds on books that are checked out.
- Close the book and go to your Shelf to see all your books. From there, you can:
  - Tap Open Book to read.
  - Tap Options to renew or return the book, get to your notes and highlights, and more.