

UTVA  
High School  
Student  
Handbook

2017-2018

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## Introduction

This *UTVA Handbook* sets forth some general guidance for parents and students enrolled in the Utah Virtual Academy (UTVA) high school program. UTVA is a charter school and is subject to the rules and regulations of the Utah State Board of Education. The UTVA charter contract is available from the UTVA office.

## MISSION STATEMENT

Utah Virtual Academy students will attain superior academic achievement through parent involvement, innovative teaching and school accountability within a virtual environment that embraces individual learning styles.

## VISION STATEMENT

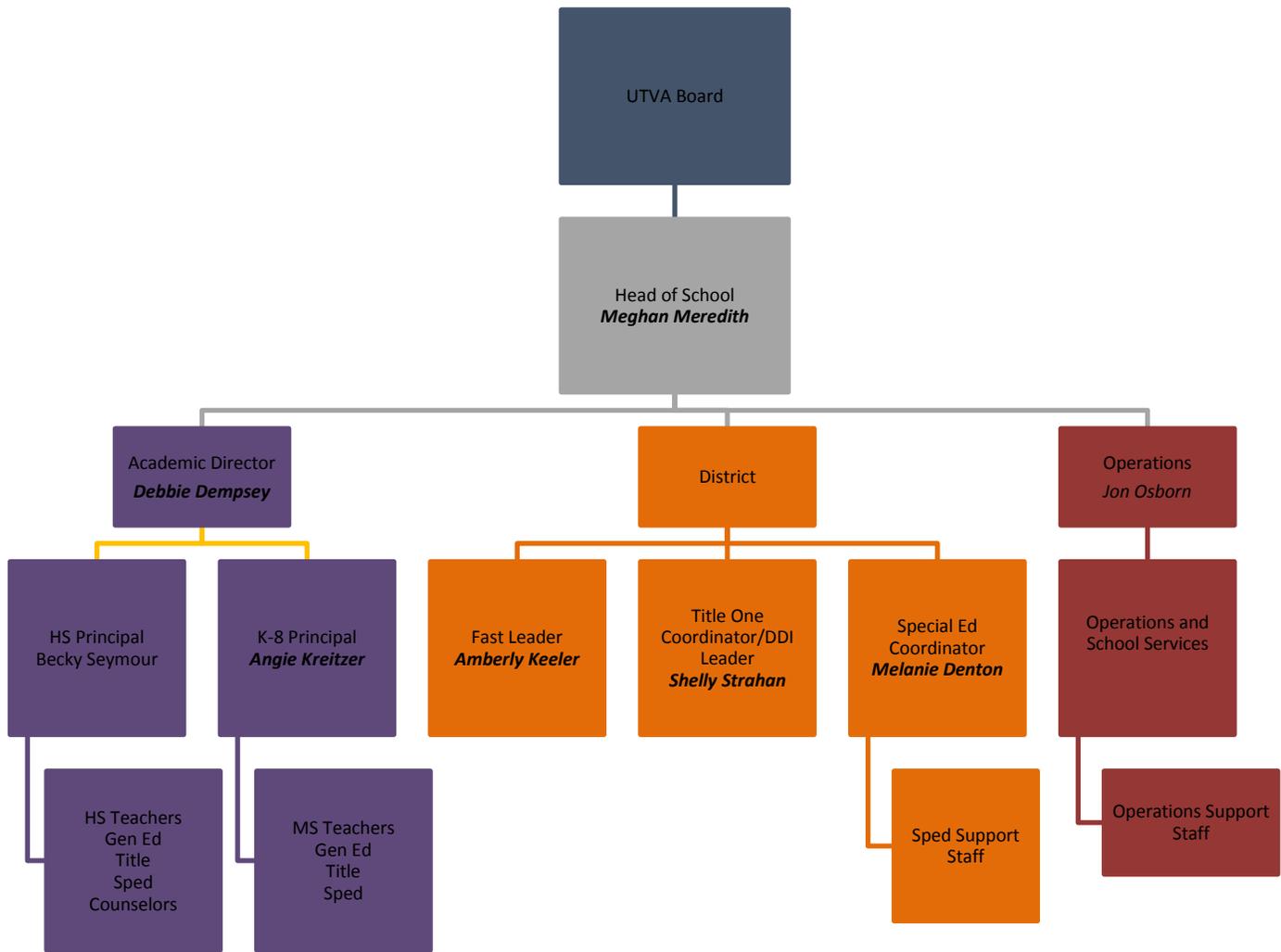
Our passionate commitment to individualized instruction leads us to reach all students at their own level, guiding each one to make real progress and to feel the joy of learning and achievement, both measured and intuitive.

Challenging Minds – Creating Opportunities – Leading Change

## VALUES

Positive Attitude	Professional	Enthusiasm	
Passion	Innovation	Ownership	Dedication

# School Organizational Chart



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## Getting Started

Whether you are first starting with UTVA or just reading through this guide as a refresher before beginning the new school year, the sheer volume of the material can often be daunting. That is why UTVA, in partnership with k12®, has created a variety of terrific support websites to help you so you can quickly become familiar with UTVA and its programs; this list can be found at [utva.k12start.com](http://utva.k12start.com). If you are having trouble getting started, you can always contact your Counselor, and he or she will be happy to answer any questions you may have. With all these great resources at your disposal, you will be navigating the UTVA pages with ease in no time, quickly customizing the program to best suit your needs.



## General Education

### **Teachers' Live Sessions**

Each teacher will host live teaching sessions as well as open office times throughout the week. The schedule for live sessions is posted in the Teacher Contact Info area of each course as well as noted in ClassConnect. All sessions will be scheduled in the ClassConnect area of the OLS. Some live sessions may overlap occasionally. When this occurs, students can make the decision as to which session they will attend, but it is strongly encouraged that students attend their core classes when possible. All teaching sessions will be recorded and teachers will be available at other times to meet with students as needed when overlap does occur.

Math and Writing Lab are tutoring labs that students can access for extra assistance in their math courses. Students are encouraged to attend when experiencing a challenge in math or English. Hours will be posted in the student's class connects. They will be labeled "Math Lab" and "Writing Lab".

### **Outings**

To assist parents in providing social experiences for their students, UTVA hosts monthly regional outings throughout the state. These outings may be attended by any student, regardless of the area in which a family resides. It is UTVA's goal to provide quality and educational outings that also promote a social atmosphere.

### **High School Clubs**

It is UTVA's goal to foster a sense of community for our families during the school year. In an effort to help families build more meaningful relationships, UTVA offers in-person and online clubs based on students' and families' interests. Clubs meet online and/or at specific locations throughout the state. UTVA teachers facilitate clubs in which students may participate.

Further information about clubs can be obtained by contacting the staff sponsor(s) as well as checking the school announcements for updates and activities.

## **Attendance Policy**

Full time Utah Virtual Academy High School Students must enroll in a minimum of five (5) credits each semester, with a typical course load equaling six (6) credits per semester. Due to state attendance policies, students cannot drop below 5 credits. Students requesting to take more than 6 credits are approved on a case by case basis.

UTVA requires that all students attend school a minimum of **5.5 hours per day**. Requirements are aligned to The Utah Department of Education requirements for all Utah high school students. Student attendance hours will be tracked according to the school's excessive absence and truancy policy. Students must be withdrawn if they miss ten (10) consecutive days of school (consecutive calendar days.) Utah statute requires UTVA to withdraw the student on the 10<sup>th</sup> consecutive day of absence.

## **Illness/Extended Inability to Participate**

If an unexpected situation should arise and there is an extended leave of three days or more needed from courses, students must follow these steps:

1. Determine if Internet access is available (through libraries, family, friends, etc.).
2. Contact counselor and teachers to explain the situation.
3. Report the problem to the Learning Coach.
4. Discuss class alternatives with the instructor and Learning Coach.

## **Final Exams**

Students must take final exams at the end of each block. Excused absences are not allowed for these exams. In order to protect test confidentiality, all exams must be taken on assigned days. Students who cheat and/or plagiarize in any way on a final exam or final project shall not be allowed to resubmit it for credit. Final exam schedules are posted in course calendars at the beginning of the semester; further information is posted in course announcements and emailed to families throughout the semester.

## **Vacation policy**

The Utah Virtual Academy is a public school. Students must attend at least 90% of the possible instructional hours for the school year AND must not miss school for ten (10) consecutive days. If a family needs to plan a vacation, this vacation must not include more than 10% of the possible instructional hours and must not last more than ten (10) consecutive days. Assignments due during a family-scheduled vacation must be completed prior to the vacation, and it is the student's responsibility to contact his or her teachers prior to this absence. There are no exceptions to this policy. Assignments that are completed late due to a family-scheduled vacation during school are subject to the late work policy.

## State Testing

### Testing

High school testing requirements are dependent upon the courses taken during the year. The SAGE Assessment (Student Assessment of Growth and Excellence) is given to high school students in grades 9 and 10 in English Language Arts, Math and Science. Students in the 11<sup>th</sup> grade will take the ACT instead of subject tests.

All high school students are required to attend state testing during UTVA's testing window. UTVA works to provide testing sites that are within 30 miles of a student's residence. If a student is unable to attend testing during assigned times, they are required to work with the school to come to a makeup session (that may or may not be within 30 miles of a student's residence).

## Grades

### Grade Determination

UTVA High School grades are determined by the sum total of points a student earns on all graded assignments and tests.

Points earned by student/Total points possible = Grade

Example: In his or her math class, the student earns 563 points out of a total of 700 possible points. The grade will be 80%. ( $563/700 = 80\%$ )

### Grading Policy

Student assignments will be graded and returned with feedback within 3 business days. Any student who fails a course (F) will not earn credit. If that credit is required for graduation, the student will need to retake the course at a later time.

### Late Work Policy

All assignments will be due on Sunday at midnight. Assignments submitted after 1 week and thereafter will be docked 25%. Assignments submitted after the last day of the block will not be accepted.

**Any exceptions to this policy must be approved in writing by the high school principal.**

## High Scale Grading Scale (for final quarterly grades):

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

## Evidence of Mastery

Grades are determined based on how well a student performs on graded activities within each course. Graded activities include but are not limited to:

- Practice Lessons
- Threaded Discussions
- Web Explorations
- Labs
- Journal Entries
- Class Discussions
- Quizzes
- Tests

Some assignments are teacher graded, and others are computer graded. During the block, students and parents can always view grades in the grade book for each course. It is important to note that these grades are updated every time an assignment is graded, so the course gradebook within the Online High School is always going to be the most current grade for that course.

**Warning: If a deadline has passed and the teacher has not entered a zero for that assignment, the student's grade may be temporarily inflated.** Zeros are typically entered by Monday for work not received by the Sunday night deadline.

## Academic Progress and Probation Policy

UTVA makes every effort to work with all students to ensure their success in their high school courses. However, we recognize that not all students are successful in the online environment for a variety of reasons. UTVA has designed the Academic Progress and Probation Policy to ensure that students are achieving satisfactory academic progress towards graduation in the most appropriate school environment. This program ensures that students are given the support to be as successful as possible. However, if students are not making satisfactory academic progress, we will encourage them to locate an alternate school placement.

During the course of a semester, student progress is monitored by the administration, Guidance Counselors, and Teachers. If a student exhibits signs of academic risk over the course of a semester, we will meet with the Learning Coach and student and devise strategies to assist the student.

## Guidelines for Integrity in Assessments and Assignments

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about the student's progress toward mastery. This information is helpful only if accurate. It can be accurate only if the assessment represents the student's work and only his or her work.

Unless otherwise instructed by the teacher or by a specific assessment, the student is expected to honor the following principles while taking assessments:

### The student:

- will take the assessment independent of any assistance.
- will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- will treat the assessment as “closed book”—meaning that he or she may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless the teacher or the specific assessment otherwise instructs (for example, the student is specifically told to refer to certain pages in a book as part of the assessment).
- will treat the assessment as “single browser”—meaning that during the assessment the student may not log in a second time to the course, or open the course or related materials on another browser on another computer.
- answers will represent his or her work and *only* his or her work, free of any outside assistance. The student will not plagiarize in any way.
- will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

The student will be asked to submit written assignments for teachers to grade. The student's written work should be completely free of plagiarism. Plagiarism is copying another person's work without providing direct

reference to the author, original print material or website. Put simply, always give credit where it is due. The student must ask his or her teacher if he or she has questions regarding citing sources. Remember that UTVA utilizes web tools to check for student plagiarism.

Unless the teacher or the assessment's specific directions state exceptions, the student is expected to follow these principles while taking assessments and completing written assignments. Only by honoring these

## **Report Cards**

UTVA issues formal report cards at the end of every quarter.

## **Appeal of Final Semester Grades and Awarding of Credit**

Students and parents may appeal a student's final grade or the school's decision to award credit for a course up to 30 days after the end of a semester. Appeals *will not* be considered later than 30 days after the end of a semester.

## **Grade Promotion and Awarding of Credit**

Students are promoted based on the number of credits earned. Credit is granted for courses in which the student earns 60% or higher. Credit is not awarded for courses in which a student earns an F. Students may repeat a course in which they have earned an F. If the student passes the course on the second attempt, they will receive that grade but the previous failed course will remain on the transcript.

## **Student Records and Transcripts**

Student records and transcripts are maintained at the UTVA office. Please contact the UTVA office to obtain a copy of student records. A copying fee may be assessed. If families change their address, telephone, or place of employment, they must notify the school immediately by contacting the school Registrar with the new information. Parents are responsible for keeping contact information current within the My Info section of the OLS.

If you need student records/transcripts or have any related questions, please contact UTVA's Registrar.

Phone: 801-262-4922 ext. 204

Fax: 801-262-5086

Email: [mcharboneau@utahvirtual.org](mailto:mcharboneau@utahvirtual.org)

If you need to send transcripts to UTVA, please mail them to:

Utah Virtual Academy

310 E. 4500 S. Suite 620<sub>[DD(1)]</sub>, Murray, UT 84107

Attn: Registrar

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (“eligible students”) certain rights regarding the student’s education records. These rights are

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

To request an inspection and review, the parent or eligible student should submit a written request to the Head of School that identifies the record(s) they wish to inspect. The Head of School makes arrangements for access and notifies the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Head of School, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA allows disclosure without consent.

One exception which permits the School to disclose information without consent, is when the School discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605

- (5) FERPA requires that the School, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School may disclose "directory information" without written consent, unless you, the parent or eligible student, have advised the School in writing that you do not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the School to include the following information from education records in certain school publications or disclose it to certain parties. Examples include

- shipment of computer and school materials to and from student's home,
- entry of student enrollment information into a computer database for use by school officials,
- honor roll or other recognition lists,
- school yearbook.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal laws requires the School to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised the School in writing that they do not want their student's information disclosed without prior written consent.

The School has designated the following information as directory information:

- name
- address
- telephone number
- e-mail address
- photo

- athletic information
- honor roll status
- grade level
- activities and clubs
- awards

If there are certain items the school has chosen to designate as directory information that you do not want disclosed from your child's education records, without your prior written consent, please send an e-mail identifying the information you do not want disclosed, your student's name, and the name of the virtual academy or affiliate school where your student is enrolled to: [directoryinformation@k12.com](mailto:directoryinformation@k12.com). This e-mail must be sent within 30 days of enrolling in UTVA.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Utah Board of Education at 602-542-3111.

## **"I Understand" Statements**

- I understand that I am required to have access to a computer with a working microphone and internet access at all times during my enrollment in the Utah Virtual Academy.
- I understand that I am responsible for personal computer repairs.
- I understand that I am responsible for submitting work on time even if I am experiencing computer difficulties.

## **Student Code of Conduct and Acceptable Use Guidelines**

### **Read the Code**

Prior to the start date for each school year, students must read the Student Code of Conduct and Acceptable Use Guidelines and agree to abide by its terms.

This document describes the policies and guidelines for the use of the UTVA High School and exists to ensure that all UTVA students are aware of and understand their responsibilities when accessing and using UTVA resources. UTVA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to UTVA instructional computing resources. UTVA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by UTVA.

## **UTVA Student Code of Conduct and Acceptable Use Guidelines**

Students enrolled in the Utah Virtual Academy should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, or country laws is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines could result in the:

- Removal of student access to Utah Virtual Academy instructional computing resources, which could result in his/her inability to complete learning activities.
- Suspension or expulsion from the Utah Virtual Academy and loss of paid tuition.
- Involvement with law enforcement agencies and possible legal action.

### **Use of Copyrighted Materials**

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s). Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using Utah Virtual Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

### **Academic Integrity**

All work submitted is assumed to have been completed only by students. 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 is reported to the appropriate administrative authorities and may result in a conference with the parent, loss of credit for high school courses, revoked access to course(s) and suspension or expulsion from Utah Virtual Academy.

### **Plagiarism**

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

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, CliffsNotes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as CliffsNotes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

## Source Citation

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and date of access.

## Consequences

**First offense** – The student and parent will receive an email and/or call from the classroom teacher. The student will not receive credit for the plagiarized assignment unless the following steps are completed:

1. The student will be required to review the plagiarism recorded lesson and complete the plagiarism worksheet (provided by the teacher).
2. When the student has complied, he or she will be allowed to redo and resubmit the assignment for credit.

**Second offense** – The student and parent will receive a call from the High School Principal. The student will not be allowed to rewrite the assignment, and a grade of zero will be posted for the assignment.

**Third offense** – Course failed for that quarter.

Please note that because UTVA considers plagiarism a serious offense, these consequences apply to all instances of plagiarism in a student's high school career here at UTVA, regardless of grade level or subject. These consequences do not "start over" each new semester or school year; all instances are documented for the entirety of a student's tenure at UTVA.

## Monitoring

The Utah Virtual Academy reserves the right to review any material transmitted using Utah Virtual Academy instructional resources or posted to a Utah Virtual Academy instructional resource to determine the appropriateness of such material. Utah Virtual Academy may review this material at any time, with or without notice. E-mails transmitted via Utah Virtual Academy resources are not private and may be monitored.

## Use of Tobacco

The Utah Virtual Academy is committed to providing students, staff, and visitors with an indoor tobacco-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with secondhand smoke, are well established. Further, providing an indoor tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Principal prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students on school premises, in Principal-owned vehicles, within any indoor facility owned or leased or contracted for by the school, and used to provide education or library services to students, and at all school-sponsored events. Smoking clove cigarettes or other substances is also prohibited under the same rules.

## **Drug Free Schools**

In accordance with Federal Law, the Utah Virtual Academy prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related activity. Drugs include alcoholic beverages, anabolic steroids, and dangerous controlled substances or substance that could be considered a "look-a-like" controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by law, the Academy will also notify law enforcement officials. Students and their parents should contact the school administration or counseling office whenever such help is needed.

## **Indemnification Provision**

The Utah Virtual Academy assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. The Utah Virtual Academy assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. Utah Virtual Academy also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Utah Virtual Academy, its affiliates, or its employees. The Utah Virtual Academy assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the K<sup>12</sup> Terms of Use that the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Terms of Use, the Terms of Use shall prevail.

## **Accountability**

- Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.

- Students must use only their own user names and passwords, and must not share these with anyone.
- Students must log into Blackboard with first name and last initial only.
- Students may not interfere with other users' ability to access the Utah Virtual Academy or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students should change their password(s) frequently, at least once per semester or course is encouraged.
- Students must not publicly post their personal contact information (address and phone number) or anyone else's.
- Students must not publicly post any messages that were sent to them privately.
- Students must not download, transmit or post material that is intended for personal gain or profit, non-Utah Virtual Academy commercial activities, non-Utah Virtual Academy product advertising, or political lobbying on a Utah Virtual Academy owned instructional computing resource.
- Students may not use Utah Virtual Academy instructional computing resources to sell or purchase any illegal items or substances.
- It is not allowed to upload or post any software on Utah Virtual Academy instructional computing resources that are not specifically required and approved for student assignments.
- Students may not post any MP3 files, compressed video, or other non-instructional files to any Utah Virtual Academy server, unless approved by the school.

## **Inappropriate Behavior**

Inappropriate behavior includes:

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment, continually posting unwelcome messages to another person, or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.

## **Student Internet Safety**

- Students must not reveal on the Internet personal information about themselves or other persons. For example, a student should not reveal his/her name, home address, telephone number, or display photographs of him/herself or others to persons outside of the Utah Virtual Academy.
- Students cannot agree to meet in person anyone they have met only on the Internet and who is not affiliated with the Utah Virtual Academy. First meetings with Utah Virtual Academy affiliated students should be at school sponsored events.

- Students must not reveal direct reference to any personal web pages (URLs) that are unaffiliated with the Utah Virtual Academy.

## Network Etiquette

Utah Virtual Academy students are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Students are encouraged to abide by these standards:

- Establish Instant message user names and e-mail addresses that are appropriate for the school setting.
- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- 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 them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Do not broadcast online discussions, and never reveal other people's e-mail addresses.

## Optimizing the High School Experience

### Course Materials

Students are provided with materials and tools to use with the high school courses. Parents and students are advised to take care of the materials. Materials are to be returned at the end of the school year (except for consumable materials and optional materials families purchase on their own). One of the tools that students will see and use frequently is a web-based Blackboard Collaborate™ program. If a family needs any help with materials, contact K12 Materials Customer Support through <http://help.k12.com/support/materials> .

### Getting Started With High School at UTVA

Student and parent usernames and passwords are unique and must not be shared with anyone. Each will have separate usernames and passwords, one for the Learning Coach and one for the student.

Attending an orientation session is a key to success with the high school program. Course Teachers offer live orientations during the first week of school. You will be notified of these orientations via email. Should you miss any of the live course orientations, you will be able to access a recorded version located in the ClassConnect section of each course. If you have trouble locating the recording, please contact your Course Teacher. You should attend or view the course orientations before getting started in each course. Students should log in daily to all of their courses and complete the assignments listed on the course's calendar. It is recommended that students study at least one hour, per course, per day. **All work listed for the week is due by Sunday night.** Work submitted after the Sunday night deadline is subject to the late policy.

## **Strong Start**

### **HS Family Academic Support Specialist 2015-2016**

New students to UTVA will be assigned to a Family Academic Support Liaison (FASL) and placed in a grade level team. The Family Academic Support Liaison will send a welcome email, make a welcome call to explain the on-boarding/Strong Start process, answer any questions, and monitor/track completion of Strong Start items. Follow-up calls, emails, and conferences will be held for any student who has not completed their Strong Start items. Any students who are unresponsive to contact within 10 days after the start of school will be submitted for withdrawal per school attendance/enrollment policies.

### **Strong Start On-boarding Checklist**

In order to be considered proficient, students and Learning Coaches must complete the following items:

- Attend one orientation
- Create Learning Coach and Student accounts
- Demonstrate understanding of email by sending or replying to at least one email
- Complete PLA or other readiness course assessments
- Complete the Online Learning Course
- Attendance must be up-to-date in the parent account and progress must be made in all courses

# Instruction

## What to expect from UTVA instruction

- Live classes scheduled in advance on your class connects.
- K12 curriculum
- All high school teachers will record their instruction. All recordings will be posted within 24 hours for students to view.

## Student Expectations

- Be on time
- Come to class prepared and up to date on all required reading
- Engage with teacher and other students
- Be prepared with a working microphone
- Be courteous and respectful to others

## Advanced Learning

Students enrolled at Utah Virtual Academy have the following advanced learning options:

### Honors

Students may be placed in honors courses for English, Math, Science, and History with teacher consent and a minimum 3.0 GPA. Teachers will create a group in their course for the honors students and will add the extra honors assignments to the group. At the end of each block, the teacher will submit the roster of honors students to the high school principal and high school registrar. The registrar will then add the “honors” to the transcript.

### AP

Juniors and seniors with an index score of 100 or higher and have completed specific prerequisites are eligible for AP courses. AP courses must be written into student’s CCR Plan with the student’s counselor before courses can be assigned.

Sophomores may be considered by exception only. Sophomores and their parents will be required to meet with the principal, counselor, and subject teacher for approval.

## Concurrent Enrollment

Utah Virtual Academy has partnered with both Snow College and Salt Lake Community College to bring concurrent enrollment opportunities to students at UTVA. Concurrent Enrollment courses offer the opportunity for high school students to take college-level courses for college and high school credit simultaneously, or concurrently. Concurrent Enrollment (CE) students register for the class at both the high school and the college. While students earn high school credit, they also earn college credit which is recorded on a permanent college transcript. UTVA students can participate in CE classes via their laptops through Snow College or on campus through SLCC.

Snow College's requirements for eligibility are:

- High school juniors and seniors and some sophomores by exception
- Minimum of a "B" grade point average and/or an ACT composite score of 22 or higher.
- Some CE courses may require qualifying placement test scores or course prerequisite

Salt Lake<sup>[DD(2)]</sup> Community College's requirements for eligibility are:

- High school juniors and seniors and some sophomores by exception are eligible
- Minimum GPA of 3.0
- Some CE courses may require qualifying placement test scores such as the SACT, ACT, or Accuplacer test.

The cost is \$5.00 per credit hour, plus any additional books or supplies required for the course.

To enroll, contact your school counselor.

For more information contact your school counselor or visit:

<http://www.snow.edu/ce>

<http://www.slcc.edu/concurrentenrollment/students/CEatSLCC.aspx>

## Career and Technical Education (CTE)

The CTE Program provides students with the instruction, experience, and services to prepare them for life beyond high school. UTVA has two clusters and six pathway options from which our students can choose:

- Health Science Education: Nursing Assistant, Medical Assistant, Pharmacy Technician
- Information Technology Education: Web and Digital Communication, Programming and Software Development, Information Support and Services

UTVA CTE students have access to: online CTE curriculum, career exploration tools and counseling, internships, certification test preparation, Skills USA & other CTSOs, certifications and alumni group to network and mentors.

For more information contact your school counselor or visit: <http://ccr295.wixsite.com/utvahs/career-technical-education>

## Utah College of Applied Technology (UCAT)

UTVA students may participate in their local UCAT school: Bridgerland ATC, Ogden-Weber ATC, Davis ATC, Tooele ATC, Mountainland ATC, Uintah Basin ATC, Southwest ATC, or Dixie ATC.

Students may visit <http://www.ucat.edu/> to find out more information regarding programs that are offered.

To be eligible to enroll, students must meet all requirements set by the ATC, be in good standing with UTVA, and meet with their counselor to update their CCR Plan.

## Student Actions to Ensure Success

1. Follow the daily assignments in the announcements section of each course.
2. On the first day of school, make sure you can access all your courses and send/receive email.
3. Contact your Guidance Counselor to make sure you're all set up and to schedule any necessary meetings.
4. Log into your courses every day and spend 60 minutes in each class reading and completing the daily assigned coursework.
5. Organize yourself each week by determining what you need to complete for each course and setting up a plan to complete the assignments by their deadlines. Use the course tools (announcements, calendar, grade book) to help set up your personal plan.
6. Check your grade book tab in each course to make sure that you have been included. Contact your teacher if your name does not appear.
7. Log into your email daily to read and respond to email from your teachers and other high school staff.
8. Attend live sessions offered by your Course Teachers as often as you can to ask questions, discuss course topics, and reinforce online learning.
9. Communicate regularly with your teachers and Guidance Counselor. Ask questions often!
10. Work with your Learning Coach/parent at home - having a cheerleader or a support system at home helps when the going gets tough!
11. Connect with other students through homeroom, clubs, outings, the online community center, and other activities. Build a support network!

## Time Management

In an online course, time management is critical to success because most activities can be accomplished asynchronously (this means that the students do not have to be online at the same time as the instructor or other students). As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If a student struggles with time management, then he or she should contact his or her Guidance Counselor for assistance.

A proven way to manage time is to create a schedule of daily activities and stick to it. Below is an example of managing and planning a busy schedule (students are not required to follow this but instead encouraged to create a schedule that works for each individual). By incorporating time management techniques, students can be involved in extracurricular activities and still perform well in school.

## Parent Section

### **Parent Actions to Help Ensure Student Success**

1. Attend an orientation session for a general overview of the high school program.
2. Log into the Online High School with your student so that you can learn the systems together.
3. Help your student organize and prepare for this virtual setting. Arrange a designated area where the student has space to work. Also make sure that the computer and scanner/printer/fax machine are all in good working order. Help your student create a personal calendar each week to ensure that he or she has a plan to complete those weekly assignments. Monitor the student's organization plan each week until your student has his or her routine in working order and is experiencing academic success.
4. Log into both the Parent and Student Account Daily to read/check emails.
5. Log into the parent account to log student attendance each day. Don't forget to include time spent off-line that entails academics such as reading a novel, visiting a museum, or watching a history documentary. (These are just a few examples)
6. Stay in regular communication with your student's Counselor.
7. Take advantage of parent trainings, meetings, and informative sessions.

### **Checking Student Progress**

There are tools within the Online High School System environment that allow parent/learning coaches and students to quickly check student's work, determine missing assignments, view midterm and final deadlines and grades, and access cumulative reports. Directions for accessing the report information is provided in the "Online Learning Course" assigned to each student.

### **Family Directory**

Building school community is important at UTVA. One of the tools available to families is the school directory. Families who choose to do so may have their directory information listed. The family directory is a searchable data base that helps connect UTVA families with others in their area. Please contact your guidance counselor for more information.

## **Complaint Response Procedure**

Utah Virtual Academy is dedicated to establishing student and family satisfaction. The following procedure is in place to ensure that designated employees address student and family grievances in a timely manner. UTVA prohibits discrimination against students and families on the basis of disability, race, creed, color, gender, national origin, or religion.

The student and parent(s), custodian(s) or legal guardian(s), must address in writing any concern or grievance to the principal. The principal shall respond within ten (10) working days.

If the concern or grievance is not resolved by the principal, the parent(s), custodian(s) or legal guardian(s) may, within ten (10) working days of the principal's response, request in writing a meeting (via phone or in person) with the principal and Academic Director to discuss the concern or grievance. He/she shall investigate and respond within ten (10) working days.

If the family's concern is not resolved at the meeting with the principal and Academic Director, the family may file a complaint with the UTVA governing body. The UTVA governing body may address the complaint directly, or the family may file a complaint with the State Board for Charter Schools.

## **Special Programs**

### **Special Education**

Special education services are available to students identified with a disability by a multi-disciplinary team. A multi-disciplinary team consists of teachers, the parent/guardian and oftentimes a school psychologist, therapist and the student. UTVA follows the requirements of IDEA 2004 and the laws of Utah. Documentation of the disability must be provided; such as medical records, prior educational records and/or a psychological evaluation. For new referrals UTVA uses Response to Intervention (RTI) school-wide as a first level support; to assist in the identification of educational needs; and to document the student is unable to learn with scientifically based interventions.

Students in need of adapted learning support services are those whose complex learning needs impact their academic achievement and their ability to make sufficient progress in the general education setting. Services offered may include: adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing. The student's home is the regular classroom. Services are

provided by consultation with a highly qualified special education teacher via phone, e-mail and the ClassConnect online classroom.

What to expect:

- Every Special Education student will be assigned a special education teacher in addition to his or her regular Course Teachers. The Learning Coach/parent or guardian and student are expected to meet regularly with the Special Education Teacher in the ClassConnect online classroom and by conference call.
- The Special Education Teacher provides the Learning Coach/parent or guardian assistance to modify and adapt the learning environment as well as curriculum paths for success.
- The Special Education Teacher provides direct instruction to the student in the ClassConnect online classroom on a regular basis.
- The Special Education Teacher, the regular education teacher, and the Learning Coach/parent or guardian will meet together for a 3-way conference by phone or ClassConnect online session a minimum of once a semester.
- The Special Education Teacher is available as a resource for instructional strategies, adaptations and modifications to the curriculum.
- The Special Education Teacher will provide a progress report at the end of each semester, noting the progress on the student's IEP goals.
- Special Education students are required to meet the same attendance policies as their peers. The home environment, one-on-one instruction, and flexible schedule create a learning environment which meets the student's specific needs.

## **UTVA Response to Intervention (RtI)**

UTVA uses Response to Intervention (RtI) school-wide as a first level support, to assist in the identification of educational needs, and to provide scientifically based interventions for struggling students.

Students in need of extra assistance are identified by placement tests, prior state test results, parent input and progress in the curriculum. Students may be identified at any time during the school year. Highly-qualified teams provide instructional and behavioral strategies. Interventions may include teaching and behavior modification strategies, and attendance in ClassConnect office hours.

If you believe your student has a learning problem, the first step is to request an RtI consultation with your student's assigned Guidance Counselor. If you have further questions contact UTVA's Child Find Specialist at 801-262-4922.

## Related Services

Related services may include occupational therapy, speech and language therapy and/or physical therapy when it is necessary for the student to make adequate progress in the general curriculum.

Related services, placement and goals are determined by the IEP team. Options for related services should be discussed with the special education staff before the family decides to enroll with UTVA. Related services are provided by independent contractors across the state of Utah. It is important to note that students are expected to keep appointments since missed appointments may result in the contractor refusing to provide services.

## Title I: UTVA School/Parent Compact

### Parent-School Learning Compact

Utah Virtual Academy distributes to all parents in a Schoolwide Title I school, a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

#### SCHOOL RESPONSIBILITIES

UTVA engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- Posting school report card
- PTO meetings
  - Provide opportunities and guidance for parents to assist in their student's coursework in meaningful ways and to observe teacher led classroom activities.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- Parent School Compact
- Involvement Policy
- Strong Start Website and Learning Coach Trainings
- Monthly School Parent Newsletter

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. –

- Educate staff to provide parents with information about the total school program.
- Educate staff to provide avenues for positive and meaningful parent involvement.
- Communicate regularly with students and their families through conferences, notes, phone calls, etc.

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent teacher organization meetings, to encourage and support parents in more fully participating in the education of their children.

- Monthly Newsletters
- Annually hold parent teacher conferences
- Schedule engagement opportunities and in person outings throughout the year and at a variety of locations

The school provides support for parental involvement activities requested by Title I parents.

- Provides a variety of opportunities for parents to volunteer at the school.
- Provides parents opportunities to observe classroom activities, in the virtual setting.

UTVA provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Please call 1-801-262-4922, ex.t 206 to request an interpreter or for accommodation needs.

## **PARENT/GUARDIAN/LEARNING COACH RESPONSIBILITIES**

*I want my child to achieve therefore I will:*

- Make certain my child has a regular school schedule and support in following that schedule.
- See that my child is well-rested and ready for school each day.
- Set aside a specific time and place for schoolwork, assisting as necessary.
- Communicate regularly with my child's teachers and mentors, including responding to phone and email messages, to ensure his/her academic success.
- Support the school and staff in maintaining attendance records.
- Read with my child and let him /her see me read regularly.

- Encourage positive attitudes toward school.
- Volunteer in my child's school as appropriate.
- Review information and teacher feedback that is sent, and respond as necessary.

## **STUDENT RESPONSIBILITIES**

*It is important that I learn, therefore I will:*

- Attend school regularly and on time.
- Complete assignments and participate in live classes when required.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my own actions.
- Reach out for help from my teachers and mentor when I need it.

## Glossary

**Asynchronous:** Instruction that does not require students and teachers to be in a common place at the same time. Discussion boards are an example of an asynchronous type of instruction.

**Blackboard Collaborate™:** The online synchronous meeting platform where live class instruction and reviews take place for each course.

**D2L:** Desire to Learn! The platform used for UTVA courses and instruction.

**Guidance Counselor:** The students' contact for school-wide issues. The Guidance Counselor oversees attendance and provides support to students and families.

**K12♥:** UTVA'S primary curriculum provider.

**Learning Coach:** A responsible adult who assists students and monitors their progress.

**Office hours:** A regular time set by teachers each week during which they are available to answer questions or assist students.

**OHS:** Online High School. The platform used for UTVA courses and instruction.

**Synchronous:** Instruction that requires students and teachers to be in a common location at the same time. Blackboard Collaborate™ sessions are examples of synchronous interaction.

**UTVA:** Acronym for Utah Virtual Academy.