Sargent School District Online Program
Student Policy Handbook

Student Handbook

Introducing…The Sargent School District Online Secondary School Program

Sargent School District Shared Mission

The Sargent School District RE-33J shall strive to provide a safe environment for all students and staff and meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including the attainment of the district's academic standards, through partnerships between home, school and the community.

School Program Purpose

Our purpose is to:
- Help students who need or want a nontraditional setting
- Provide diverse offerings, increase curricular options, and expand opportunities for enrichment
- Intervene with digital learning opportunities
- Increase access for all learners

About Online Secondary School Program

The Sargent School District Online Secondary Program is excited to provide students with an opportunity to individualize and customize their education by providing an online option that honors student choice surrounding time, place, and path of learning. The Online Secondary School Program (OSP) exists to serve eligible students in 6th – 12th grade with options for part-time and full-time online enrollment. Students have the ability to access the curriculum and assignments 24 hours a day, 7 days a week from anywhere with an internet connection and receive the support from both content teachers and an Online Mentor. Students interested in enrolling in the Sargent School District Online Secondary School Program must meet the following conditions:
- An active enrollment within Sargent School District RE-33J
- Residency within the state of Colorado (as verified on an annual Affidavit)
    - Ideally residency within Sargent RE-33J boundaries as limits to the number of out-of-district students within the online program are extremely limited. Spaces will be filled on a first come, first serve basis and in the instance where capacity is met, a waitlist will be initiated.
    - A Conversation with an administrator, and completion of all screening forms

To succeed in the Sargent School District Online Secondary School Program students must be passionate about learning, own the learning process, and be dedicated and responsible for creating their successes. OSP provides the option for flexibility but requires progress to be made in all online courses regularly. Students are required to be independent, motivated learners; much more so than in a traditional classroom. Therefore, students must demonstrate the ability to succeed independently in order to be allowed to continue in the online program. It is recommended that students engage consistently with

academic content to promote retention and have a regular schooling schedule in place to manage time and meet course deadlines.

Staff Directory
Scott Hodgson - Superintendent - shodgson@sargent.k12.co.us
Dr. Mark Fritzenschaft -K-12 Principal- mfritzenschaft@sargent.k12.co.us
Jennifer Pierce - K-12 Assistant Principal - jpierce@sargent.k12.co.us
Diane Woosley - Secondary Para - dwoosley@sargent.k12.co.us
Deanna Floriana - K-12 Counselor - dfloriana@sargent.k12.co.us

Enrollment

Enrollment Options
The Sargent Online Secondary School Program (OSP) provides enrollment with both part-time and full-time options. Part-time status within the Sargent Online Secondary School Program is an available option for students who wish to either combine online options with brick-and-mortar courses in pursuit of a complete and expanded academic experience or for those who are seeking part-time educational options (i.e homeschool students or Concurrent Enrollment). Part-time students must meet 90 hours of instructional time based on the board adopted district calendar. Full time status within the Sargent Online Secondary School Program consists of an enrollment that includes 7 online courses - which include the academic core and electives and in alignment with the student's ICAP (Individual Career and Academic Plan). Sargent OSP students grow, learn and earn credits toward graduation as the Sargent students and upon completion of graduation requirements, will graduate and earn a diploma from their brick-and-mortar high school.

It is highly recommended that students who are experiencing online learning for the first time begin with a plan to develop healthy study habits and routines.

Enrollment Options(definitions)
- **Full Time**- Students enrolled in 7 classes and Advisory
- **Part-time online and part-time at a brick-and-mortar school**
  - Students enrolled in two or more courses with the online program and one of the following:
    - Brick and Mortar courses that, when combined, create a schedule with a minimum of 7 classes (not to exceed 8 total)
    - Concurrent Enrollment courses that include 3-11 credits.
- **Part-time*-** Students enrolled in 2-4 classes in the online program (*This option is available for those who are homeschooled)

Admissions Procedures and Guidelines
Enrollment within Sargent OSP is an individualized process in which student demonstration of personal (time management, advocacy, responsibility, etc.) and academic readiness contribute to the overall proceedings for online enrollment. Interest in Sargent OSP must be expressed each semester by the student and parent whereas the determination as to whether online learning is an appropriate educational option will be made by a designated academic team (including, but not limited to, the

student's counselor, Online Mentor, Online Teachers and possibly designated Admin and/or case managers).

Application Process
Interested families must adhere to the following process for enrollment.
1. Complete theSargent School District Enrollment Forms
2. Fulfill any enrollment document requests (i.e. CMAS, NWEA, IREADY data, transcript
   a. Affidavit of Colorado Residency
   b. Current/historical academic support documentation if applicable (i.e IEP, 504, ALP, LAP etc.)

Please Note: Final enrollment approval will be determined upon reviewing enrollment documents. Sargent OSP reserves the right to deny final enrollment if paperwork indicates incomplete, inaccurate or falsified information.

Enrollment Criteria
Enrollment is available and tuition-free to any student meeting enrollment conditions including but not limited to:
● The ability of Sargent OSP to adequately meet the applicant's learning needs – if applicable
● Academic history of passing previous online learning courses – if applicable
● Enrollment request is within the enrollment period

Withdrawal Process
Students have a limited time from the start date of the online course to make the decision to discontinue their enrollment and transfer to courses within the brick and mortar setting. Because of the complexity of building master schedules, transferring from an online environment to a brick and mortar course could present challenges and may limit options with enrollment and course equivalency. In the event of the decision to transfer, grades and all coursework will transfer with the student as well. Any request to withdraw from a course must be made in writing by the parent/guardian and be submitted to the school counselor and may result in a W/F (Withdrawal/Fail) on their transcript if it is beyond the withdrawal window within two weeks of the first day of the semester.

Course Selection
The Sargent Online Secondary School Program course catalog offers a sequential selection of core courses and electives, each equivalent to 60 hours of instruction per semester and worth .5 credits towards graduation. Sargent OSP delivers academic content through courses that are delivered through Colorado Digital Learning Solutions.

Course selection for eligible students within The Sargent Online Secondary School Program is completed by a team that includes the students, a parent/guardian, a counselor, the registrar, the Online Mentor and the case manager/admin (when necessary). This team works to assure that an online learning modality is appropriate for the student and that the course selection is aligned with the student's Individual Career and Academic Plan. It is the responsibility of the parent/student to verify NCAA-approved courses when desired.

Equal Educational Opportunities

Every student of this school district will have equal educational opportunities through programs offered in the school district regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, administrator/supervisor or theSargent School District non-discrimination compliance/grievance coordinator. The lack of English language skills shall not be a barrier to admission or participation in any District program.

Procedures

The following procedures pertaining to support and grading have been developed to assure a consistent experience within the Sargent Online Secondary School Program.

Support

Success at the Sargent Online Secondary School Program is reliant upon numerous avenues of support – to include parent/guardians and school district employees. With the primary educational setting for online students existing outside of the school building and beyond the direct supervision of a teacher, parents/guardians are uniquely positioned to occupy a pivotal role in the partnership of educating their students. A successful experience within online courses is dependent upon the following responsibilities of the parent/guardian:

- Providing and maintaining designated technology (devices and reliable internet access).

- Assuring student participation in state and local assessments unless otherwise arranged.

    - SAT (11th grade)

    - PSAT (College Preparatory Exam – 9th and 10th grade)

    - Local PSAT (grades 9 – 11)

    - CMAS (7th, 8th,11th grade)

    - NWEA Testing

    - AP -Students wishing to take an AP exam are responsible for making their own arrangements and coordinating with the assistant principal or counselor.

- Transporting students outside of school district transportation routes and times for scheduled advisory sessions.

- Monitoring grades/progress regularly in the course platform.

- Communicating regularly (both proactive and reactive) via email with content teachers and the Online Mentor.

Additionally, multiple levels of support exist for students within the Sargent Online High School Program as they have access to support from both content teachers and the Online Mentor.
Content teachers are licensed through the State of Colorado in the areas that they teach and are responsible for delivering instruction and responding to content related questions as needed. Course Syllabi should include specific content teacher contact information.

The Online Mentor is available by appointment to offer support and resources regarding access, usage, and guidance through the development of personal readiness skills to encourage success in an online educational environment.

Lastly, in the event that a student needs counseling services, they will be provided by the School Counseling Offices per request.

Grading

The online mentor of the Sargent Online School Program is committed to keeping accurate student records in Infinite Campus to support student pacing and success. In progress grades will be reflected in Infinite Campus on an ongoing basis to serve as a reference for students and their parents/guardians and to inform activity eligibility requirements. For timely and detailed reports regarding student progress, parents/guardians are encouraged to consult the appropriate location within the Colorado Digital Learning Solutions Learning Management System.

Grading Scale

In alignment with the School District, OSP will adhere to the following grading scale:

SARGENT SECONDARY GRADING SCALE

% Grade	Standard	Weighted
A = 100 - 90%	4.0	5.0
B = 89 - 80%	3.0	4.0
C = 79 - 70%	2.0	3.0
D = 69 - 60%	1.0	2.0
F = 59 - 50%		

Graduation Requirements

SARGENT REQUIREMENTS FOR GRADUATION

English	4 credits	World Language	1 credit
Mathematics	4 credits	Electives	11 credits
Science	4 credits		
Social Studies	4 credits	TOTAL CREDITS:	29

Students must also demonstrate proficiency in Technology and Personal Financial Literacy (PFL) either through a proficiency demonstration or course equivalent.

In addition to the School District graduation requirements, students must also demonstrate academic proficiency in the subjects of English and Math per the District Board of Education approved menu of college and career ready demonstrations.

Expectations
Academic Integrity

It is the student's responsibility to assure that all submitted work reflects their own thinking and ideas and is void of plagiarism, cheating and/or collusion, as defined below:

Plagiarism: The representation, intentionally or unwillingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement. A person commits plagiarism regardless of whether the work is *stolen, purchased,* or *shared freely.*

Examples:
1. The use of Artificial Intelligence (AI) or similar generators for any submitted assignment without proper citation within the body of the submitted work and in a list of references, unless specifically allowed by the instructor.
2. Using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
3. Even though the material has been paraphrased, representing another's materials or ideas as one's own without giving appropriate acknowledgement
4. Carelessly or inadequately citing ideas and words borrowed from another source. To avoid plagiarism, students are encouraged to paraphrase their work, or use their own words, and to cite the source they used

To avoid plagiarism, students are encouraged to paraphrase their work, or use their own words, and to cite the source they used.

Cheating: Acting dishonestly or unfairly in order to gain an advantage.

Examples:
1. Giving assessment information or receiving it from others
2. Looking at someone else's paper during a classroom or standardized assessment
3. Talking with other students during an individual classroom or standardized assessment
4. Using or sharing unauthorized information from written aids or electronic devices on a classroom or standardized assessment
5. Unauthorized alteration of answers or scores to change one's grade or another's grade
6. Unauthorized alteration or copying of lab data or reports
7. Unauthorized accessing, corrupting, or changing of electronic work or data

Collusion: Supporting academic dishonesty by another student – allowing one's work to be copied or submitted for assessment by another student.

Examples:
1. Allowing someone else to access one's work during an individual classroom or standardized assessment
2. Submitting a document written by someone else but representing it as one's own
3. Claiming sole credit for work completed with others or for work not completed

4. Copying work assigned to be done independently
5. Allowing others to copy one's work or the work of another
6. Submitting another's work as your own

Violations for the Academic Integrity policy will be handled on an individual basis and may include a disciplinary referral, which could result in academic penalties such as grades being lowered or loss of credit. Disciplinary action could also include suspension from school, notification of activity/athletic sponsor and/or an exclusion from an elected or selected leadership position for 1 year.

Attendance

Students enrolled in the Sargent Online School Program proceed through their online courses outside of the school building under the guidance of both content teachers and the Online Mentor. Attendance in the Sargent OSP is substantiated through participation in asynchronous internet-based educational activities within the Learning Management System as documented on a corresponding student login report. As a general rule, students are expected to complete a minimum of approximately 6% of each course per week to receive the complete academic benefit of the content. This translates to roughly 5-7.5 hours of active engagement per week, or 1-1.5 hours per day/5 days a week in each online course. Student progression through online courses is monitored regularly by both content teachers and the Online Mentor in an attempt to intervene early in situations where progress is declining. Attendance Letters will be sent home at set absence marks just like brick-and-mortar schools with the requirement of being at Friday School to make up seat time if a student has more than 10 absences.

Absences begin to accrue as students fall short of weekly progress expectations and failure to meet them will result in a meeting withSargent OSP staff and/or administration to determine what support is needed and whether or not continued online enrollment is appropriate.
Similar to the brick and mortar setting, parents/guardians are accountable for ensuring that children attend school regularly per Colorado State law. Appropriate school personnel will make reasonable efforts to meet with the parent/guardian or legal custodian to review and evaluate concerns about any student who is at risk of being declared habitually truant.

Calendar

The Online School Program calendar is aligned with that of the School District in terms of start date, holidays, vacations and weather events that result in a school delay or cancellation. While access to online teachers and staff during vacations, holidays and school cancellations will be unavailable, online course materials should not be disrupted during these times which provides great opportunities to work within assigned coursework.

Communication

Email communication is the preferred method of communication for messages between parents/guardians and students and the content teachers and the Online Mentor within the Online School Program. While the Internet is available 24 hours a day, the teachers, the mentor and other students are not. In online courses, students and parents/guardians can expect their content teacher/Online Mentor will respond to messages within 24 hours, excluding weekends and district observed breaks and holidays. The standard feedback time for assignments is 48 hours, unless otherwise indicated.

Due to the unique nature of online learning, there is potential for misunderstandings between teachers/staff members and students/parents/guardians. In such an event, please consider taking the following measures to seek clarification and find solutions.
1. Request a meeting with the teacher (with student present) to seek clarification.
2. Share concerns and offer solutions.
3. If unresolved, contact school administration and be prepared to share the results of the previous actions taken.

Digital Citizenship and Safety

As education becomes increasingly intertwined with technology, it is important that students practice digital citizenship. The International Society for Technology in Education (ISTE) defines digital citizenship as follows: "Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior." The keys to practicing digital citizenship are:

- Be safe and do not give out any contact information (phone number, address, etc.) to anyone online without consent from a parent or mentor.

- Do not use information found on the World Wide Web without giving credit to the creators.

- Use technology to learn and not as a means for hurting others through negative emails, comments, or discussion postings.

- Be positive and enthusiastic about using technology and collaborating with peers through technology.

- Be productive. In other words, don't waste time searching the web. Search for information with a clear purpose in mind.

- Think about what information you use and check on multiple sites. Just because it is on the web does not mean it is true.

- Use technology to be a lifelong learner. The web can be a great source of information, and it is all at the tip of your fingers.

- Use Netiquette (or "network etiquette"), which include the do's and don'ts of online communication. Netiquette covers both common courtesies online and the informal "rules of the road" of cyberspace.