

2024-25 School Year

SUMMIT VIRTUAL ACADEMY

Family-Student Handbook



<https://www.nthurston.k12.wa.us/summit>

<https://www.facebook.com/summitvirtualacademy>

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Office Location: 305 College Street; Lacey, WA 98156

Mission

North Thurston Public Schools is committed to excellence: preparing students for rewarding careers, fulfilling lives, and compassionate global citizenship.

Beliefs

- High quality teaching is essential to student achievement.
- Compassionate attitudes and actions create a culture of service.
- Student voice increases engagement and belonging in our community.
- Healthy relationships are built on collaboration, respect for diversity, accountability, and trust.
- Family and community partnerships are essential to meet the needs of our students.

Summit Virtual Academy Core Philosophy

We believe everyone will achieve individual growth when our community of students, families, and staff work together.

In an environment where tradition meets innovation, learners will reach their true *summit*.



Achieve Anywhere

Contents

Our Schedule.....	3
What is an “Alternative Learning Experience”?	3
School Structure.....	3
The Online School (OLS)	4
Learning Coaches/Guardians.....	4
Getting Started with Summit Virtual Academy.....	5
Curriculum and Instruction	5
Materials from K12/Stride	6
Written Student Learning Plans	6
Determination of Satisfactory Progress	6
Monthly Progress Check.....	7
Support Measures for Unsatisfactory Progress	7
Chromebook / Laptop Allocation	7
Shared Enrollment Options for SVA	10
Field Experiences.....	10
Outings, Meet Ups, Clubs, and Activities	11
Summit Virtual Academy Communications	11
Attendance Requirements	12
Truancy and Unexcused Absences.....	13
Grading and Progress Reporting	13
Participation in State Mandated Assessments	15
Learning Assistance Program (K-5)	15
Mastery Based Learning Collaborative	16
SVA Student Code of Conduct.....	16
Health & Wellness	18
Summit Virtual Academy Statement of Understanding	19



Our Schedule

Our office hours are 8:00 – 3:30 Monday - Friday. The Summit Virtual Academy office is located at 305 College Street NE. You can see us in person to ask questions, receive help or replace your Chromebook, and meet with our counselor or principal.

All online live instructional sessions, called Class Connects, are held between the hours of 9:00-3:30. Classes begin at 9:00 for ALL students with a *Base Camp* morning meeting Monday – Friday. Each



student has a unique online class schedule depending on their specific courses and learning needs.

Summit Virtual follows the same academic calendar as all other schools in NTPS. The only exception to our schedule is when there are delays for snow. Since our students do not ride the bus, we start school on time. Occasionally, there are internet outages or issues with our curriculum provider that impacts our school day. When that happens, we will notify you using text message or email.

What is an “Alternative Learning Experience”?

Summit Virtual Academy is an *Alternative Learning Experience* as defined by Washington State Law. The Alternative Learning Experience (ALE) is public education where some or all of the instruction is delivered outside of a regular classroom schedule. It is available to all public school districts and public charter schools in Washington state. The intent of ALE is to ensure that students have educational opportunities designed to meet their individualized needs. ALE follows all public education requirements as well as Chapter 392-550 WAC.OLS

School Structure

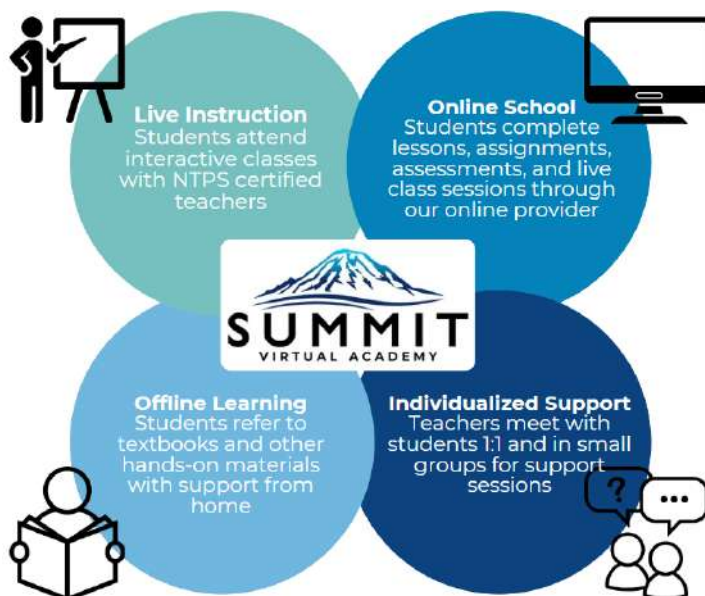
There are four key components to student success in online learning.

All ***Class Connect*** live teaching sessions appear on the students’ individual daily schedule within the “online school”.

In the same platform, students see assigned lessons, assignments, and assessments to complete each day.

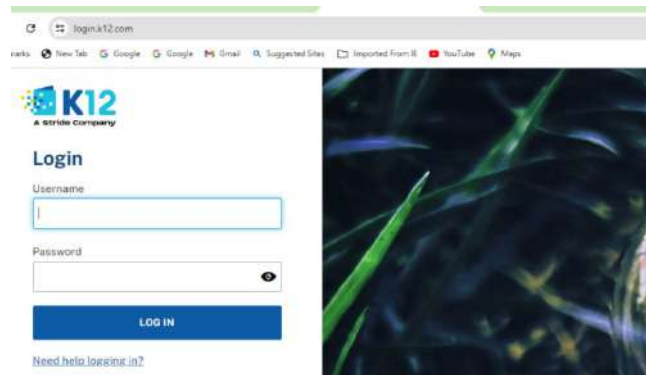
Additionally, a box of materials will be delivered to your home to complement online lessons.

Teachers schedule 1:1 required help sessions and small group class sessions for any student who is struggling and at the request of any student.



The Online School (OLS)

Our online school provider is K12 (A Stride Company). Everything students need to be successful at SVA is located within this learning platform. This includes class schedules, assignments, assessments, and meetings with teachers and classmates. Students bookmark this page on their Chromebooks to log into school accounts each day.



If you forget your login information, click on the links; "Forgot Username?" or "Forgot Password?" on the OLS login page



Learning Coaches/Guardians

Our curriculum is rigorous and requires a full school day of learning online and offline. Students of all ages need the support of an actively engaged **Learning Coach** in the home environment. State law requires that we monitor "satisfactory monthly progress" and that students fully engage in learning to remain enrolled at Summit. The home environment is critically important to student success.

For K-8 students, parents/guardians are learning coaches who assist students with the curriculum and a schedule. Parents also ensure the students engage with their teachers and participate in live lessons.

For grades 9-12, parents/guardians help keep students accountable for meeting class pacing expectations and completing assignments. Students work more independently but need someone at home to provide students with support, motivation, and guidance.

Parents/guardians also ensure their students have a quiet learning space at a table or desk to participate in class sessions and complete schoolwork.



Learning Coach Average Time Commitments

Grades K-6	4-6 hours per day actively supervising online classes and class work
Grades 7-9	2-4 hours per day actively supervising online school schedule
Grades 10-12	1-3 hours per day monitoring student schedule and online work

Getting Started with Summit Virtual Academy

Week of Welcome

At the start of each school year, classes at SVA begin gradually to ensure that each student, Learning Coach/guardian, and family has the tools necessary for full engagement and success. This includes In-Person Orientation for new and invited returning students, an online course called Intro to Online Learning, class sessions to practice using the platform, and **required** 1:1 Family Connection Meetings.

Family Connection Meetings

Students and their Learning Coach/guardian participate in a Family Connection Meeting with their classroom teacher (K-5) or Base Camp Advisor (6-12). Summit teachers help new families access all their online accounts, build your comfort with online tools such as Online Schools (OLS) and Class Connect (Newrow), and K-Mail (K12 email). Returning families will review any concerns they have, ask questions about schedule or courses, and make sure all barriers to learning are addressed. Most importantly, it is an opportunity to build a relationship between teachers and families.



Curriculum and Instruction

The Stride K12 Curriculum



The Stride K12 curriculum is developed by cognitive scientists, noted leaders in the education field, math and reading specialists, web designers, and other subject matter experts and is written in alignment with the Common Core State Standards. The Stride K12 curriculum provides an adaptable but focused learning environment for all. *It's more than online classes.* Stride K12 lessons are strategically planned and scheduled for optimum learning.

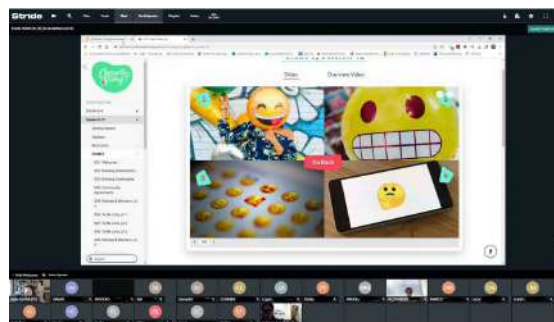
The SVA program is academically rigorous. Meeting the challenge of completing one year of course work in this model is demanding. A strong partnership utilizing teacher expertise is essential for student success at SVA.

SVA Course Offerings

At SVA, there are standard courses offered for all students that are all aligned to the same learning standards as the curriculum used in all NTPS classrooms. To view detailed course descriptions, Course Catalog are available on our webpage: <https://summit.nthurston.k12.wa.us/academics/high-school-course-catalog>

Social-Emotional Learning

Our day at SVA will begin with a Base Camp class. Students in grades 6-12 take this class as an elective. During this class session, students will build relationships with their teacher and peer group as well as set and reflect on goals, develop their future ready plan, and practice social skills.



Materials from K12/Stride



Most assignments and textbooks are online and accessible through the OLS, although hardcopy textbooks and materials such as science and art equipment are shipped to your home. When enrollment is approved, it may take 7-10 business days for materials to arrive via UPS. You may track your shipments in the OLS. An itemized list of all shipped materials and tracking information is included. If you are missing *anything*, please communicate Stride K12 directly as soon as possible via their webpage at <http://help.k12.com/support/contact-support>.

Written Student Learning Plans



WAC 392-550-025 Each student participating in an alternative learning experience must have a written student learning plan developed and approved by a certificated teacher that is designed to meet the student's individual educational needs.

Washington State Alternative Learning Experience law requires teachers to assess the progress of all students each calendar month and report the progress of all students consistent with the goals and performance objectives of their student learning plan. Each student will have an advisor who holds responsibility and accountability for each course specified in the plan, including supervision and monitoring, and evaluation and documentation of the student's progress.

Determination of Satisfactory Progress



WAC 392-550-025 The evaluation of satisfactory progress must be conducted in a manner consistent with school district or charter school student evaluation or grading procedures and be based on the professional judgment of a certificated teacher.

Washington State Alternative Learning Experience law requires teachers to assess the progress of all students each calendar month and report the progress of all students consistent with the goals and performance objectives of their student learning plan. If a student fails to make satisfactory progress, an intervention plan will be developed.

Kindergarten – Grade 5 Definition of Satisfactory Progress

- Have less than 20 overdue lessons (combined between courses)
- Attend 80% or more of required Class Connect sessions
- No more than 1 “pink” / failing (less than 59%) overall grade for required course (see grade scheme example below).

Grade Scheme	X
M 80%-100%	
C 60%-79.9%	
I 0%-59.9%	

Grades 6-12 Definition of Satisfactory Progress

- Maintain a minimum of 60% (D average) in all courses

Monthly Progress Check

Monthly progress checks are required for all SVA students and are a dedicated time for teachers to review student grades, progress, and achievement. Teachers are required each month to determine whether a student is making satisfactory progress within the SVA program. **Those students not making satisfactory progress must participate in a meeting** with the student, Learning Coach/guardian, and teacher to develop a formal plan for improvement. Additionally, Learning Coaches/guardians and/or students may request a conference at any time.

Students, and Learning Coaches/guardians are required to keep all scheduled conferences or provide 24- hour notice if a cancellation is necessary. Rescheduling the cancelled appointment within the same month is mandatory.

Support Measures for Unsatisfactory Progress



WAC 392-550-025 If it is determined that the student failed to make satisfactory progress or that the student failed to follow the written student learning plan, an intervention plan must be developed for the student within five school days of the date of the monthly progress evaluation.

An intervention plan will be developed between the student, Learning Coach/guardian, and teacher when students have unsatisfactory progress. An intervention plan must be developed, documented, and implemented by a certificated teacher in conjunction with the student and, for students in grades K-8, the student's parent(s). If a student receives three consecutive unsatisfactory monthly progress evaluations, as defined in this handbook and student learning plan, along with a failure to comply with required intervention and support measures provided by the school, a student may be removed from Summit Virtual Academy and re-enroll at their neighborhood school.

Chromebook / Laptop Allocation

For detailed information regarding the NTPS Chromebook Program, visit this webpage:

<https://www.nthurston.k12.wa.us/programs-departments/technology/chromebook-program>

1:1 Future-Ready Program Responsible Use Policy

North Thurston Public Schools (NTPS) may issue students a one-to-one (1:1) Chromebook to promote student achievement and provide equitable access to learning technology. This policy outlines NTPS expectations for students and families issued a 1:1 device. In addition to this policy, the use of district-provided technology requires students to abide by the Acceptable Use Procedure outlined within the Student Rights and Responsibilities Handbook.



NTPS expects students to use district issued equipment responsibly. This policy will help you understand responsible use of your device and district network resources. NTPS also expects students to make a good faith effort to keep their 1:1 devices safe, secure, and in good working order. This policy includes the following specific responsibilities and restrictions.

Student Expectations:

1. Charge your 1:1 device at home every night and bring it to school each day with a full charge. If a device is repeatedly brought to school without a charge, the student may lose their take-home privileges.
2. Bring your 1:1 device to school every day. If a device is left at home, a loaner may be available from the school. If not, students will be expected to complete their coursework by hand. If a device is left at home repeatedly, the student may lose their take-home privileges.
3. Use your district Chromebook case. The case is provided to protect your device from accidental damage. If a device is damaged because the case was removed, you may be charged for repair.
4. **Communicate Responsibly!** All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over district systems are archived and retained per WA state public record laws.
5. Back up important files. NTPS maintains 1:1 devices with periodic updates. Students should save files in online storage (e.g. Canvas or Google Drive) to avoid accidental loss of course work. NTPS cannot guarantee data loss will not occur and is not liable for such loss.
6. Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
7. Follow copyright laws and fair use guidelines. Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal content.
8. Make your 1:1 device available for inspection by any administrator or teacher upon request.

Prohibited Activities:

1. Do not mark or deface your NTPS Chromebook or device case. Defacing includes use of stickers or tape.
2. Do not loan your 1:1 device, charger, or case to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline, and may lead to criminal charges.

Student Safety:

1. Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means.
2. Cyberbullying, including personal attacks or threats toward anyone using online resources is strictly prohibited and may lead to criminal charges. If you are aware of cyber bullying, please report it to responsible school personnel!

3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, NTPS cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Parental/Guardian Monitoring Responsibility: Parents/guardians assume all responsibility for monitoring their student's activity on district issued devices and accounts during non-school hours and on all non-student attendance days. Students are responsible for the appropriate use of the device and all accounts, applications, and services. The district does not actively monitor the internet and email filters on student devices during non-school hours. If inappropriate or concerning content is identified, it will be dealt with during normal school hours.

Student safety on the internet is critically important for NTPS. All devices will have website filtering in place that will restrict harmful content anywhere the device is used. Digital citizenship resources will be provided to help families support their student(s) being safe and responsible on their devices outside of school.

Fiscal Responsibility: For a small fee, the NTPS Assurance Program covers all accidental damage for student devices and lessens the financial burden if a loss or theft a device occurs. Please refer to the "NTPS 1:1 Assurance Program" form for more details.

Students and families assume responsibility for the appropriate and safe use and care of NTPS district-issued technology. You understand that should you fail to comply with the terms of this policy, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the NTPS Student Rights and Responsibilities Handbook.

NTPS Assurance Program

The NTPS assurance program provides an inexpensive solution for families to lessen the financial burden if an accident, loss, or theft of the Chromebook occurs. The assurance fee covers the current school year for a single device and is added as a fee in all secondary student payment accounts in the fall. For full information about the NTPS Assurance Fees, please visit this webpage:

<https://www.nthurston.k12.wa.us/programs-departments/technology/chromebook-program>

Annual assurance fee: \$10

How Coverage Works

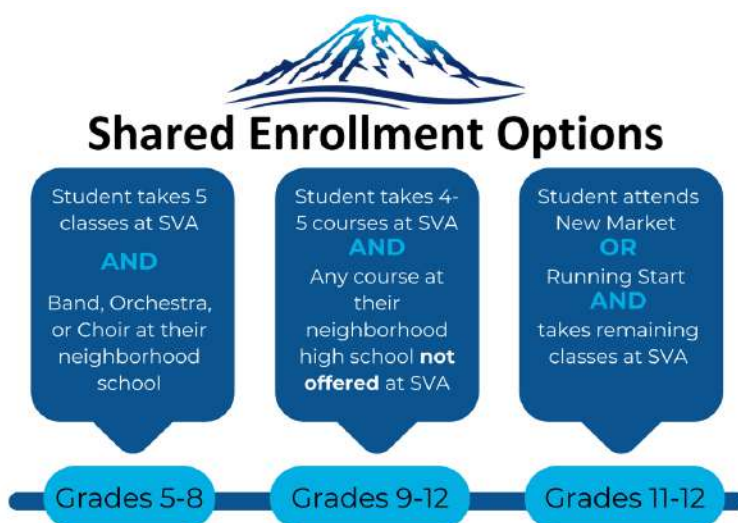
	Accidental damage <i>Damage includes dropping device, water damage, natural disaster, etc.</i>	Lost or Stolen <i>Police report filed within 24 hours if stolen and provided to NTPS</i>
1st Incident	Assurance fully covers the costs of accidental damage for Chromebooks.	\$25 to replace device
2nd Incident		\$100 to replace device
3rd Incident		Full cost to replace device

Fine Print

- All fees for 1:1 Assurance stay within the program and fund continued repairs, replacements, and upgrades to student 1:1 devices.
- Lost chargers and cases are not covered by assurance and will be charged to the student account for replacement.
- Assurance fee will be automatically loaded to all secondary students' accounts and is non-refundable.
- Students will be charged full price for parts if they intentionally vandalize their device.
- Repeated damage to a device may result in loss of take-home privileges and/or fines on a case-by-case basis.
- If a lost, stolen, or non-returned device is later recovered in working condition, any related fines will be refunded.
- If a student leaves the district and does not return their Chromebook, a fine for the full replacement cost will be placed on the student record and restriction of records and transcripts will apply.

Shared Enrollment Options for SVA

Not all classes can be taught in an online environment (such as choir or auto mechanics). Students may take classes at their neighborhood school if they are NOT offered at Summit Virtual Academy. In-person classes and online classes may have scheduling conflicts; students may need to prioritize their courses. **If you are interested in shared enrollment, please request a "Sharing Agreement" from our office.** Additionally, IEP Teams *may* determine that sharing services between SVA and the neighborhood school is needed. NTPS cannot provide bus transportation for shared agreements.



Field Experiences

In each grade band students will have required field experiences that are closely connected to our curriculum. When there is a field experience, students **MUST** have a signed permission slip and updated health information to participate. ALL students in the participating grade level are expected to experience the outing with their peers, will ride a school bus, and will need to pack a lunch. Parents / guardians will have the opportunity to volunteer on the field experience. If you are interested in attending as a chaperone for this field trip, you will need to complete the district volunteer form and background check. You can sign up on the NTPS District Home Page under Quick links:

<https://www.nthurston.k12.wa.us/volunteer>

Outings, Meet Ups, Clubs, and Activities



SVA sponsors optional outings for students and families that enhance the Stride K12 curriculum/ learning activities. Learning Coaches/guardians are responsible for the cost of transportation and any entrance fees associated with optional outings and must accompany their student during any outing. By attending these outings, Learning Coaches/guardians assume all liability and responsibility for the supervision and safety of their children. Learning Coaches/guardians attending the outing (including state testing) will be responsible to dispense medication to their student.

Learning Coaches/guardians and students are expected to conduct themselves appropriately at all meet ups and outings.

Summit Virtual Academy also provides a variety of opportunities for students to participate in social groups, clubs, activities, and student leadership opportunities.

Additionally, resident NTPS students may participate in their neighborhood school events, extracurricular activities, clubs, and athletics. There are also national online clubs available through K12 to students who wish to participate. For a full list of options, visit our website: <https://summit.nthurston.k12.wa.us/how-it-works>



Summit Virtual Academy Communications



WAC 392-550-025 Each student enrolled in an alternative learning experience must have one of the following methods of contact with a certificated teacher at least once a school week until the student completes all course objectives or otherwise meets the requirements of the learning plan.

At Summit Virtual Academy, contact with the teacher is accomplished daily during the morning Base Camp session and required Class Connect sessions.

Emailing Your Child's Teacher

Highly qualified North Thurston Public School teachers are vital in the educational model utilized by SVA and are your first point of contact. Email (K-Mail in the OLS system) will be your primary method of communication. Students should read their student email daily. Learning Coaches/guardians will be cc'd automatically on all email communication exchanges between teachers and students. Parents and students are asked to reply promptly to any message received from SVA teachers, administration, or K12/Stride. Summit staff will strive to respond to email within 24 hours or on the next school day. All general class communications from teachers to families including announcements, reminders, and newsletters will be emailed.

Summit School-Wide Communications

North Thurston Public Schools utilizes a communication system called School Messenger. When you register your child to attend school, you consent to receive these communications.

Your contact information, including phone number, email address, cell phone, etc., are obtained from Student Records and used to send messages from schools and teachers through phone calls, emails, and text messages. If you have not already done so, please register to receive these district and school communications here: <https://go.schoolmessenger.com>

In addition to School Messenger, the SVA office uses direct emails, phone calls, Facebook (<https://www.facebook.com/summitvirtualacademy>), our school webpage (<https://www.nthurston.k12.wa.us/summit>). We make a concerted effort to only send our vital communications to families through these methods and require that parents read all school communications and respond as needed. If you need to communicate with the SVA office, please email svaoffice@nthurston.k12.wa.us or call 360.412.4908.



Adult Code of Conduct

Learning Coach/guardian phone conversations with teachers or the office that include profanity and/or uncontrolled anger or shouting will **not** be permitted. If parent behavior is disrespectful in this manner, the conversation will revert to written communication only. Learning Coaches/guardians are expected to maintain responsiveness to email, newsletters, and phone communication with the teacher and the school. Professional, courteous two-way communication is always expected.

Attendance Requirements

Washington State Alternative Learning Experience law requires weekly reciprocal (two-way) student-teacher contact.



WAC 392-401-005 Attendances is a critical building block for student learning. SVA staff will identify barriers to student attendance and provide timely interventions to reduce chronic absenteeism and truancy.

Students enrolled at Summit Virtual Academy **MUST** complete all the required lessons in the Online School and participate actively in the Class Connect sessions with teachers. To accomplish this, students should expect to spend the following amount of time schooling (see table on the next page):

Grade Level	Minimum Hours per Week	Minimum Hours per Year
Grades K-5	27.75	1000
Grades 6-8	27.75	1000
Grades 9-12	30	1080

In the event a student is unable to attend the live sessions due to illness, lack of necessary instructional tools, including internet access or connectivity, or commitments that cannot be

rescheduled, the **student/parent must phone and/or email their teacher(s) explaining the circumstance**. It is the student's responsibility to:

- Watch recording of missed live session(s)
- Complete all coursework assigned during the session(s)

Vacation Requests

SVA discourages extended vacation time during the regular school year. Please notify your teacher and the office at svaoffice@nthurston.k12.wa.us at LEAST 3 days in advance if your child is unable to attend classes. Students may also view recorded lessons to review concepts or view classes for which they may have been absent and are expected to complete assigned work. Grades will *not* be adjusted to accommodate for vacation.

Truancy and Unexcused Absences



Compliance with State attendance statutes and regulations is the responsibility of students and parents. The school is obligated to keep an accurate record of attendance and academic progress.

Daily on time attendance is critical to student connection to adults and peer groups at Summit Virtual Academy. Unless documented in a Written Student learning Plan, students must attend all required classes and engage in class. Summit Virtual Academy Staff will make every effort to support families in meeting attendance goals.

For more information on the impact of regular attendance on student achievement, please visit:

<https://www.attendanceworks.org/>



Students are considered truant and may be removed from the SVA program if, after documented interventions attempted by SVA school staff, they fail to:

- Respond to teacher/administrator phone calls and/or emails
- Participate in scheduled parent/student/teacher conferences
- Attend required Class Connect sessions required by teacher
- Have weekly student/teacher communication
- Participate in required school and state assessments
- Communicate change of contact information

It is the parent's responsibility to enroll his/ her student into the neighborhood school within your local school district in the event of withdrawal from SVA.

Grading and Progress Reporting

Student grades are posted in the Online School using your Learning Coach login at any time. Parents have access to the gradebook and teacher feedback on assignments. Gradebooks are updated weekly. A parent may log on to the system at any time and view this information.

There are two main types of graded work: computer scored, and teacher scored. Computer scored work is automatically graded upon submission. Teacher scored work will generally be graded within seven days, although large projects and essays may require a few additional days for teachers to provide quality feedback. The OLS offers an on-going report of a student's academic progress and attendance information.



Both formative (daily work, practice, and quizzes) and summative (tests, final projects, essays) assessments will be combined to determine a students' level of mastery within a subject area. End of semester report cards will be available to families in Family Access.

Assessment Retakes: Grades reflect what the student knows and can do, and this can change over time. Retakes are allowed. A retake may take on a different form than a/the test (e.g., students may be provided with other opportunities to demonstrate that they have mastered the concept or standards).

Late Work: In life most situations allow for miscalculations or missteps. Teachers will communicate a policy for late work acceptance and parameters.

Elementary (K-5) Grading Scale

Social and Emotional Learning Key	
4	Exceeding Washington State and District Standards
3	In Place
2	Partially in Place
1	Not in Place

Academic Key	
4	Exceeding Washington State and District Standards
3	Meeting Washington State and District Standards
2	Working Toward Washington State and District Standards
1	Not Meeting Washington State and District Standards

Secondary (6-12) Grading Scale

NTPS uses a four-point grading system that aligns with levels of learning demonstrated by students. At Summit Virtual Academy, we are moving toward mastery-based learning and the NTPS Grading Scale. Because all our student grades and our gradebook are inside of the K12 curriculum, we are not currently able to fully implement the NTPS grading scale. However, teachers are aligning curriculum and assessments to this scale using rubrics for both formative and summative assessments.

4 Advanced	Student has met the learning target AND more (this <i>more</i> is situation specific but examples and guidance are clearly given by the teacher)
3 Proficient	Student has met the learning target.
2 Developing	Student is close to meeting the learning target. Can do so with support.

1 Beginning	Student has not yet met the learning target but shows some understanding related to the learning target.
0 No Evidence	Student has not provided evidence of progress toward meeting the learning target. Reasons could include: missing work, blank assignment, refusal to engage, or just way off on the attempt.

Participation in State Mandated Assessments



WAC 392-121-182 All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level and using any other annual assessments required by the school district.

State and Local Assessments NTPS

Students are required to participate in all assessments required by NTPS and SVA. Information from these assessments provides data on student academic progress and informs the student, teacher, Learning Coach/guardian about next steps to support student learning.

Some district and state assessments will be administered in-person and on-site.

- easyCBM: k-8 fall, winter, spring
- SBA: grades 3 – 8 and High School

Full Day Kindergarten – WaKIDS Assessment [OSPI Link to WaKIDS info](#)

Schools and programs offering full-day kindergarten under RCW 28A.150.315 must provide at least one thousand (1000) instructional hours. Kindergarten students enrolled at greater than 0.5 FTE must have multiple weekly, in-person and on-site observations by certificated teachers during the eight-week WaKIDS window (in the fall).

Learning Assistance Program (K-5)

Throughout the school year your student will participate in school-wide universal screening to determine their skill levels in social emotional learning, reading, writing and math. Children in need of additional support may be provided specialized support at their instructional level through student support services.

This support is in addition to your child's regular classroom instruction. Throughout our school, additional support for students may occur within or outside the classroom. Students are supported individually and in small group settings. Any supplementary instruction will be coordinated with your child's regular classroom teacher.

Interventions for social emotional learning may include social skill building, organization/time management learning, mentoring, self-management skills, and others. Students who are currently in special education and who are on IEP's will continue to receive support service as

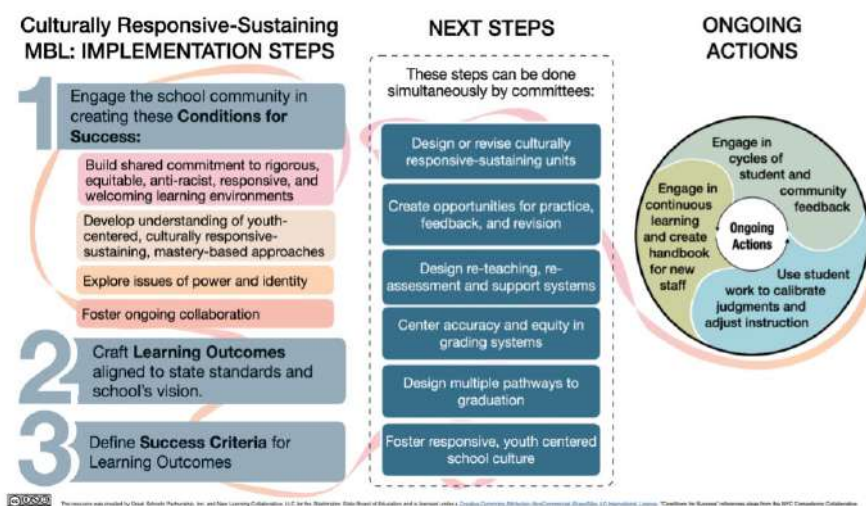


determined by their IEP goals.

If you do not wish your student to receive additional support services, please contact me or your child's classroom teacher.

Mastery Based Learning Collaborative

In the fall of 2023, Summit Virtual Academy applied for and was awarded entry into an elite MBLC grant to continually improve our instruction, grading practices, and inclusionary practices. This \$130,000 grant over two years provides for additional professional development for teachers and support staff to refine curriculum and assessments and create units of study based on student interest and equity.



SVA Student Code of Conduct

We believe in positive and pro-active teaching for students to know what is expected of them both academically and behaviorally.

For a full list of Student misconduct, corrective actions, and due process rights, please see *NTPS Rights & Responsibilities Handbook* (available on the NTPS website: <https://www.nthurston.k12.wa.us/Domain/2286>)

Discipline procedures

"Discipline" is defined as any action taken by a school district in response to behavior violations. At Summit, we are dedicated to teaching our students about how to follow our behavior expectations when or if they have trouble meeting those expectations. We use a variety of strategies to support students in learning to meet behavior expectations: Positive Behavior Interventions and Supports, Social Emotional Learning (see NTPS Policy 3112), and Restorative Practices.

Minor behaviors, which cause minimal distraction/disruption, should be dealt with using redirection (verbal, chat, email, etc.) Major disciplinary behaviors cause larger class disruptions or are minor behaviors that are repetitive in nature and can result in larger consequences, up to exclusion. Examples of possible behaviors are included below.

Student Conduct in Class Connect Sessions

Students at SVA are expected to participate in live class sessions. These sessions are interactive in nature and collaboration, communication, and feedback are essential for teachers to engage students in learning. Peer interaction and connection is an essential component of connectedness to the classroom and school community.



Students are expected to interact with teachers and peers. During live classes, students must use their microphones and the chat option to demonstrate participation and engagement. During small group, 1 on 1 session, and Family Connection Meetings cameras are required to be on.

Students will need access to a quiet, dedicated learning space to enable them to participate fully in live class sessions.

- *Appropriate examples* include desk or tables with a comfortable chair, access to supplies and materials, and a background that is free from distractions.
- *Inappropriate examples* include laying down in a bed or on the floor, a background that promotes drugs, alcohol, violence, or the like.

We expect school-appropriate behavior online and in all Class Connect sessions. Any communications or postings that harass or intimidate students or teachers or disrupt any online classes are considered unacceptable in the School District.

It is important for all students to understand that any inappropriate postings made during a Class Connect session can be traced back to the home address in much the same way that a phone call can be traced to a single phone number. Using a false username will still result in a successful trace. SVA staff responds to all inappropriate language or behavior, and students will receive consequences in accordance with School District policy.

Use of Digital Resources

All use of the network must support education and research and be consistent with the mission of the district.

In using district electronic resources, students should accept responsibility to:

- Be held strictly responsible for all activity that takes place on their accounts and devices.
- Not attempt to access other users accounts, files, or misrepresent them on the network
- Be aware the district has the right to examine all data created on, posted, stored on, or transmitted by the network.
- Respect all internet filters and network security measures and not attempt to bypass those protections.
- Not attach any unauthorized devices or install any software on district computers or network without permission from technology services.
- Not use any district resources for cyberbullying, impersonating others, hate mail, harassment, or intimidation of any kind.

Academic Honesty

SVA provides students an environment that teaches and supports honesty and integrity. Cheating and plagiarism result in a false evaluation of student performance and the mastery of the subject matter. It also harms other students by lowering the value of their honest achievement. Any student who knowingly submits the work of others (copying and pasting from internet is included) represented as his or her own will be considered to have cheated or plagiarized. Cheating also includes the aiding and abetting of cheating by others. Cheating and plagiarism are unacceptable and will result in disciplinary action.

****** Each incident will be counted for student across subject areas. In addition to the responses below, student is given the opportunity to redo the assignment or submit an alternate assignment.

- a. **1st incident** – Student is instructed on what plagiarism/cheating is and how their assignment met those criteria.
- b. **2nd incident** – Family connection meeting is scheduled and held to discuss plagiarism/cheating and what the student can do to prevent it from happening again.
- c. **3rd incident** – Referred to Office for official disciplinary action.

Copyright: All users of computers/technologies shall comply with current copyright laws.

Harassment, Intimidation or Bullying (HIB)

North Thurston Public Schools strives to maintain a safe, respectful, and secure learning environment for all students that is free from harassment, intimidation, and bullying. Our district values differences among people and treating one another respectfully. In accordance with Washington state RCW 28A.600.477, harassment, intimidation and bullying of students by other students, by staff members, by volunteers, by parents or by guardians is prohibited.

Cyberbullying: Cyberbullying, impersonating another, hate mail, defamation, harassment, or intimidation of any kind, are prohibited. Cyberbullying is bullying or harassment that happens online. It can happen on a social networking site, in a text message, an email, an online game or comments. It might involve rumors or images posted on someone's profile or passed around for others to see or creating a group or page to make a person feel left out. Because cyberbullying messages can be rapidly sent to many people, they can cause considerable damage to children. For a full definition of HIB and reporting rights and practices, or to report an incident, please see *NTPS Student Rights and Responsibilities* or the district webpage: <https://www.nthurston.k12.wa.us/family-resources/report-harassment-intimidation-or-bullying>

Health & Wellness

Immunizations: Starting with the 2021–22 school year, all students enrolled at a public or private school must follow the immunization rules, even if participating in an off-campus alternative school program.

These students will need a completed Certificate of Immunization Status (CIS) and/or Certificate of Exemption (COE) on file at the school or district program and will need to be included in the school's annual immunization report that is submitted to DOH. For information and resources, see the [DOH School and Child Care Immunization webpage](#).

Life Threatening Conditions: SVA staff do not dispense medication to students. If your student requires medication and is attending a school outing, at least one authorized adult must remain in attendance at the event (including state testing) to dispense medication to their student.

Summit Virtual Academy Statement of Understanding

(signed by parent/guardian upon enrollment)

ENROLLMENT CRITERIA

Students will be accepted on a space available basis. Priority will be given to NTPS residents.

All Elementary and Middle School students are required to have full time adult supervision provided by the parent, guardian or family designee during the school day instruction and learning activities.

(Approximately 6-7 hours per day). HS students may also require adult supervision to be successful. If so, this supervision must be provided by the parent, guardian or family designee.

Students must have webcam and audio microphone capability to participate and interact in live, online classes.

Successful academic progress is directly related to consistent, daily engagement. SVA will track compulsory school attendance throughout the school year through the completion and documentation of weekly contacts between students and teachers. All students will be able to complete required contacts with teachers through digital means such as phone, email, online classrooms, texting, etc. All students are required to participate in teacher assigned synchronous digital classes on a weekly basis as part of their attendance requirement.

Open lines of communication are essential for success in an online school. Students and parents must be able to respond back to all teacher and school requested communications. All students and parents must participate in required, pre-scheduled teacher progress conferences during which an internet-enabled computer is available.

Students must participate in all state, district and school mandated assessments. Parents/guardians are required to provide transportation to and from district testing locations.

SATISFACTORY PROGRESS REQUIREMENTS AND SCHOOL RULES

Alternative Learning Experience law requires teachers to assess the progress of all students each calendar month and report the progress of all students consistent with the goals and performance objectives of their student learning plan. If a student fails to make satisfactory progress, an intervention plan will be developed. If a student receives three unsatisfactory monthly progress evaluations as defined in the student handbook and student learning plan, along with a failure to comply with required intervention and support measures provided by the school, a student may be removed from the school.

The Student Handbook contains essential information tied to program rules, requirements, and the Written Student Learning Plan. This document must be reviewed and understood by all students and parents/guardians. Access to the revised, updated handbook for the current school year will be provided to all families prior to the first day of school and will be available for download from the school website throughout the school year.

STATEMENT OF NONDISCRIMINATION/ EQUAL EDUCATIONAL OPPORTUNITIES

North Thurston Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator and Title IX Officer: executivedirectorHR@nthurston.k12.wa.us, 360-412-

4453 Section 504 Coordinator: 504@nthurston.k12.wa.us, 360-412-4465.
Address for both: 305 College Street NE, Lacey, WA 98516.

HOME-BASED INSTRUCTION vs. ALTERNATIVE LEARNING EXPERIENCE

In accordance with the Alternative Learning Experience Implementation Standards, reference WAC 392-121-182 (6)(j)(ii), prior to enrollment, parent(s) or guardian(s) shall be provided with, and sign, documentation attending to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE).

Home-based Instruction

Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.

- Students are not enrolled in public education.
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or otherwise supervise the student's education.

Alternative Learning Experience – Summit Virtual Academy

- Is authorized under WAC 392-121-182
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
 - Supervised, monitored, assessed, and evaluated by certified staff.
 - Provided via a written student learning plan.
 - Provided in whole, or part outside the regular classroom.

I have read and agree to this Statement of Understanding

Guardian Signature: _____

Student Signature: _____

Student Printed Name: _____ Date: _____