Spokane Virtual Learning

Where personalized learning is the norm

Student & Parent Handbook

Spokane Virtual Learning

5 Tips
for Successful Online Students

1

Set a schedule.
Set a realistic daily schedule to work on your online coursework. Online students should set aside at least five hours per week per course.

2

Embrace technology.
Online students need access to an internet connection and a working computer. A successful online student also checks their student email every day.

3

Have good organizational skills.
Successful online students also need to carefully read instructions and follow written directions.

4

Communicate Frequently.
Be comfortable communicating with your online teacher and support staff by email and phone. Maintain good communications, even when you're not experiencing problems.

5

Ask for help!
Don't wait if you have a question, a technical issue or need help - reach out!

Welcome to Spokane Virtual (SV)

We are a community of online learners! SV is the largest public online provider in Washington State, with the highest pass and completion rates of all state approved online programs. We serve students in grades K-12 in a variety of models: many students take an additional course online to expand their schedule, while some students take the majority of their coursework online to fulfill their individual educational needs. Our goal is to help students be successful in our online courses!

Our Commitment to Students and Parents/Guardians

- Rigorous courses aligned to the scope and sequence of courses taught in the brick-and-mortar building.
- Instructor led courses taught by Washington State endorsed teachers.
- A dynamic support structure which involves students, teachers, support staff, and parents/guardians.

Alternative Learning Experience (ALE) Rules

Washington State sets forth laws and regulations governing ALE. These ALE rules determine how students must perform in online courses.

- Students are required to maintain **weekly contact** and **monthly progress** to remain in good standing.
- If a student is not making weekly contact the BECCA Bill, RCW28A.225.020 applies.
- If a student is not making monthly progress an intervention plan may be put in place and/or the class will be dropped. RCW28A.232.010

SV Student Expectations

Participating in SV is a privilege. SV is an ideal environment for a motivated learner who seeks the independence of completing coursework online.

- Students must contact their instructor(s) each week.
- Students must maintain regular progress in their courses by completing assignments every week.

Weekly Progress Reports

Students and parent/guardians will receive a weekly progress report electronically weekly, based on benchmarks specific to the course.

- If a student is behind in their course, increasing the amount of time/effort put into coursework and communicating with their teacher is recommended.

Parents/guardians: has your email address changed? If so, please contact your student's home school to update your email address in PowerSchool.

Monthly Progress Reporting

Students and parent/guardians will receive a monthly progress report stating Satisfactory or Non-Satisfactory status.

- Students who receive a Non-Satisfactory evaluation for the month may receive a Success Plan (Intervention) that must be acknowledged to remain enrolled in the SVL course.

Grading

Spokane Virtual follows the grading procedures and periods of Spokane Public Schools. For more information go to Spokane Public Schools website.

Academic Honesty

Cheating as defined by Spokane Public Schools Policy 3200 is, but is not limited to, knowingly submitting the work of others represented as his/her own (i.e., copying from others, using information or technology not authorized by the teacher, asking someone for improper help on an assignment/exam, and/or gaining or providing unauthorized access to exam materials). Cheating also includes the aiding and abetting of cheating by others.

Plagiarism as defined by Spokane Public Schools Policy 3200 is, but is not limited to, the unauthorized use of the language and thoughts of another author and the representation of them as one's own. It is the students' responsibility to clearly document the source of information used in work submitted as their own (as defined by the MLA Handbook).

District Verification of Student Work per Spokane Public Schools Procedure 2255 states that the district will use reliable methods to verify a student is doing his or her own work. These include, but are not limited to proctored examinations, proctored projects, in-person presentations, and real-time or virtual presentations.

State Assessments & AP Testing

Spokane Public Schools students are required to take state assessments. SV part time students will take these tests at their neighborhood school during their school's designated testing window. SV full time students will test with SV, not at their neighborhood school.

SV students enrolled in AP courses will take AP tests at their neighborhood high school. Students will register and pay for AP tests at that school's business office in the fall, with testing taking place in May. SV AP teachers will provide testing codes and directions.

SV Student Support

SV has a dynamic support structure that involves students, teachers, support staff, and parents/guardians.

Student Support Specialists

SV has a team of Student Support Specialists available to assist students when they need additional support throughout the semester. Student Support Specialists help monitor student progress, assist with intervention, and ensure each student is placed in the best learning environment to help them thrive.

Teacher Support

SV teachers are a student's first point of contact. All SV teachers have contact information listed in their course under Teacher Info, which includes Office Hours where students can connect with their teachers.

Technical Support

Students can submit a Helpdesk ticket through a link in the Blackboard Resources module on the Institution page of Blackboard or by emailing blackboardhelp@spokaneschools.org.

SVL Pacing Guides and Checklists

Within each SV course, you will find a Pacing Guide. We recommend that you print out your guide and use it as a reference for completing work weekly.

Parent/Guardian Support

Parent/guardian support is crucial for success with online classes. Parents have access to an observer account in Blackboard to monitor their student's progress in their SV course.

Students - Let's Get Started!
SPS Student Email through Office 365

Your SPS student email is the only student email address SVL teachers and staff use for ALL communications. Students need to check this email regularly!

Login Access for Office 365: https://login.microsoftonline.com/

Blackboard Login Information:
How to get to Blackboard:
- http://bb.spokaneschools.org
- Clever

File Saving Tips
Have one place for all SVL assignments/files
- Use the cloud. Students have access to cloud storage with their Office 365 account. This allows students to work on assignments at home and at school seamlessly.

Create folders for organization
- Consider creating one folder per course.

Be specific with file naming
- Each assignment in the course has a specific file name; students should consider adding their name to the file name when saving.

Save along the way
- Students should get in the habit of using "Save As" as they work on their assignment, not just at completion.

Non-Discrimination/Harassment Guidelines

Non-Discrimination

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. officers Title IX/Staff Civil Rights Officer, Kevin O'Neill, (509) 354-5961 * Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Dr. Adam Swinyard, (509) 354-7393 *504 Compliance Officer, Gwen Harris, (509) 354-7393 * ADA Officer, Dr. Linda McDermott (509) 3547265 * Affirmative Action Officer, Kevin O'Neill, (509) 354-5961 * Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 * 200 N. Bernard Street, Spokane, WA 99201-0206.

Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Dr. Adam Swinyard 354-5901. Procedure 3207 provides the reporting and investigation process. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org and selecting – Parents & Students– Quick Access Center- Bullying & Harassment

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or school-sponsored off-campus events, such as a school-sponsored field trip. Sexual harassment is a form of sex discrimination. You can find a copy of the district's policy and procedure 5011 on the district's web site www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member or contact Ramon Alvarez, Equal Opportunity Officer, at (509) 354-7344, RamonAl@spokaneschools.org or Dr. Linda McDermott, Title IX/Staff Civil Rights Officer, at (509) 354-7265, LindaM@spokaneschools.org. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. There are three (3) steps: Step 1: Complaint to School District Superintendent, Step 2: Appeal to the School Board, and Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at www.k12.wa.us/Equity/Complaints.aspx and brochures are located at district schools and online at www.spokaneschools.org.

What Is Spokane Virtual Learning?

The Spokane Virtual Learning (SVL) program is a web-based educational project of Spokane Public Schools that provides instructor-led asynchronous online courses to students. All instructors have valid state certification in their subject areas. SVL presents students with an interactive learning experience, not a textbook online.

Elementary Course Offerings

English Language Arts
Mathematics
Social Studies
Science
Fitness & Art
Literacy and Math Strategies **

Middle & High School Course Offerings

ENGLISH

English 7 / English 7 Honors
English 8 / English 8 Honors
English 9 / English 9 Honors
English 10 / English 10 Honors
English 11
Bridge to College English 12
Mythology
African American Literature
AP English 11 - Language & Composition
AP English 12 - Literature & Composition

MATHEMATICS

MS Math 1
MS Math 2
Accelerated Middle School Math
Algebra 1
Geometry
Algebra 2
Bridge to College Math
Precalculus
AP Statistics
AP Calculus AB/BC

SCIENCE

Science 7
Science 8
Biology
Chemistry
Physics
Anatomy & Physiology

SOCIAL STUDIES

7th Grade World History (1 Semester)
7th Grade Washington State History (1 Semester)
8th Grade American Studies
World History
AP World History
AP European History
AP Human Geography
US History
AP US History
Current World Affairs (1 Semester)
Civics (1 Semester)
AP US Government & Politics (1 Semester)
AP Comparative Government (1 Semester)

VISUAL AND PERFORMING ARTS

Visual Art MS
Drawing, Sculpting, & Painting
Digital Photography / AP Studio Art (CTE or FA)
Music Theory
AP Music Theory

WORLD LANGUAGE

Chinese Years 1, 2
French Years 1, 2, 3, 4
Japanese Years 1, 2, 3, 4
Spanish Years 1, 2, 3, 4
Latin Years 1, 2, 3

FITNESS AND HEALTH

Fitness, MS
Health
Intro to Fitness
Intro to Fitness - Student Athlete (HS only)
Lifetime Fitness
Lifetime Fitness - Student Athlete (HS only)

ELECTIVE

For more information visit, www.spokaneschools.org/ids
Individually Designed Studies via Coursera.org
College, Career & Life Readiness (MS, 1 semester)
World Language Exploratory (MS, 1 semester)

CAREER AND TECHNICAL

App Creators (MS, 1 semester)
Design & Modeling (MS, 1 semester)
Cyber-Security
Computer Science Essentials
Certified Computer Applications Specialist
Web Design*
AP Computer Programing/Science
Digital Photography / AP Studio Art (CTE or FA)
Intro to Health Science Careers (1 Semester, Health or CTE)

AP COURSES

AP Calculus AB/BC
AP Comparative Government (1 Semester)
AP Computer Programming/Science
AP English 11 - Language & Composition
AP English 12 - Literature & Composition
AP European History
AP Human Geography
AP Music Theory
AP Statistics
AP Studio Art 2D
AP US History
AP US Government & Politics (1 Semester)
AP World History

iCAN (INDIVIDUAL CREDIT ADVANCEMENT NOW)

Credit retrieval courses are available. Register through your school counselor.

SUMMER SCHOOL COURSES

Visit our website for course information

509.354.7545 • Register today at www.spokanevirtual.com