

Legacy Online Expectations
and Guidelines
2018-2019



Welcome	3
Statement of Understanding	4
Full-time Online Student Requirement	6
Your First Weeks as a Legacy Online Student	6
21 Calendar Day Trial Period	6
Dropping a Course	7
Weekly Contact	7
Satisfactory Academic Progress	8
Academic Integrity	8
Pacing Guide/Course Schedule	9
Communication, Technical Help, and Terms	10
Progress Reports	10
Legacy Online Support Lab	11
Student/Teacher Text Communication	11
Parent Observer Accounts	11
EPS Student Email	11
Microsoft Office 365- Student Advantage Program	11
Change in Contact Information	12
Legacy Online Help	12
Technical Issues	12
Login Information	12
Start Here Folder	13
Additional Tips for Success	13
Frequently Used Terminology	13
Legacy Online Attendance Policies	14
How to Excuse an Absence	14
Truancy Policy	15
Withdrawing from Legacy Online	16
Home-based Education vs. Homeschool	16
Required Signature	18

Welcome

This handbook is an important guide to the Legacy Online policies and procedures designed for student success. Please read it carefully and refer to it throughout the school year. As an Alternative Learning Experience (ALE) program, Legacy Online is subject to specific Washington State rules governing online schools and student participation requirements. We very much appreciate your reviewing these expectations. Please feel free to contact our teachers or the Legacy Online office (360-604-3900) at any time if you have questions, comments, or concerns.

Thank you for allowing us the opportunity to work with your family and student this year. We recognize that you have made a choice to attend our school. We rely on your support and partnership to help implement our Legacy Online educational program, and we look forward to a very successful year of academic growth and student accomplishments. Our dedicated staff of teachers, counselors, academic advisors, and administrators is excited to work with your family this year to aid your student in striving for academic excellence.

Please note, individual student's courses will not be made available until a parent/guardian has confirmed receipt of this handbook. Once you review the procedures and expectations with your student, please complete the required signature protocol found on the second to last page of this document.

Once again, welcome to Legacy Online.

Sincerely,

Heather Audrian Fowler, Ed.D.
Principal
Legacy High School

Statement of Understanding

In accordance with the Alternative Learning Experience Implementation Standards, **reference WAC 392-121-182 (3)(e)**, prior to enrollment parent(s) or guardian were provided with, and signed, documentation attesting to their understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE). Provided here are summary and narrative descriptions of the difference between home-based instruction and an ALE

Summary Description

Home-based instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010
- 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 instructional materials, or otherwise supervise the student's education.

Alternative Learning Experience (ALE)

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education either part-time or full-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 a certificated staff.
 - Provided via a written student learning plan (WSLP).
 - Provided in whole, or in part, outside the regular classroom.

Part-time Enrollment of Home-Based Instruction Students

Home-based instruction students may enroll in public school programs, including ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written Student Learning Plan, but not be required to participate in state assessments or meet state graduation requirements.

Narrative Description of the Differences Between Home-Based Instruction and Public School Alternative Learning Experiences

Home-based instruction is authorized under Revised Code of Washington (RCW) 28A.225.010 and RCW 28A.200. When a parent or guardian has filed a 'declaration of intent to provide home-based instruction' with the district and is meeting the requirements for home-based

instruction stated in RCW 28A.225, the student is eligible to receive home-based instruction. Students receiving only home-based instruction are not enrolled in public education, and they do not have to comply with the rules and regulations regarding public schools. Since the student is not registered or enrolled in the public school system, the school district is under no obligation to provide instruction or instructional materials for these students. Home-based instruction students are not required to participate in any district or state testing and/or assessments. Additionally, home-based instruction students are not eligible for graduation through a public high school unless they meet all of the graduation requirements established by the state, district, and the local high school. This includes earning the Certificate of Academic Achievement.

Part-Time Enrollment

Home-based instruction students may have access to ancillary services and may enroll in a public school course, such as an alternative learning experience program, on a part-time basis where space is available. Part-time enrollment is defined as being less than full-time enrollment. In these cases, the student is responsible for maintaining acceptable attendance and meeting all course and school requirements. For an alternative learning experience, this will mean meeting the requirements of the written Student Learning Plan. The student continues to be considered a home-based instruction student when enrolled part-time in a public school setting. Therefore, except for the individual class requirements, school and district attendance rules, and school behavior policies, the limitations and restrictions noted in the paragraph above are in force.

Full-Time Enrollment

A student enrolling full-time in a public school alternative learning experience program is not receiving home-based instruction, even if the parent or guardian has filed a 'declaration of intent to provide home-based instruction' with the school district. The student is considered a public school student and is subject to all the rules and regulations governing the actions of all public school students. This includes, but is not limited to, attendance, meeting course requirements, graduation requirements, and assessment requirements. Full-time students are eligible for graduation from a public high school upon meeting all of the school, district, and state requirements

Legacy Online

It is a privilege to participate in Legacy Online. Washington State Alternative Learning Experience Laws (ALE) govern how you must perform in your online courses. You are required to maintain weekly contact and weekly progress in your course(s). If you have 20 days of no progress, you will be dropped from the program. This is required by law and there is little flexibility.

Full-time Online Student Requirement

If you are a full-time Legacy Online student you are required to attend an on-campus session once per week. You will be asked what your preferred day is, and we will do our best to accommodate you. If you do not attend the on-campus session and are not excused by a parent or guardian an unexcused absence will be recorded.

Your First Weeks as a Legacy Online Student

Online courses are not for everyone. Students have to schedule time to work on their courses in order to be successful. During the first weeks you are enrolled, you will be held to a tighter schedule of progress to help you be successful or get back into the classroom at your home school with no penalty.

- You must login, make progress towards the each week's assignments and maintain contact with your teacher. Failure to do so will result in your removal from the program.
- You should dedicate five hours per week, per course you are enrolled in, toward working on your coursework.

Lack of Computer, Program, or Internet Access

This is not an excuse for not maintaining satisfactory progress. Access to technology in order to be successful is your responsibility. You can use any of the following to stay on track in your course:

- Computer at Legacy
- Computer at the public library
- Computer at a friend or relative's house

21 Calendar Day Trial Period

Participating in Legacy Online is a privilege. Legacy Online is an ideal environment for a motivated learner who seeks the independence of completing coursework on their own without

having to attend a brick and mortar campus full time, although it is not an appropriate match for all students. Therefore, a 21-calendar-day trial period (three weeks) is established each trimester to assess a student's ability and desire to complete Legacy Online coursework.

For Legacy Online to be viewed as a good match for a student, they must maintain weekly contact and participate regularly in coursework. Students who meet our participation standards during the 21-day trial period will be invited to continue with Legacy Online, and those who do not may be withdrawn from Legacy Online. For students who do not meet the standards outlined below, they may withdraw from Legacy Online without penalty.

Students who continue with Legacy Online after the 21-day trial period will be fully vested in their courses of study. In general, a student who drops or is dropped from a Legacy Online course after the 21-day trial period and does not enroll in the same course in their home school will receive a semester grade of "F."

Dropping a Course

You have a 21-day trial period from your first day of enrollment to drop a course you are enrolled in without a penalty. However, you will want to make this decision as quickly as possible. If you know you would like to drop your course after your first week please begin the drop process (as described below). After 21 days, you will receive a grade on your transcripts.

- Part-time students: See your counselor at your home school and request to drop your Legacy Online class.
- Full-time students: See the Legacy Online counselor and request to drop your course.

Weekly Contact

According to Washington State law, 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 an instructor grades and/or provides feedback on.
- ✓ Email exchange with the teacher
- ✓ Phone call with the teacher
- ✓ On-campus attendance
- ✓ Face-to-face meeting with the teacher

- ✓ Electronic exchange with the teacher: Discussion board, Blackboard instant message, text, etc.

Satisfactory Academic Progress

One of the advantages of Legacy Online 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, Washington State law requires students to make satisfactory academic progress in their online course.

Student progress is evaluated monthly against benchmarks which are clearly defined in the courses monthly.

Student progress is evaluated each month 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, per course, to maintain a satisfactory monthly progress designation, but will need to complete all that the instructor is asking for each week in order to complete the course on time.
- A student may be deemed to not be making satisfactory progress even if they are turning in one assignment per week, per course. Satisfactory progress is at teacher discretion.
- Students who do not meet progress and course schedule benchmarks may, at the discretion of Legacy Online administration, be removed from the course within the 21-day trial period or placed on a more restrictive intervention plan (called a plan for success) for their learning after the trial period.
- Any student not making satisfactory progress at any point in the course for more than 21 days may be removed from the course at the discretion of the Legacy Online administration.

Academic Integrity

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

Cheating as defined by Evergreen Public Schools policy #xxxx is, but 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 is defined as, but 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 student's responsibility to clearly document the source of information used in work submitted as their own (as defined by the MLA handbook).

Incidences of cheating are dealt with according to the following Legacy Online student discipline policy.

•Step 1: Upon confirmation of cheating/plagiarism, the teacher will discuss the incident with the student and call home to discuss with a parent. The student will be required to redo the assignment and the teacher has the discretion to either give a zero on the assignment or re-grade the assignment for reduced points. The teacher will notify the office so that the incident is recorded in the student's discipline record. The size/value of the assignment does not mitigate/lessen the impact of the consequence.

Step 2: Upon confirmation of a second incident of cheating/plagiarism, the teacher will follow Step 1, and in addition, refer the student to an administrator for discipline. Discipline may include, but is not limited to, After School Detention. At After School Detention, the student will be assigned the Academic Honesty research assignment.

Step 3: Upon confirmation of a third incident of cheating/plagiarism, the teacher will follow Step 1 and refer the student to an administrator for progressive discipline, which may include, but is not limited to, short-term suspension or removal from class with an "F" grade.

Pacing Guide/Course Schedule

Within each Legacy Online course, you will find a course schedule or 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 portion of a course schedule.

Legacy Online Shakespeare for All Course Schedule		
Unit	Title	Length
1.	<u>Macbeth</u>	<u>4 Weeks</u>
Week 1	INTRO	

	Log on and navigate site Download Blackboard IM Getting started TASK Read acts 1 and 2	
Week 2	SYBMOLSIM Read acts 3 and 4 Symbolism PowerPoint Symbolism in Macbeth activity Characterization Video Character chart Essay	
Week 3	TRACING A WORD Read act 5 Connotation vs. denotation PowerPoint Three blog entries Promptbook Powerpoint Create a promptbook thread Respond to three individual threads	
Week 4	REVIEW Symbolism review Complete blog entries Complete promptbook Final exam	

Communication, Technical Help, and Terms

Progress Reports

You and your parent/guardian will receive an electronic progress report every Friday, based on benchmarks specific to the course.

- If you are behind in your course, increasing the amount of time/effort put into coursework and communicating your plans with your teacher is recommended.

Each student's progress is also evaluated at the end of each month to determine satisfactory vs. unsatisfactory progress for the month as a whole, based on benchmarks specific to the course. You, your parent/guardian, and counselor will receive this monthly progress report at the end of every month.

- If your progress is evaluated as unsatisfactory, your Homeroom teacher will create and implement a Plan for Success that you must acknowledge in order to remain enrolled with Legacy Online.

- Full-time students that receive a second, consecutive Plan for Success may be required to attend a weekly, in-person lab on the Legacy campus.

Legacy Online Support Lab

A drop-in lab is open Tuesday-Friday 9 a.m.-11:30 a.m. or by appointment on the Legacy campus. The drop-in lab provides Legacy Online students extra support and a place to work with a computer and free wifi.

Student/Teacher Text Communication

Legacy Online teachers find that texting is one of the most effective ways of communicating with our students. By enrolling in Legacy Online parents/guardians give Legacy Online teachers and administrators consent to text your student for school related purposes. If you do not consent to teachers and administrators texting your student for school related purposes, please contact the principal, Heather Fowler, at heather.fowler@evergreenps.org to notify the school of this decision.

Parent Observer Accounts

Parents have access to an observer account in Blackboard to monitor their student's progress in his/her Legacy Online course(s).

EPS Student Email

Your Evergreen Public Schools email is the email address Legacy Online teachers and staff will use for all communications.

- Login access for student email
- Student login info
- Password

Microsoft Office 365- Student Advantage Program

The full suite of Microsoft Office programs are available at no cost to students through the Microsoft Student Advantage program. There is no cost to download and run the full version of Office provided in the Student Advantage program.

To download Office 365 on your home computer, log in to login.microsoftonline.com with your @student.evergreenps.org username and password. Click on the "Install Office 2016" link at the top of the screen. The site should guide you from here on how to install the program. There are

also app versions of Office 365 for Apple and Android devices that you can download from your app store free of charge.

Change in Contact Information

Please notify the Legacy Online office if any of your personal information changes. This includes:

- Parent email address
- Home phone/cell phone
- Change in school
- Change in home address

Legacy Online Help

Your Legacy Online teacher is your first point of contact. All Legacy Online teachers have their contact information listed in your coursework and are willing to take your calls/emails during the school day and/or office hours.

If you leave a message, your teacher will get back to you within 24 hours (excluding weekends and holidays).

Technical Issues

Online Help Desk- Look for this link on the Legacy Online website and on the Blackboard login page:

Login Information

How to get to Blackboard

- Http:
- www.Evergreenps.org
 - Go to Specialty Schools at the top of the page
 - Choose Legacy Online
 - Click on Blackboard in Info and Links tab

What to use:

- Username:
- Password

Start Here Folder

Inside every course (in the menu) you will find the START HERE folder. This folder contains important information that will help you achieve success in your Legacy Online course: **Our 5 Keys to Success**. Read through the entire folder carefully.

Additional Tips for Success

- Ask questions! Do not let a question prevent you from working.
- Communication with your teacher is the key to success.
- Print out the course schedule for all your courses and place it where you work as a reference.
- Be an excellent reader of directions! Read all your teacher's announcements for each course.
- The browser Firefox (www.firefox.com) works best with Blackboard.
- When in doubt, contact your teacher. Progress in Legacy Online is vital to your success so please stay in frequent contact with your teacher.

Frequently Used Terminology

- **Blackboard:** Course management system. You log into Blackboard to access your courses.
- **Modules:** The blue topped boxes you see when you login to Blackboard. They contain different information. Important ones are:
 - My courses
 - Tools
 - My announcements
- **Menu:** Items on the left side of your page when you are in your course
- **Announcements:** Area in your course where your teacher posts what is going on weekly.
- **Discussion Board:** A discussion board is an asynchronous communication tool that allows you to post a comment or questions online. Other students who are members of the same course may read that comment/questions, and respond with their own remarks.
- **Blog:** Like a discussion board but is more individualized by the student.
- **Blackboard Instant Messenger:** Instant messenger built into Blackboard that allows real-time communication between students and teacher. This should be downloaded and found in the menu bar in your course.
- **My Grades:** Area of Blackboard that shows your grades and feedback from instructor on your assignments.

- **Asynchronous:** Students are not online at the same time as the instructor or other students.
- **WSLP:** Written student learning plans that outline the courses a student takes during a grading period.
- **ALE:** Alternative learning experience

Legacy Online Attendance Policies

Attendance requirements for full time students are 32 hours per week. Part-time students are expected to spend a minimum of five hours in each course per week.

By following the daily and weekly planning schedule in Blackboard the student will easily fulfill these requirements. Students may choose to work on weekends and non-school days. Please be advised that Legacy Online teachers, guidance counselor, and other office staff are not available during school vacation periods, including summer break.

As a program of Evergreen School District, Legacy Online is required to monitor student attendance in accordance with Washington State law. As a Public School, Legacy Online is required to track attendance between the first and last day of school. Legacy Online student attendance is recorded by consistent logins to Blackboard, demonstrated progress toward course goals, and active participation in the course. In this virtual setting, successful progress is directly related to steady attendance. Legacy Online teachers and administration will monitor student attendance and progress.

Attendance Requirements

- Students submit at least one assignment per class, per week.
- Log into each class at least once per week.

Students not fulfilling these requirements will be subject to truancy warnings and/or petitions and potential withdrawal from the Legacy Online program.

How to Excuse an Absence

To excuse an absence, students will need to provide a note or email to the homeroom teacher from a parent or guardian with a legitimate excuse and/or parent phone call to excuse the absence. Students have three (3) days to clear up an absence. After the three(3) day period the unexcused absence remains. If the absence is excused, the student will be allowed to make-up the missed work.

Sick Days

If your student is ill and unable to attend an in-person session please notify the main office by phone. If a student is ill and unable to complete their work by set deadlines they need to be in contact with their teacher to make arrangements for extended time.

Extended Illness

If your student experiences an extended illness, please contact his/her teachers and counselor to make special arrangements for the completion of his/her course. The earlier you contact us the better we can assist you. It is the student's responsibility to make arrangements with the teacher(s) regarding missing assignments.

Doctor's Note

Absences of more than five (5) days requires a doctor's note to excuse your absence and/or permit you to make up and earn credit for missed work.

Excused Absences

Excused absences include: Verified illness, school-related, (field trips, musicals, athletics, suspension, etc.); doctor appointments; pre-arranged, (parent requests); and, emergencies. Unjustified absences and/or unexcused notes may result in the student not being allowed to make-up missed work. Teachers' classroom policy will determine whether a student will be allowed make-up missed work in these cases.

Pre-Arranged Absences

These absences include vacations or any pre-planned extended absences. The student's responsibility is to send a note from parent/guardian to the teacher or for the parent to call the Legacy Online attendance specialist stating the date and reason for the absence, and the time to be excused. Students are expected to continue making satisfactory progress in their courses.

Truancy and Unexcused Absences Policies

Student engagement is vital to a student's success. Key ways students engage are attending on-campus sessions and interacting with teachers through email, one-on-one Class Connects, emails, phone calls, etc. State law requires Legacy Online to monitor the attendance of our students. An absence is defined as failure to complete required weekly contact or failure to log on to the online school (LMS) for five (5) days; it is considered unexcused unless the absence is pre-arranged with the homeroom teacher. Excessive unexcused absences may result in withdrawal from Legacy Online and ineligibility for re-enrollment.

Truancy Policy

The following is Legacy Online's truancy policy and will be used to calculate a student's total unexcused absences:

- An unexcused absence is failure to log into each course via the Blackboard for five(5) school days AND failure to complete required weekly teacher contact. A student needs to do both of these in order to be considered present. After four (4) consecutive unexcused absences students will be considered truant and will be removed from Legacy Online.
- After each unexcused absence, a communication will occur to inform the learning coach of the student's absence.

If a student accumulates four (4) consecutive unexcused absences the following will occur:

1. The student's enrollment in Legacy Online will be terminated.
2. A certified letter will be sent the the student's home notifying parents their student has been withdrawn for non-attendance. An email containing the same information will be sent to the parent/guardian email address on file.
3. A notice will be sent to the Evergreen School District for further follow-up.
4. The parent/guardian is responsible for enrolling their student in a State accredited school or program.

As a student of an online Alternative Learning Experience (ALE) program in Washington State, Legacy Online students are better able to arrange work schedules to best suit their individual needs and learning styles. If a student is temporarily unable to attend Legacy Online, which includes lack of internet access, the student's teacher(s) must be contacted as soon as possible to arrange a plan for the student to stay on track with their studies. These truancy accountability measures will only occur when a student is not engaged in the school's online academic program and has demonstrated a pattern of non-response to teacher/school communications, including, email, phone calls and voice messages.

Withdrawing from Legacy Online

Parents of full-time students who wish to withdraw their student from Legacy Online must contact the Legacy Online counselor and notify them of your desire to withdraw your student. Part-time students should contact their counselor at their home high school.

Home-based Education vs. Homeschool

Students enrolled in Legacy Online, are considered *home-based public school* students in an Alternative Learning Program (ALE) through Evergreen Public Schools. These students are assigned courses, teachers, provided curriculum, and expected to meet state progress, attendance and contact requirements as outlined in WA state laws. (WAC 392-121-182)

A homeschool student is a student schooled at home under the supervision of a parent who determines their own curriculum and expectations. (RCW 28A.225.010(4)). Students falling into this category must file a request for Home School Status with their resident school district. Questions regarding this should be directed to Evergreen Public Schools Boundary/Home School Department at (360) 604-4000.

Required Signature

Dear Parents and Students:

You have just reviewed the Legacy Online handbook. While we attempted to cover all the important rules, requirements, and procedures that you are responsible for this school year there is the possibility a situation may arise that is not covered here.

Your success at Legacy Online is directly connected to your effort, work ethic, ability to work independently, and to persevere. Please click on the link below to acknowledge both the student and parent have read, understand, and agree to the expectations and guidelines set forth in the handbook. Once you have submitted the form, or returned the signature page, the Legacy Online registrar will make your student's courses accessible and send an email with your student's login information.

Click here to be redirected to the [required signature page](#)

If you prefer to print, sign, and return to the Legacy Online registrar, please print and sign this form:

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the handbook.

- I received directions to access the electronic version of the Legacy Online Handbook.
- I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Legacy Online or Evergreen Public Schools administration at any time.
- I understand that this Handbook replaces (supersedes) all other previous handbooks for Legacy Online (formerly iQA) as of August 24, 2017.
- I understand that I should consult Legacy Online administration if I have any questions regarding this handbook.

My student and I have read the Legacy Online handbook. In signing, we indicate an awareness and understanding of the school's procedures, expectations, and practices set forth herein.

Student Signature:

Date:

Student's Printed Name:

Parent/Guardian Signature:

Date:

Parent/Guardian Printed Name:

Nondiscrimination statement:

Evergreen 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.

If you have a disability that requires you to need assistance to access school facilities, programs or services, please notify the school principal.

Cale Piland
Title IX Coordinator
Director of Athletics/Activities
13501 NE 28th Street
P.O. Box 8910 Vancouver, WA
98668-8910
Telephone: (360) 604-4431

Holly Long
Section 504/ADA
Coordinator Health Services
Manager
13501 NE 28th Street
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Tracy Thompson
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Director of Personnel
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