

WASHINGTON
VIRTUAL ACADEMIESSM

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Parent-Student
WAVA High School Handbook Addendum
2020-2021

WELCOME to WAVA HIGH SCHOOL!!

Dear WAVA High School Parents and Guardians:

This Addendum is a High School specific guide to accompany the WAVA K-12 Parent Student Compliance handbook

Table of Contents

High School Academic Team.....	3
WAVA HS Staff Photo Directory.....	4
STUDENT REQUIREMENTS	
Instructional Time and Attendance.....	5
Plagiarism.....	5
COURSE, GRADING AND CREDIT INFORMATION	
General Course Information.....	6
Grading Policy.....	7
Extra Credit.....	7
Dropping/Withdrawing from a Course.....	7
Gradebook Reporting.....	7
Late Work Policies.....	8
Advanced Placement.....	8
Running Start.....	8
HS Graduation Requirements.....	8
Community/Technical College, Military, and Workforce Bound pathway.....	10
4 year college bound pathway.....	11
OTHER IMPORTANT INFORMATION	
Saving digital work and assignments.....	12
MLA Source Citation.....	12
Prospective NCAA Athletes.....	12
Network Etiquette.....	12
Use of Copyrighted Materials.....	13
Academic Integrity.....	13
Monitoring.....	13
Tips for Success.....	13
PE Waiver Information	13
Washington State History Waiver	14
Repeating a High School Course	15
Performance Studio	15
WAVA State Assessment Alternatives	15
High School & Beyond Plan	16
Vacation or Out of State Guidelines	17
World Language Competency Credits	17

WAVA HS ACADEMIC TEAM

WAVA High School includes a team of teachers and support staff who give each student the support that they need to be successful. These professionals are always there to help with instruction, assistance, and encouragement as students travel their path to success. Keep the lines of communication open, and take advantage of the skills, encouragement, and help that your WAVA team can offer!

WAVA HS Administration team:

Joanne Warren	WAVA High School Principal
Amalia Walle and Terry Ackerman	WAVA High School Assistant Principals
Dolly Fernandez	Special Programs Administrator – grades K-12

Student Split	Graduation Specialist
A-E	Cindy Pascoe cpascoe@wava.org
F-K	Nate Tepper ntepper@wava.org
L-Q	AJ Simoneaux asimoneaux@wava.org
R-Z	Tatiana Fox tafox@wava.org

Student Graduation Specialists

The Graduation Support Specialist focus their efforts on helping students monitor their progress toward graduation.

A Graduation Specialist will be there to help with the following:

- Student scheduling and course changes
- Tracking Progress toward WAVA HS graduation
- Assist with selection of courses based on graduation requirements, needs, abilities, achievement levels, and future goals
- Provide Running Start Information – please see Running Start Guidelines

Student Advisors (see Org Chart)

- Non-academic supports
- Manage FAST referrals through a strength-based approach
- Help with new family onboarding and Learning Coach support
- Facilitate meetings with families & teachers
- Welcome calls & FAQ support

Content Area Teachers

WAVA content area teachers are highly qualified WA certified teachers that are specifically trained in online learning. Most have been with WAVA for many years and hold advanced degrees. WAVA HS teachers are responsible for:

- Providing Live Class Connect Sessions instruction
- Assessing student work and providing a course grade
- Providing feedback on performance
- Answering questions and providing tutoring, as needed

Homeroom Teachers

- Track required weekly contact/Attendance
- Host Homeroom Class Connect once a week
- Connect with students in a smaller group

Family Resource Coordinator: Natalie Seward nseward@wava.org

- Assists families with identifying local resources to support students
 - Economic
 - Emotional
 - Physical Changes
- Works with families in times of crisis

WAVA HS Organization Chart

Link to Chart:

https://k12inc-my.sharepoint.com/:w:/g/personal/tackerman_k12_com/Eb1RXjXjO01LivxyjkeKS2cBs0UW5EBJu0VPLmaehisCnA

WAVA Staff Directory:

https://k12inc-my.sharepoint.com/:x:/g/personal/tackerman_k12_com/Ecyy_inRWJtGr0IA4zTHIkCBUiVyzCwtlERaNsiayaPHNg

WAVA HS STUDENT REQUIREMENTS

INSTRUCTIONAL TIME AND ATTENDANCE

The WAVA HS school year runs from September 2, 2020 – June 11, 2021. It is made up of 2 semesters. Semester one runs from September 2- January 22 and semester II runs from January 26 – June 11. Students are expected to log in to the online school and complete school work each school day. Students may also choose to work on weekends, evenings and holidays. Please be advised that WAVA teachers are only available to support students on regular school days indicated on the WAVA school calendar.

The expected time spent on school for a full-time high school student is 30 hours per week.

Part time students are expected to spend about 6 hours per week on each course.

Some students may be spending additional time on school due to school projects, extra studying, writing papers, completing projects, attending Class Connect Sessions or watching recordings for Class Connect Sessions missed.

All courses will have a defined semester start and end date that cannot be changed. Course final examinations must be taken at their scheduled date and time and cannot be taken earlier.

As a public school, WAVA HS is required to monitor student attendance in accordance with Washington State law. Weekly teacher-student contact is required by state law and is the basis for student attendance. Weekly contact may be completed through email, phone calls, or Class Connect attendance. Students not fulfilling this requirement will be subject to truancy proceedings and/or potential withdrawal from the WAVA program.

REQUIRED ATTENDANCE IN LIVE CLASS SESSIONS (Class Connect)



As a public school, WAVA student attendance is **required by Washington State laws**. Although ALE students are not counted in daily attendance, they are required to have weekly contact with a certificated teacher per WAC 392-121-182

Each week, WAVA teachers will offer instructional sessions aligned to each of the courses they are teaching. **Students are expected to attend their assigned Class Connect sessions for each of their courses**. This is a valuable time for teachers and students to interact and meets the state requirement for weekly contact. Teachers may choose to assign participation grades for Class Connect attendance. If a student is ill or unable to attend a live session, they should notify their teacher as soon as possible. WAVA teachers have the option to provide a recording of the missed session. The teacher may also require additional work to accompany the recording if a student is unable to attend the live class connect session.

PLAGIARISM

The definition of plagiarism is the following: Copying or imitating the language, ideas, and/or thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism are as follows:

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example: Spark Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as Cliffs Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

In a **World Language** class, using online translators is plagiarism and is not acceptable. Teachers easily recognize use of online translators. If desired, the student will have the opportunity to meet with the teacher by phone or in the Class Connect classroom to provide acceptable evidence that the assignment is original work.

The consequences for cheating and plagiarism will be followed. All teacher reported incidences of plagiarism are communicated to administration for tracking across classes. Each student begins the school year with a blank slate.

CONSEQUENCES FOR CHEATING AND PLAGIARISM

- **First Offense:** The student will receive corrective action. The student may be allowed to resubmit the assignment but he or she cannot earn a grade higher than a “D” on it. The student may be required to conference with the assistant principal.
- **Second Offense:** The student will receive zero points for the assignment and not be allowed to resubmit it. The student and a parent/guardian will be required to conference with the assistant principal.
- **Third Offense:** The student will fail, for the semester, the class in which the third offense occurs and will be removed from enrollment with WAVA at the end of the semester or school year whichever comes first. The student will not be allowed to re-enroll with WAVA in the future.

COURSE, GRADING AND CREDIT INFORMATION

GENERAL COURSE INFORMATION

Each course has an individual online syllabus that describes the specific requirements, activities and assignments. In addition, the syllabus may include additional resources and online activities that will enhance the learning for the course. In general, course activities may include:

- Reading online text and transcripts
- Viewing moving and static images and streaming video
- Listening to audio recordings and pronunciations
- Linear and interactive animations and simulations
- Hands-on and virtual activities
- Threaded discussions with teachers and fellow students in a section, cohort, or group
- Teacher announcements
- Online self-check exercises
- Teacher-created materials

Graded assignments may include:

- Online or paper-based worksheets and practice sets
- Quizzes and Exams (e.g. Unit, Semester, Final)
- Threaded-discussions
- Web Explorations
- Essays, research papers, and other writing assignments
- Projects and Presentations

All graded assignments are either automatically scored by the K¹² Learning Management System (LMS), or they are teacher-scored.

GRADING POLICY

Graded activities in WAVA high school-level courses will be assigned points and your final grade will reflect the actual points earned compared with the total points possible. During the semester, you can view your grades in the Student Progress Report. Your teachers, administrators, and parents also have access to your grade information.

Grading Scale

Letter Grade	Point Value	Percentage Earned
A	4.0	93-100

A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	60-66
F	0.0	59-0

Year Long classes = 1.0 credits

Semester classes = 0.5 credits

AWARDING OF EXTRA CREDIT

Teachers may determine extra credit policies for each class and post their policies within the class syllabus. Extra credit is not awarded for completion of assigned work. If available, extra credit may be awarded for work above and beyond regularly-assigned work.

DROPPING/WITHDRAWING FROM A COURSE

During the first 2 weeks of each semester, students are encouraged to ensure that they have the proper schedule of courses and to work with their alpha-assigned Guidance Counselors should any changes need to be made. The last day for a schedule change request is 10 days after the 1st day of each semester; September 16th, 2020 for 1st semester and February 9th, 2021 for 2nd Semester

Students may withdraw from a course without penalty (no grade mark and no “W”) up to 20 days into the semester. The semester one cut-off date is September 29th, 2020 and the semester two cut-off date is February 23rd, 2021. Beyond these cut-off dates, a student may request the withdrawal from a class with a “W” grade mark by receiving permission from their alpha-assigned Guidance Counselor and approval from the High School Principal.

WAVA recognizes that some withdrawals are unavoidable, but many are due to communication or technical issues that we can help resolve. Before resorting to withdrawal, contact your Academic Advisor.

GRADEBOOK REPORTING

The grade book inside each Online High School course will always display points earned vs. points possible as well as percentage grades. Assignments will be graded and (in most cases) returned to you in three school days. Grades will appear in your online grade book, and feedback to your work will most often be included directly inside the files returned to you. It is the student’s responsibility to check their own class gradebook and grades overall in every class frequently.

LATE WORK POLICIES

Students are responsible for checking the course syllabus for each class to determine the late policy for each course. Zeros will be added to the gradebook for assignments not submitted by the due date or late policy extension. Students should contact teachers prior to due dates if extensions to assignment due dates

are needed. Extensions beyond the late policy for each class is up to teacher discretion and must receive prior approval from the principal.

ADVANCED PLACEMENT

Students are able to participate in WAVA's offered Advanced Placement (AP) courses. AP exams are taken at the student's local public school and, if applicable, test waivers may be requested through the testing district. Student AP records are confidential.

Running Start

Running Start is intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Students in grades 11 and 12 are allowed to take college courses at Washington's community and technical colleges, and at Central Washington University, Eastern Washington University, Washington State University, and Northwest Indian College. Running Start Students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Running Start Students follow the eligibility guidelines for the school they wish to attend. A Running Start informational meeting is held each spring for students interested in learning more about participating in the RS program for the following school year.

Part Time Running Start Students must maintain Satisfactory Monthly Progress at WAVA High School. Unsatisfactory Monthly Progress may result in not being able to participate in the Running Start program.

Please contact your counselor for details.

HIGH SCHOOL GRADUATION REQUIREMENTS

All students are required to meet all graduation requirements of Omak School District in order to earn a HS diploma. These include the below listed credit requirements as well as state-mandated assessments (or alternatives). In addition, in order to earn a WAVA High School diploma, students must complete 25% of their total course credits through WAVA courses.

State Minimum Graduation Requirements for the Class of 2019 & Beyond

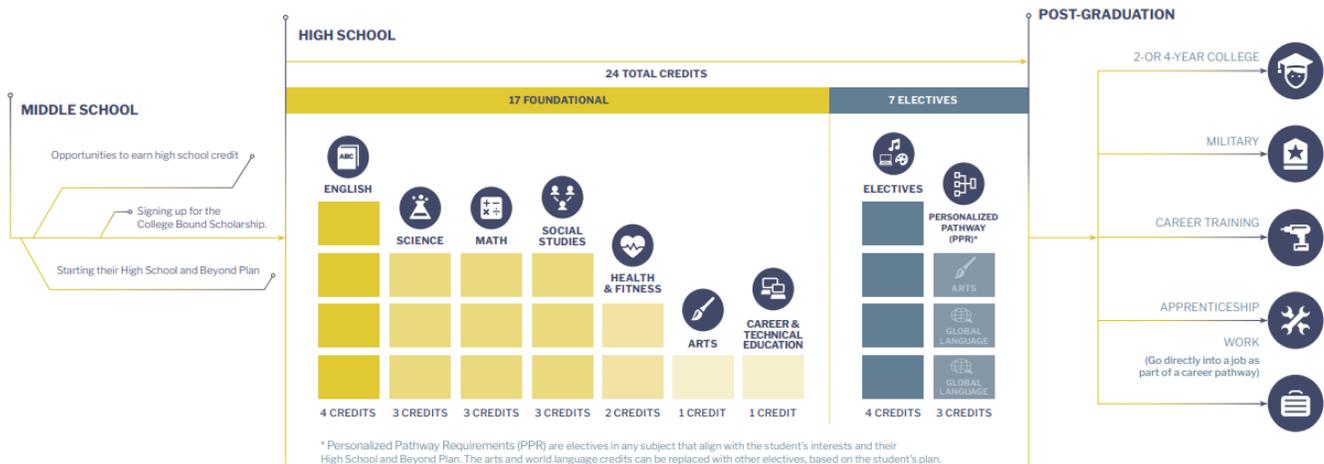
Please see state website: <https://www.sbe.wa.gov/our-work/graduation-requirements>

Contact your counselor if you have specific graduation questions.

WAVA High School 2020 and Beyond Graduation Requirements pending Omak Board Approval

Subject Area	WAVA High School Class of 2020 & Beyond
English	4 Credits
Math	3 Credits
Science (2 Lab Credits)	3 Credits (2 Lab Credits)

Social Studies	3 Credits (must include .5 Credit Civics)
Health & Fitness (one class must include training in CPR and AED)	2 Credits (.5 Health & 1.5 Fitness)
Arts	2 Credits or 1 Credit Art / 1 Credit Personal Pathway
Career & Technical Education	1 Credit
Electives	4 Credits
World Language or Personal Pathway	2 Credits (or 2 Credits Personal Pathway)
High School & Beyond Plan	Met
Assessments: Reading (.5), Writing (.5) and Math (.5)	Met
State Proficiency Requirement	24 Credits/ 2 State Assessments or Approved Alternative / High School & Beyond Plan/ WAH
Total Credits	24 Credits



OTHER IMPORTANT INFORMATION

SAVING DIGITAL WORK AND ASSIGNMENTS

All students must save a copy of their assignments to their computer's hard drive or the cloud. These must be saved until the semester grades are received, or until they exit the class.

- Assignments that have not been saved first to a student's hard drive sometimes have difficulties attaching through the On-line drop box submission process.
- Each student should create a file folder for each class, each semester (teachers may give you a specific format to save your assignments). It is highly recommended that students also back-up these folders once a week to a disc, thumb drive or the cloud in case their hard drive crashes

MLA SOURCE CITATION

All citing should follow MLA format, unless otherwise instructed. Any direct quotations from your textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If citing information found on a Web site, provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available.

Prospective NCAA Athletes - Additional Requirements

Currently WAVA HS is approved by the NCAA under the status of Extended Evaluation/Review. This restrictive classification requires all prospective NCAA athletes to meet additional requirements for each of their classes. The NCAA reserves the right to review all coursework and assignments prior to approving any WAVA online courses and determining eligibility. Here are the additional requirements that prospective NCAA athletes should carefully follow;

- Make sure that grades in all classes are a C or higher. Stay current with all assignments throughout the semester.
- Save all graded assignments, tests and projects from all classes. The NCAA may ask to review these at a future date and expects "extensive examples of student-specific work from all graded assignments and assessments."
- Attend ALL Class Connect sessions each week offered by your teachers. The NCAA requires weekly "documentation of student/instructor interaction". WAVA tracks attendance at your live classes and can use these attendance logs to help satisfy this requirement.

Network Etiquette

As a WAVA student, you are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.

- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Academic Integrity

All work submitted is assumed to have been completed on your own. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s).

Monitoring

WAVA reserves the right to review any material transmitted using WAVA instructional computing resources or posted to a WAVA instructional computing resource to determine the appropriateness of such material. WAVA may review this material at any time, with or without notice. E-mail transmitted via WAVA instructional computing resources is not private and may be monitored.

Tips for Success at WAVA HS

- Develop a school day work schedule and weekly schoolwork schedule and keep pace with your routine.
- Write your due dates in one paper planner style calendar so you can see when all of your assignments are due or use Class Plan
- Keep in regular contact with your teachers through email and phone calls.
- Read feedback from your teacher.
- Talk with your parents every week.
- If you have any questions, contact your teacher immediately.

PE Waivers in High School RCW 28A.230.050

It is the belief of WAVA Omak High School that physical education is a central component of a school's overall environment.

High School Graduation Requirements - delineates the minimum course credits

- Health education (.5 credit) and physical education (1.5 credits)
- Minimum requirements for graduation (WAC 180-51-067)

Assessments for Health and Fitness – formerly known as Classroom-Based Assessments (CBAs)

- Emphasizes alignment with state health and fitness learning standards and assessments
- Essential academic learning requirements and assessments (RCW 28A.230.095)

Waivers in Physical Education – outlines parameters for excused physical education

- Physical education in grades 1–8 (RCW 28A.230.040)
- Physical education in high schools (RCW 28A.230.050)

Minutes in Physical Education – defines parameters for

- Grades 1-8, an average of 100 instructional minutes of physical education per week
- High schools, must offer one course in PE for each grade in high school (WAC 392-410-135)

Physical Education Requirements – outlines physical education and equivalency credits

- Excuse from physical education requirement (WAC 392-410-136)

Special Education Students – explains services available to PE students receiving FAPE

- Special education/Physical education (WAC 392-172A-02030)

Nutrition and Physical Activity – emphasizes the goals for wellness policies

- Access to nutritious foods and exercise (RCW 28A.210.360)
- Food choice, physical activity, childhood fitness (RCW 28A.210.365)

A student may only waive .5 credit of physical education per semester and student must demonstrate competency/proficiency on a standards-based written assessment. Waiver application forms are to be completed a semester in advance of the request. Applications must be received by May to qualify for the following fall semester and December to qualify for the following spring semester.

The application must be given to the high school administrator to be reviewed by the PE department head and signed by the principal prior to the start of the semester. Applications received after the May & December deadlines will be denied.

Allowable reasons for requesting a physical education waiver (RCW 28A.230.050):

1. Physical Disability – Attach verification from doctor or health care professional indicating that participation in a physical education class will be detrimental to student’s health.
2. Other Good Cause – McKinney Vento Status or natural disaster

*Exclusions that do not meet the criteria for a physical education waiver:

- Position as a Teacher’s Aide or Office Assistant
- Use of an Open Period (e.g., late arrival, early dismissal)
- Previous failure of a high school physical education class

Washington State History Waiver

[RCW 28A.230.060](#) – Waiver of course of study in Washington’s history and government.

Students in the 12th grade who have not completed a course of study in Washington’s history and state government because of previous residence outside the state may have the requirement of RCW 28A.230.090 waived by their principal.

Repeating a High School Course

All occurrences of repeated courses must be included on the transcript, along with the letter grade earned in each of those occurrences. If a course is retaken for grade improvement, the course with the higher grade earned is included in the calculation of the student's GPA. The credits attempted and credits earned of the lower graded course will be reported as 0.00 on the transcript. The credits from repeated courses may only be counted twice if both grades earned in a course are factored into the GPA calculation (e.g., two semesters of the same choir course). Otherwise credits from only one course may be counted. Districts cannot convert letter grades earned in a course to grades/marks not used in the GPA calculation; only the credits attempted and earned should be modified. A repeat course for a better grade can count in either of the following ways. In either case, both courses and the letter grades are always displayed on the transcript. It is up to the school/district to determine if a course meets multiple credit types (i.e., Algebra I and an elective). If it is determined that course does meet multiple credit types, then the student may decide to do either of the two options listed.

1. Counting only one course as a replacement course for a better letter grade. • The old course still shows, but the credits earned, or credits attempted are reported as zero (0); therefore, it does not count in the GPA or toward graduation requirements.
2. Counting both courses toward different credit types. • The old course shows and the credits earned or credits attempted are reported for both courses and count in the GPA. One course count towards the subject credit for that course (i.e., Algebra I) and one may count toward another type of credit (i.e., elective). They cannot count toward the same type of graduation credit (i.e., Algebra I and Algebra I).

Performance Studio

WAVA Omak offers an independent study course for students who practice a performance art for more than 5 hours per week under a trained instructor and have live performances throughout the year. This course may qualify you for a credit in Fine Art. You must be approved by the teacher and the counselor to be admitted to the Performance Studio course.

State Assessment Alternatives

All students graduating in the class of 2020 or 2021 need to have completed 24 high school credits, receive a passing score on the SBA ELA, receive a passing score on the SBA Math, complete a high school and beyond plan as well as met the required standard for Washington State History and Civics.

WAVA High School accepts some assessment alternatives to meet the SBA assessment requirements:

1. Students must attempt the required state exam before they can access graduation alternatives
2. Students may use scores on college admissions (ACT, ACT with Writing, SAT, SAT with Essay) tests to show they possess the knowledge and skills expected of high school graduates

Class of 2018-2020:

Graduation Assessment Requirement	SAT with Essay (March 2016 or later)	SAT® (March 2016 or later)	ACT with Writing	ACT (no Writing)®
Mathematics	430	430	16	16
English Language Arts	410	N/A	14	N/A

3. Students may use scores on Advanced Placement (AP) exams or International Baccalaureate (IB) exams as an alternate graduation assessment pathway. Earning a score of 3 or higher for AP, or a score of 4 or higher for certain International Baccalaureate (IB) exams or pass the course with a C+ or higher grade.
4. Dual Credit Courses – A student who competes a dual credit course in English Language Arts or Mathematics in which the student earns college credit may use passage of the course as an objective alternative assessment under this section for demonstrating that the student has met or exceeded the high school graduation standard for the certificate of academic achievement.
 1. The course must generate high school credit toward graduation
 2. The course must be classified as an English or Mathematics course with the college
 3. The course must be able to result in college credit (100 level or above)
5. Meet a combination of at least one English and one Math options of those listed above.
6. Meet standards on the ASVAB (Armed Services Vocational Aptitude Battery)
7. Complete a sequence of Career and Technical Education courses
8. Graduation Alternatives for Students with an Individualized Learning Plan (IEP).
 1. A student’s IEP team will make the determination as to which available options is appropriate for the student based on the student’s learner characteristics. All approved options must be documented in the student’s IEP. Students are still expected to participate in on-grade level exams as required for federal and school accountability
 2. CIA Cut Score: Students who are seeking a Certificate of Individual Achievement (CIA) may have lowered passing levels for the state assessments based on their IEP
 3. Locally Determined Assessments (LDA): a state-prescribed assessment that can be administered at the local school level.
 4. Off Grade Level Assessment: passing a Smarter Balanced exam that is set at a lower grade level than the student’s current enrolled grade.
 5. WA-AIM: alternate state assessment for students who meet specific criteria

High School and Beyond Plan

To graduate from high school, all students must develop a High School and Beyond Plan on how they will meet the high school graduation requirements and what they will do following high school. A student’s plan, which starts in middle school and is revised as he/she moves forward, should include the classes needed to prepare for a postsecondary pathway, such as a two-year or four-

year college, technical college, apprenticeship program, certificate program, the workforce or military training. (ESHB 2224)

Required elements of the High School and Beyond Plan, at a minimum, are:

- Begins in 7th or 8th grade,
- Identification of career goals based on a career interest and skills inventory or assessment,
- Identification of educational goals,
- A four-year course plan that fulfills graduation requirements and aligns with career and educational goals,

A resume or activity log by the end of twelfth grade that provides a written compilation of student's education, any work experience, and any community service and how the school district has recognized the community service pursuant to RCW 28A.320.193.

Vacation or Out of State Guidelines

Students must physically reside within Washington State to be enrolled with WAVA HS. Students are expected to attend school, which includes attending live Class Connect sessions and completing work in their course content, every school day on the school calendar. Vacations during school calendar days are not excused absences. If there is a prolonged absence out of state during scheduled school days, all school progress, school work due dates, and school compliance expectations still apply.

World Language Competency Credits

WAVA High School does not participate in world language competency credits. WAVA high school offers two languages, Spanish and French.