SPOKANE VIRTUAL LEARNING
Where personalized learning is the norm

Student & Parent Handbook
2020
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!
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Welcome to Spokane Virtual Learning (SVL)

We are a community of online learners! SVL 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 Mission

What is Spokane Virtual Learning (SVL)?

SVL is a web-based educational program of Spokane Public Schools that provides instructor-led 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. All SVL curriculum mirrors the scope and sequence of content taught in the classrooms at Spokane Public Schools (SPS).

“WHERE PERSONALIZED LEARNING IS THE NORM”

Our Commitment to our Students and Parents/Guardians

- Rigorous courses aligned to the same scope and sequence as courses taught in the brick and mortar building
- Washington state endorsed online teachers
- A dynamic support structure which involves students, teachers, support staff, and parents/guardians.
Washington State Alternative Learning Experience (ALE) Rules

The SVL program aligns with Washington State Alternative Learning Experience (ALE) rules. These ALE rules govern how students must perform in online courses. Students are required to maintain **weekly contact** and **progress** to remain in good standing. If a student has 20 days of no contact and progress, intervention and/or a drop from the student’s online course is required.

SVL Student Expectations

Participating in SVL is a privilege. SVL is an ideal environment for a motivated learner who seeks the independence of completing coursework that runs “parallel” with Spokane Public Schools curriculum.

Trial Period – 21 calendar days

The SVL program is not an appropriate match for all students. Therefore, a 21-calendar day trial period (three weeks) is established each semester to assess a student’s ability and desire to complete SVL coursework.

Students who meet our participation standards (contact and progress) during the 21-day trial period will be invited to continue with SVL. Students who continue in SVL after the 21-day trial period will be fully vested in their courses of study.

During the trial period, students who do not meet the contact and progress standards may withdraw from SVL without penalty. However, a student who withdraws or is dropped from an SVL course after the 21-day trial period and does not enroll in the same course in his or her home school will receive a semester grade of “F.” Please note:

*Students who withdraw from SVL courses cannot be guaranteed there will be room for placement in courses in their home schools.*
**Weekly Contact**

Students must have weekly personal contact with their instructors. Direct personal contact shall be for the purposes of instruction, review of assignments, testing, reporting of student progress, or other learning activities.

**Students are required to maintain contact a minimum of once a week.**
- An assignment/test/activity posted to Blackboard that a teacher grades
- Email exchange with teacher
- Phone call with teacher
- Face-to-Face with teacher
- Electronic exchange with teacher: Discussion Board, Blog

**Regular Progress**

One of the advantages of SVL is that it allows for a flexible learning environment. Students may work on their assignments when and where they would like. At the same time, though, ALE rules require students to make regular academic progress in their online courses.

**Student progress will be evaluated against progress benchmarks which are clearly defined in the course for each month.**
- At a minimum, students must turn in at least one assignment per week to maintain a status of “Satisfactory monthly progress,” but will need to complete all work the instructor is asking for each week in order to complete the course on time.
- Students who do not meet progress and course pacing benchmarks may, at the discretion of SVL administration, be removed from the course within the 21-day trial period or placed on a more restrictive student “intervention plan” (also called a “Success Plan”) for their learning after the trial period.
- Any student not making progress at any point in the course for more than 21 days may be removed from the course at the discretion of SVL administration.
Academics

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

- Progress Reports are sent from this address: do-not-reply@learn-prod-5967923485301-427490210.us-east-1.elb.amazonaws.com. Add this to your safe sender list.
- 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
Each student’s progress is also evaluated each month to determine Satisfactory vs. Non-Satisfactory status for the month as a whole, based on benchmarks specific to the course. Students, parent/guardians and counselors will receive this monthly progress report at the end of every month.

- Students that receive a Non-Satisfactory evaluation for the month will also receive a Success Plan that must be acknowledged in order to remain enrolled in the SVL course.

Success Plans & Student Success Meetings
Success Plans are designed to help students get back on track with contact and progress requirements in their online course. These intervention plans are required per ALE rules to allow students to continue in an online course after a Non-Satisfactory monthly review.

Students that receive a Success Plan will be asked to attend a mandatory Student Success Meeting with a parent/guardian to learn strategies for success in an online course. These meetings are held the
week after Success Plans are implemented. Students that fail to attend the Success Meeting may be dropped from their SVL course.

Students that receive a **second, consecutive** Success Plan will be asked to attend a daily face-to-face lab (iCAN lab, Homework Center or SVL Student Support Lab) and submit verification of attendance to their SVL teacher until student progress is reviewed as satisfactory.

*Check the calendar on page 20 for the Monthly Progress Reporting schedule and Student Success Meeting dates.*

**Grading**

Grading is scheduled at the end of each semester, with final grades recorded on student’s home school report card. SVL abides by the Spokane Public Schools Official Secondary Grading Scale below:

<table>
<thead>
<tr>
<th>Percentage ****</th>
<th>Letter Grade</th>
<th>Grade Point*</th>
<th>Honors Class Rank Weighting **</th>
<th>AP/IB Class Rank Weighting **</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.7</td>
<td>4.2</td>
<td>4.7</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
<td>3.8</td>
<td>4.3</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.7</td>
<td>3.2</td>
<td>3.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
<td>2.8</td>
<td>3.3</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.7</td>
<td>2.2</td>
<td>2.7</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.3</td>
<td>1.8</td>
<td>2.3</td>
</tr>
<tr>
<td>60-66</td>
<td>D</td>
<td>1.0</td>
<td>1.5</td>
<td>2.0</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Based on WAC 392-415-050

**WAC 392-415-050 does not assign percentages or class rank weighting; these columns are SPS-determined.
Percentages will be rounded to the nearest whole number. For example, 81.4% rounds to 81%, 81.5% rounds to 82%.
Withdrawn (W), ungraded (U), satisfactory (Waiver) (S), passing (P), and nonpass (N) marks may also be used. These marks have no grade point value, will be clearly identified, and are excluded from the calculation of grade point average.
Academic Honesty

Our vision for learning at Spokane Virtual Learning is that we demand the highest standard of achievement and excellence from our students. Optimal learning and rigor are the result of students developing and communicating their own thinking and findings in a disciplined community. The SVL community supports development of well-rounded students who personify trustworthiness, respect, responsibility, and good character.

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 presentations using video conference technology.

State Assessments & AP Testing

Spokane Public Schools students are required to take state assessments. SVL students will take these tests at their home school during their school’s designated testing window. More information on assessments can be found at the Office of the Superintendent of Public Instruction (OSPI) website: www.k12.wa.us.
SVL students enrolled in AP courses will take AP tests at their home High School. Students will register and pay for AP tests in their school’s Business office in March, with testing taking place in May.

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

Student Support
For the 2020-2021 school year, our Student Support labs will be held virtually during the school week to provide SVL students extra support with their online courses. Our weekly schedule will be posted on the SVL website and communicated to students and parents, along with the link to attend the virtual lab.

Microsoft Office 365 – Student Advantage Program
The full suite of Microsoft Office products is available to SPS students through the Microsoft Student Advantage Program. There is no cost to download and run the full versions of Office provided in the Student Advantage program. The link is found under the Office 365 login in Blackboard.

- Office on Mobile devices? This link will show you what is available for your device:

Technical Support
Our online Help Desk is always available to students. Students can submit a Helpdesk ticket through a link in the Blackboard Resources module on the Institution page of Blackboard (once logged in).
SVL Pacing Guide

Within each SVL course, you will find a Pacing Guide. We recommend that you print out this guide and use it as a reference and checklist for completing work weekly. Creating a consistent routine of completing each week’s assignments will keep you on pace for the semester and make completing your course much more manageable. Below you will find an example of a Pacing Guide for a SVL course:

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Point Value</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Getting Started</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Create a Health Triangle</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>What Influences my Health</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SMART Goals Assignment</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Personal Action Plan</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Making Decisions: PowerPoint Practice</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Goal Setting and Decision Making Assessment</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Unit 2: Nutrition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutrition Questionnaire</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutritional Product, Supplement, and Diet Plan Exploration and Assessment</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Body image and Eating Disorders</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutrition Plan, Nutritional Needs, and Eating Disorders Assessment</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Unit 3: Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teen Drinking Video Questionnaire</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td>Alcohol Assessment</td>
<td>22</td>
<td></td>
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<tr>
<td></td>
<td>Tobacco Assessment</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Unit 4: Non-Communicable Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intro to Drugs Questionnaire</td>
<td>25</td>
<td></td>
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<tr>
<td></td>
<td>Drug Unit Assessment</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Understanding Cancer PowerPoint Assignment</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Diabetes Google Search Informational Flyer Assignment</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Unit 5: Communicable Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIV Research Assignment</td>
<td>25</td>
<td></td>
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<tr>
<td></td>
<td>Understanding Hepatitis Google Search Assignment</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Unit 6: Stress, Depression, Suicide Prevention, Communication, Abuse, and</td>
<td></td>
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<tr>
<td></td>
<td>Risky Situations</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Stress, Depression, Suicide Prevention Assessment</td>
<td>74</td>
<td></td>
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<tr>
<td></td>
<td>Effective Communication Assignment</td>
<td>31</td>
<td></td>
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<tr>
<td></td>
<td>The Dangers of Texting and Driving Assignment</td>
<td>15</td>
<td></td>
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<tr>
<td>15</td>
<td>Environmental Emergencies Flyer or Brochure Assignment</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>First Aid and Environmental Risks Assessment</td>
<td>27</td>
<td></td>
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<tr>
<td>17</td>
<td>CPR Assessment</td>
<td>18</td>
<td></td>
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<tr>
<td>18</td>
<td>Unit 7: Safety, First Aid, CPR</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Teens and Sexual Activity Statistics</td>
<td>25</td>
<td></td>
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<tr>
<td></td>
<td>Reproductive System Vocab</td>
<td>15</td>
<td></td>
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<tr>
<td></td>
<td>GLBTQ Awareness Education Questionnaire</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Unit 8: Human Growth and Development</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>STD Slide Show Question</td>
<td>25</td>
<td></td>
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<tr>
<td></td>
<td>STD Review</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIV / AIDS Assignment</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Importance of Abstinence</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Growth and Development Assessment</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Unit 9: Makeup Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Makeup Week</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
**Student Support Specialists**

SVL 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.

Student Support Specialists are assigned to students by home school location. Find the contact information for your Student Support Specialist on page 21.

**Parent/Guardian Support**

Parents have access to an observer account in Blackboard to monitor their student’s progress in their SVL course.

To login, access Blackboard at bb.spokaneschools.org and login with:

- Username: parent email address (parent email on file in PowerSchool)
- Password: password sent by email to the parent email on file within first few weeks of the semester*

*If you need assistance or do not receive an email with password information, please email Blackboard Help at BlackboardHelp@spokaneschools.org.

Follow your student by clicking into their enrolled courses. If you have multiple students attached to your observer account, you will need to switch between the individual users using the “parent dashboard”.

*Should your email address change, your blackboard observer account username will NOT change.* However, please make sure your student’s home school and the SVL office have your correct email on file as progress reporting and teacher communications are sent through email.

**Teacher Support**

SVL teachers are a student’s first point of contact. All SVL teachers have contact information listed in their course (look for “Teacher Info”) and are willing to take calls/emails during and outside the
school day, including on weekends. If students or parents need to leave a message, teachers will return contacts within 24 hours.

Remind
Some SVL teachers use Remind as an additional method for contacting students. Remind is a free text messaging app that helps teachers, students, and parents communicate quickly and efficiently. Remind’s guidelines, practices, and features have been designed to protect the safety and security of users and their personal information. SVL teachers opting to use this tool will give students instructions for joining their Remind group through their course announcements at the beginning of the semester.

General Information

Lack of Computer Access/Programs
Access to technology in order to be successful is a student’s responsibility. However, we understand that access and technical issues arise. If this happens to you, please communicate with your teacher and consider any of the following to stay on task in your course:

- Computer at your home school – attend your school’s Homework Center or drop by an afterschool iCAN lab
- Computer at the public library – attend one of our weekly Student Support Labs
- Computer at a friend or relative’s house

Fees
SVL Fitness courses (Intro to Fitness & Lifetime Fitness) have fees associated in the form of a lost equipment fee. If a student loses their borrowed SVL fitness equipment, a fee will be placed on the student’s account, to be paid in the school’s Business Office.

Dropping a SVL Course
Students have a **21-day trial period** from their first day of enrollment to drop their course without penalty. After 21 days, students may
receive a grade on their transcripts. To begin the drop process, students should

- Contact their counselor at their home school and request to drop their SVL course or
- Contact the SVL office and/or their assigned Student Support Specialist to discuss a course drop.

Course Specific Information

**English Language Arts**

**SpringBoard Digital**

Our English courses use the digital version of SpringBoard. Students are able to interact with the text, respond to prompts, take assessments, and engage with a suite of tools. Teachers will provide students with login instructions in their initial course announcements.

**Fitness**

**Student Athlete Fitness Courses**

Student athlete fitness courses are for **High School students only**. Student athletes can meet the activity requirement of their fitness courses through participation in school or community directed athletic programs, while completing the academic portion of the course online. Students participating in community directed sports must meet all three of the following criteria:

- Be supervised by a coach at least three times per week
- Participate in competition outside of training
- Accrue at least 60 hours of activity within the semester

**Activity Fitness Courses**

SVL also offers all fitness courses in an activity version. Students complete academic coursework and monitor their activity throughout the semester using an activity tracker. Students are able to use their own device as long as the activity tracker is compatible with the HealthSpective dashboard. SVL students can also use the Movband 2, which is issued to students for free (a hold fee is applied to the
student account that will be removed upon return). More specific information will be provided by SVL fitness teachers.

Math

Math Courses & Weighted Grading
SVL High School Math courses (Algebra – Pre-Calculus) use a weighted grading scale, with priority given to tests. Students should check with their SVL teacher for the specific weighting structure for their course. An example of weighting a student may see is listed below:

- 70% - Tests based on Standards (Learning Targets)
- 10% - Quizzes based on Standards (Learning Targets)
- 20% - Practice (MathXL for Schools assignments, practice for standards)

MathXL for Schools
Our Math courses use MathXL for Schools. MathXL for Schools provides personalized instruction and practice and provides students immediate feedback. Students will receive a unique MathXL login from their SVL teacher once they have completed the welcome unit within their online course. Students will prepare for their practice in MathXL by first watching videos provided in the SVL online course. We recommend that students take notes on the videos and keep those in a math notebook for reference during their practice.

Proctored Unit Tests in AP Math Courses
To ensure the integrity of the grades earned on Unit Tests in SVL AP Math Courses, tests are limited to two attempts, have a two-hour time limit, and must be proctored by a school employee. Students can find a proctor at their home school, within an iCAN lab or reach out to SVL Student Support for proctor assistance.

Social Studies

Mandatory Assignments in Social Studies Courses
SVL Social Studies courses have assignments that students are required to complete in order to pass the course. In most cases, these assignments come in two formats: CBA (classroom-based assessment) and DBQ (document-based question). Typically, a course will have one
or two of these assignments per semester but students should check their course pacing guide to confirm.

**World Language**

**Pacing and Due Dates**

Successfully learning another language requires consistent practice and working sequentially through the content. For these reasons, our SVL World Language teachers will close each unit two weeks after the last assignment in the unit is due. SVL teachers will remind students about unit closures through their weekly announcements. Units will open again during school breaks (Winter Break & Spring Break) however, students are encouraged to stay on pace with the weekly work.

**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/](https://login.microsoftonline.com/)

Student Login Info:

- Username: Last Name + last 4 of student ID @sps81.org
  
  *Example: smith3456@sps81.org*

- Password: 8-digit birthdate (MMDDYYYY)

**Blackboard Login Information:**

**How to get to Blackboard:**

- [http://bb.spokaneschools.org](http://bb.spokaneschools.org)
- through the SVL website, [www.spokaneschools.org/svl](http://www.spokaneschools.org/svl)

**Student Login Information:**

- Username: student’s SPS/O365 username
- Password: student’s 8-digit birthdate (MMDDYYYY)
**Terminology**

**Blackboard (BB):** Our Learning Management System. Students will login to Blackboard to access their online course(s).

**Modules:** The tan boxes students see when logged in to Blackboard. Modules contain information about what is happening in our courses.

- My Classes
- My Announcements
- Alerts

**Course Menu:** Items on the left side of the page when student is accessing their specific BB course. This is the access point for all course content.

**Announcements:** Area in the course where the SVL teacher posts weekly assignments, updates and important information for students. Each course should open directly to the announcement’s page.

**Discussion Board:** An asynchronous communication tool that allows students to post a comment or question online. SVL teachers and classmates may read the comment/question and respond with their own remarks.

**Blog:** Similar to a discussion board but is more individualized by the student. As the owner of a blog, students can create entries and their instructor and classmates can add comments.

**Journal:** This communication tool provides a personal space for students to communicate privately with their instructor.

**Blackboard Instant Messenger:** Instant messenger built into Blackboard that allows real time communication between student and teacher. Students need to download to use – this tool is found in the menu bar in the course.

**My Grades:** Area in the course that shows grades and assignment feedback from the SVL teacher.
File Saving Tips

Have one place for all SVL assignments/files
  - Consider using 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) 354-7265 * 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 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. 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.
### Appendix

#### Monthly Progress Evaluation & Success Meeting Schedule

<table>
<thead>
<tr>
<th>2020-2021 School Year</th>
<th>September 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 First day of School</td>
</tr>
<tr>
<td></td>
<td>25 Monthly Progress Reports</td>
</tr>
<tr>
<td>October 2020</td>
<td>November 2020</td>
</tr>
<tr>
<td>6 Student Success Meeting</td>
<td>10 Student Success Meeting</td>
</tr>
<tr>
<td>30 Monthly Progress Reports</td>
<td>20 Monthly Progress Reports</td>
</tr>
<tr>
<td>December 2020</td>
<td>January 2021</td>
</tr>
<tr>
<td>1 Student Success Meeting</td>
<td>5 Student Success Meeting</td>
</tr>
<tr>
<td>14 Monthly Progress Reports</td>
<td>29 Monthly Progress Reports</td>
</tr>
<tr>
<td></td>
<td>29 End of First Semester</td>
</tr>
<tr>
<td>February 2021</td>
<td>March 2021</td>
</tr>
<tr>
<td>2 Second Semester Begins</td>
<td>9 Student Success Meeting</td>
</tr>
<tr>
<td>26 Monthly Progress Reports</td>
<td>26 Monthly Progress Reports</td>
</tr>
<tr>
<td>April 2021</td>
<td>May 2021</td>
</tr>
<tr>
<td>13 Student Success Meeting</td>
<td>11 Student Success Meeting</td>
</tr>
<tr>
<td>30 Monthly Progress Reports</td>
<td>28 Monthly Progress Reports</td>
</tr>
<tr>
<td>June 2021</td>
<td>*June Monthly Progress determined by final semester grades</td>
</tr>
<tr>
<td>18 Last Day of School</td>
<td></td>
</tr>
<tr>
<td>18 Monthly Progress Reports*</td>
<td></td>
</tr>
</tbody>
</table>
Student Support Specialist Contacts

**Ferris, North Central, Rogers & Options Schools**
Anne Barker, Student Support Specialist
[annalizab@spokaneschools.org](mailto:annalizab@spokaneschools.org) / 509-354-7590

**LC & Shadle**
Erica Nitchman, Student Support Specialist
[erican@spokaneschools.org](mailto:erican@spokaneschools.org) / 509-354-7543

**Middle Schools, BryantTEC & SV Academy HS Students**
Molly Lesley, Student Support Specialist
[mollyl@spokaneschools.org](mailto:mollyl@spokaneschools.org) / 509-354-7588

**SV Academy Elementary Students**
Ashley Brownell, Student Support Specialist
[ashleybr@spokaneschools.org](mailto:ashleybr@spokaneschools.org) / 509-354-7580

**District Partners**
Sandra Prizeman, Student Support Specialist
[sandrap@spokaneschools.org](mailto:sandrap@spokaneschools.org) / 509-354-7546

**Summer School Program Support**
Tyson Wiese, SVL Program Support Specialist
[Tysonw@spokaneschools.org](mailto:Tysonw@spokaneschools.org) / 509-354-7967

**Not sure who to contact?**
Call the SVL office at 509-354-7545
Fine-Free Student Access to All Library Resources

All SPS students have automatic access to all of Spokane Public Library’s online and physical information. By logging in with your school credentials, you’ll have a fine-free library card at your fingertips. Activate your card at spokanelibrary.org/students. Write down your library card number, create a PIN and begin using your card to access more than three dozen databases and thousands of online classes. Or use your card in any one of our six branches.

FIND YOUR LIBRARY HERE

**DOWNTOWN**
906 W. Main
Tue & Wed: 10–8
Mon, Thu, Fri, Sat: 10–6

**EAST SIDE**
524 S. Stone
Tue: 12–8
Wed–Sat: 10–6

**HILLYARD**
4005 N. Cook
Tue: 12–8
Wed–Sat: 10–6

**INDIAN TRAIL**
4909 W. Barnes
Tue: 12–8
Wed–Sat: 10–6

**SHADLE**
2111 W. Wellesley
Mon & Tue: 10–8
Wed–Sat: 10–6
Sun: 1–5

**SOUTH HILL**
3324 S. Perry
Mon & Tue: 10–8
Wed–Sat: 10–6
Sun: 1–5

**24/7 LIBRARY**
1603 N. Belt
Kiosk open 24 hours

509.444.5300 spokanelibrary.org/students

DIGITAL RESOURCES

If you can access the internet, you can download free materials.

**eBooks:** OverDrive
Read free eBooks on your smartphone, tablet, eReader or PC. Try the Libby app for a great user experience.
spokanelibrary.overdrive.com

**Music:** Freegal
Download and keep up to FIVE free songs or TWO music videos every week.
spokanepl.freegalmusic.com

**Movies, TV + more:** hoopla
Download up to 10 items per month.
hoopladigital.com

**Movies, TV + more:** Kanopy
Stream up to 8 titles per month.
spokanelibrary.kanopy.com

**AudioBooks:** RBDigital
Download free audiobooks from your browser or an easy-to-use app. (Bonus, read magazines on the same app.)
spokanewa.rbdigital.com

**Magazines:** RBDigital
Read magazines online or on your digital device.
rbdigital.com/spokanelibrarywa

To access OverDrive or Freegal
Simply download the app or browse online at the web addresses listed. All you need is your library card # and PIN.

To access hoopla, Kanopy, RBDigital, create an account first.
1. Register for an account at the web addresses listed.
2. Create an account with a valid email address, your library card number, and PIN.
3. Once registered, browse online or download the app.
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 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
- ELA 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
- 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 Research Skills & Geography (1 Sem.)
- 7th Grade Washington State History (1 Sem.)
- 8th Grade American Studies
- World History
- AP World History
- AP European History
- AP Human Geography
- US History
- AP US History
- Current World Affairs (1 Sem.)
- Civics (1 Sem.)
- AP US Government & Politics (1 Sem. - Fall only)
- AP Comparative Government (1 Sem. - Fall only)

VISUAL AND PERFORMING ARTS
- Drawing, Sculpting, & Painting
- Digital Photography / AP Studio Art (CTE or FA)
- Music Theory
- AP Music Theory

WORLD LANGUAGE
- Chinese Year 1
- 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
- Health
- Intro to Fitness *
- Intro to Fitness - Student Athlete (HS only)
- Lifetime Fitness *
- Lifetime Fitness - Student Athlete (HS only)

ELECTIVE
- Individually Designed Studies

CAREER AND TECHNICAL
- College, Career & Life Readiness (MS, 1 Sem.)
- Certified Computer Applications Specialist (1 Sem.)
- Web Design (1 Semester)
- AP Computer Programming/Science
- Digital Photography / AP Studio Art (CTE or FA)
- Intro to Health Careers (1 Semester, Health or CTE)

AP COURSES
- AP Calculus AB/BC
- AP Comparative Government (1 Sem. - Fall Only)
- 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 Sem. - Fall only)
- 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

IFA = Fine Arts, CTE = Career & Technical Education
Courses are offered based on sufficient enrollment
* See website for fees and equipment associated with course.
** ELA and Math supplemental classes for intervention and acceleration
Must already be enrolled in regular ELA or math course at same time.

509.354.7545
REGISTER TODAY AT WWW.SPOKANEVIRTUAL.COM