



WOSU Handbook

**For Students and Parents in
Washington Online School Utah**

Updated 2010

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Washington Online School Utah Handbook

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

Washington Online Contacts

Washington County School District

121 West Tabernacle
St George, UT 84770
435-673-3553 ext 375 (Voice mail only)

WOSU Director

Laura Belnap
lbelnap@washonline.org

WOSU Assistant

Brooke Brown
bbrown@washonline.org

School Schedule

Washington Online does not establish your school year calendar.

Enrollment in Washington Online

Students may be enrolled in only one public school. 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://www.washonline.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 WOSU office:

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

ADDRESS: Washington Online School Utah
121 West Tabernacle
St George, UT 84770

FAX: 435-688-7969

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 version that you can attend/watch at your convenience. At the end of this session, you will need to submit an online form letting WOSU know that you are ready to order your courses.

Course Placement/Selection

After you have completed the above steps, you will receive a placement call from a WOSU 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 in as many courses as they would like up to a total of 5 courses. Kindergarten students may enroll in 1, 2, or 3 courses.

Standard Courses

- Language Arts
- Math
- History
- Science

Elective Courses

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

Immunization Policy

School Entry Requirements:

- 5 DTP/DTaP/DT
- 4 Polio
- 2 Measles
- 1 Mumps
- 1 Rubella
- 3 Hepatitis B
- 1 TD booster
- 1 Varicella (chickenpox)
- 2 Hepatitis A (only for students born after July 1, 1996)

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 WOSU students will be able to re-register at the end of each school year. Your WOSU support teacher will help you with this process during a phone or Internet conference.

Attendance and Truancy Policy

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

Washington Online requires 180 days attendance between August 1st and the last day of the Washington County School District's school year. 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.

If your student is not going to be able to work on curriculum or mark attendance for an extended time period, please notify your teacher so that your student will not be considered truant.

Utah State Testing Requirements

As a public school in the state of Utah, we are required to participate in the following assessments (and any new tests that may be required):

- Online Direct Writing Assessment for 5th and 8th grades in February
- Iowa Reading for 3rd grade in mid April through May
- Criterion Reference Testing for 3rd-8th grade from mid April to mid May

These tests will be proctored by WOSU teachers. Washington Online School Utah 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 anytime 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:

<u>Benchmark Notation</u>	<u>Percentage of Course Completed</u>
C (Complete)	80-100%
I (Incomplete)	0-79%

Special Education

Washington 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 Washington 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

Washington Online uses curriculum from K12 Inc., Powerspeak, and Signing Time.

The appropriate level, pace, and hours spent on each objective varies by child. Adult supervision is required while the student is using the K12 curriculum.

Materials

Washington 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.

Responsibilities of the Learning Coach

When you register your child in the Washington 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 PACT:

- Progress: Continual progress marked in courses
- Attendance: 180 days marked during the WCSD school year
- Communication: Weekly communication with teacher and parent
- Testing: State required tests and any additional district tests

Communication with Teacher

Certified Utah teachers are an essential part of Washington Online. Each family enrolled in Washington Online will be assigned one of these teachers. Your assigned teacher is your primary communication channel between you and Washington Online School Utah. 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 Washington Online. Washington 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.ourwash.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 Washington Online teacher weekly.
- Check our school website for more information.

Parent/Teacher/Student Conferences

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 Washington 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.

Academic Policies

Academic achievement through content mastery is the cornerstone of Washington Online. Washington 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 Washington Online must show continual progress in each curriculum course throughout the school year. While students are encouraged to complete each course to 100%, a minimum of 80% 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 Washington 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.

Outings and Activities

Activities and academic workshops will be held throughout the year. Families will have the opportunity to participate in Washington Online activities. Activity information will be shared in newsletters and through e-mail and on the school calendar (see the website at <http://events.ourwash.org>.) 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 WOSU appropriately and with care.
- Use appropriate language in written and oral communication with WOSU 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.

Washington 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.