



**ST. VRAIN VIRTUAL**  

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**H I G H   S C H O O L**  

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# **2023-2024 Handbook**

## STUDENT/PARENT AGREEMENT

**Students:** In an online environment, students must take responsibility for their own learning. Students must be able to communicate both orally and in writing, be a self-starter, and able to stay on task. Setting goals, following through, and taking the initiative are important attributes. School needs to be the student's #1 priority!

**Parents/Guardians:** In an online environment, parents play a vital role in assuring their student's success. Parents/guardians must be willing to offer the ongoing encouragement, motivation, and guidance for their student as parents/guardians ultimately become responsible for their student's learning in an online environment. School needs to be the student's #1 priority!

Students enrolled in St. Vrain Schools are required to attend classes in accordance with the Colorado Compulsory Attendance Law and Article IX, Section 2 of the Colorado constitution. Per St. Vrain Valley School Board Policy (File JH: Student Absences and Excuses), children under the age of 17 are required to attend school regularly until graduation from high school or the end of the semester in which a student turns 17 years of age.

### **We (both student and parent/guardian) understand and agree to the following:**

1. School needs to be the student's #1 priority.
2. Online doesn't always equal remote. St. Vrain Virtual High School curriculum is fully online, allowing for flexibility and individual course options; our students are expected to physically attend school daily for long enough to complete their required daily assignments onsite as well as attend all required classes or meetings.
3. Flexibility does not provide students with the ability to NOT work daily but does provide students with the opportunity to complete school at a time of their choice (courses are available 24 hours a day, 7 days a week, 365 days of the year).
4. Online courses are rigorous (or as difficult) as courses found in a brick and mortar classroom and are not intended for remediation.
5. For safety reasons, all students are REQUIRED to sign in and out of Volgistics each and every day the student is present.
6. All students are REQUIRED to participate in all District and the state of Colorado testing and, as appropriate, attend the weekly Test Prep Course.
7. All students are REQUIRED to be in attendance at the physical site on Colorado Count Day and participate in activities that may include, but are not limited to, District assessments, online assignments/assessments, or further development of individual ICAPs (Individual, Career, and Academic Plans).
8. All students are REQUIRED to be onsite for the CommUNITY of Strengths class weekly. The course is offered multiple times weekly to allow for flexibility.
9. All students are REQUIRED to be onsite for their grade level meetings weekly.

10. All students are REQUIRED to make at least a combined 40% total progress in their classes on a weekly basis, which should result in the completion of at least six classes per semester. Failure to make minimum adequate progress for three (3) weeks in a row may result in a parent meeting and the student being placed on a contract. Students that do not complete a minimum of 6 courses per semester may have their enrollment at SVVHS revoked.
11. Communication is a key component in the online environment for both students and parents/guardians. Students and parents/guardians are responsible for providing accurate and up-to-date phone numbers and emails. Both students and parents/guardians are responsible for opening, and if necessary, responding to emails in a timely manner.

## ATTENDANCE CALCULATION POLICY

### Attendance in the Online Environment

Pursuant to §22-30.7-105(2)(a), “a student who is participating in an online program shall be subject to compulsory school attendance . . . and shall be deemed to comply with the compulsory attendance requirements through participation in the online program.”

St. Vrain Virtual High School provides students with a unique and flexible\* way to complete coursework required for graduation; however, students are required to meet expectations of attendance both online and at the SVVHS facilities. Therefore, attendance at SVVHS is based upon the following:

Successful completion of individual **weekly progress** (can be a combination of online, concurrent, CETC/IC enrollment, school of residence enrollment, and/or work study).

#### Physical attendance:

All students are **REQUIRED** to attend the physical facility until they complete the minimum number of assignments daily. If the student chooses to complete additional assignments onsite or offsite, they may be excused from attendance at the end of the week provided they have completed twenty (20) assignments for the week.

**Ongoing communication** with a student’s online teachers and SVVHS staff:

Read announcements and check grades/progress on a daily basis.

Check email and respond to any communication from FLVS teachers and SVVHS staff on a daily basis.

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**\*Flexible:** does not provide students with the ability to NOT work daily but does provide students with the opportunity to complete school at a time of their choice (courses are available 24 hours a day, 7 days a week, 365 days of the year)

Per Board Policy JH, absences should be reported and will be considered excused for substantiated reasons only.

### Recording Attendance and Truancy in the Online Environment

Pursuant to §22-33-107(3)(a) C.R.S., “a child who is ‘habitually truant’ is between the ages of six and seventeen and has “four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year.”

Attendance calculations will be based on progress that a student makes weekly in online courses. Progress will vary depending upon each student’s individual situation but, in general, will be applied as follows:

Students enrolled in **online classes ONLY** must show a combined progress of 40% weekly (submit an average of 4 assignments per day) in their classes.

Over 32%	.0 absences/week
24.1% - 32%	.1 absence/week
16.1% - 24%	.2 absences/week
8.1% - 16%	.3 absences/week
0.1% - 8%	.4 absences/week
0%	.5 absences/week

Students enrolled in online classes and one concurrent enrollment, one IC class, or one school of residence class must show a combined progress of 30% weekly (submit an average of 3 assignments per day) in their online classes.

Over 24%	.0 absences/week
18.1% - 24%	.1 absence/week
12.1% - 18%	.2 absences/week
6.1% - 12%	.3 absences/week
0.1% - 6%	.4 absences/week
0%	.5 absences/week

Students enrolled in online classes and a CETC class must show a combined progress of 20% weekly (submit an average of 2 assignments per day) in their online classes.

Over 16%	.0 absences/week
12.1% - 16%	.1 absence/week
8.1% - 12%	.2 absences/week
4.1% - 8%	.3 absences/week
0.1% - 4%	.4 absences/week
0%	.5 absences/week

## REQUIRED ONSITE ATTENDANCE AGREEMENT

### DISTRICT AND COLORADO ASSESSMENTS

District testing may be conducted throughout the school year to provide us with student academic growth information. The Colorado Department of Education and the State Legislature require that all public school students in the 9th grade participate in PSAT9 testing, students in the 10th grade participate in PSAT10 testing, and students in the 11th grade participate in SAT and CMAS testing. The PSAT9, PSAT10, SAT, and CMAS tests are administered in early to mid April. Students who do NOT take the test count as a zero which significantly lowers our school and district scores for accountability purposes. These tests are NOT optional, and students who fail to test or provide appropriate documentation may be subject to dismissal from St. Vrain Virtual High School.

### COLORADO COUNT DAY

The student October reporting system collects counts of pupils enrolled in public, nonpublic, and home-schooled programs. On or around October 1st each year is the designated official count day in accordance with the Public School Finance Act. State funding for all educational programs are based on the pupil count date. St. Vrain Virtual High School students are REQUIRED to be in attendance at the physical site for a minimum of 2 hours or until a minimum of 1 assignment/assessment has been submitted in **each** class that a student is enrolled. Students may also be asked to complete a variety of activities to meet District guidelines. **Attendance is not optional**, and any student who fails to attend may be subject to dismissal from St. Vrain Virtual High School.

## REQUIRED ATTENDANCE

### **ORIENTATION PERIOD FOR ALL NEW STUDENTS:**

Students are required to be present at the St. Vrain Virtual High School physical site at a specified time (see enrollment checklist) **for their first four days** to participate in an orientation session and complete/submit the minimum number of passing assignments/assessments.

### **ATTENDANCE FOR ALL STUDENTS:**

After successful completion of the Orientation Period, all students are required to attend daily until the minimum number of assignments/assessments have been successfully completed and submitted. If a student completes the weekly total number of minimum assignments/assessments, after showing their completed work in person to their mentor, they may not attend at the end of the week. This is provided they confirm with a staff member that their minimum number of assignments are time stamped and dated, and that the student earned a passing grade on all assignments. Required on site class times will be adjusted for those students who are dually enrolled at the Career Elevation Technology Center, at the Innovation Center, and/or at their school of residence. Students are also expected to be onsite for CommUNITY of Strength class, Test Prep course, grade level meetings, any testing days, and other possible activities. **St. Vrain Virtual High School continues to have an expectation of daily onsite attendance.** Students that prefer to work remotely may apply for St. Vrain LaunchED Virtual Academy.

***ATTENDANCE FOR ALL TEST PREP COURSES***

All 9th-11th grade students agree to attend a test prep study course each year. Students may earn language arts and/or math credit for the class if they attend a minimum number of classes and complete the assigned work. This will be prorated for students that join us beyond the beginning of the semester.

***COMMUNITY OF STRENGTHS CLASS***

All students agree to attend this weekly meeting. Classes are offered multiple times per week to offer flexibility. This is our school social emotional learning course. Students may earn elective credit for the class if they attend a minimum number of classes and submit homework for the course. If students miss 3 or fewer classes, they will receive .50 elective credit. If students miss 6 or fewer classes, they will receive .25 elective credit. If students miss more than 6 classes, they will not receive credit. This will be prorated for students that join us beyond the beginning of the semester.

***SCHOOL HOURS***

All students follow the St. Vrain Valley School district calendar.

SVVHS school hours are:

Monday - Thursday 7:45-2:30

Friday 7:45-1:30

***TRANSPORTATION***

All students understand that as a school of choice transportation is not provided. However, buses are available on the Global Acceleration Campus for CETC classes. Therefore, we understand (student and parent/guardian) that when buses do not run for CETC classes, transportation is our responsibility.

## COURSE COMPLETION POLICY AGREEMENT

1. Online courses provide the flexibility for students to be able to complete their education outside of the normal school hours. This also provides students who otherwise might not be able to attend a brick and mortar school during the day, the flexibility to complete their course work. However, no matter what else is going on, **SCHOOL HAS TO BE THE #1 PRIORITY!**
2. Students will NOT be enrolled in any class for more than 18 weeks unless continuous weekly progress can be shown. Continuous weekly progress is defined as a minimum of 1 assignment/assessment being completed and submitted on a weekly basis. Students who do not show continuous weekly progress will be withdrawn from the class and an F placed on the student's transcript.
3. FLVS and SVVHS have a *rarely* used option for the most unusual circumstances. In some cases, provided students have shown continuous weekly progress, students may get approval to remain enrolled in a course for 27. Per SVVHS policy, enrollment beyond 27 weeks will result in a student being withdrawn from the class and an F placed on the student's transcript.
4. Students will be REQUIRED to complete and pass a minimum of three classes each quarter. Failure to complete three classes in a quarter may result in (a) a parent/guardian and student conference; (b) student being placed on a contract; (c) a required six classes being completed by the end of the semester. If a student does not meet the minimum requirements of completing 6 classes by the end of each semester, an additional parent/guardian and student conference may be held to discuss additional educational opportunities. Student's enrollment at SVVHS may be revoked.
5. Students may withdraw from any class within the first 13 calendar days after the course has been activated or withdraw prior to completing 15% of the course, whichever comes first, without penalty. If a student withdraws after the first 13 calendar days or completes 15% of the course prior to the 14th calendar day, the course will be transcribed with an F if a student withdraws.
6. Students will be withdrawn from any class if at least one assignment/assessment has not been submitted within the first week of the course being activated.
7. To pass a course, segment exams must be passed with a 60% or better, no matter what grade percentage a student has prior to taking the final.
8. Academic integrity (AI) requires that you complete work that is your own on all assignments/assessments. Should a student have an AI issue, FLVS teachers will submit the information to their Academic Integrity Panel which will determine the consequence based on what the infraction is and how many infractions have occurred. Parents/guardians will be notified of AI incidents as they occur, by FLVS. If multiple AI infractions occur, students will be required to complete final exams in a proctored environment.

## AGREEMENT SHEET 9TH GRADE

In an effort to best support our students as they transition from middle school to high school, we have determined best practices for our environment including additional structure. The following are requirements for all 9th graders. If you have an extenuating circumstance, it must be documented prior to enrollment or negotiated with the principal as it arises.

### 9th Grade Students:

- In addition to daily attendance, 9th graders will have a **mandatory attendance time twice weekly (time to be determined annually in the fall)**.
  - During this time, students will meet with a 9th grade mentor in order to create a plan for the week. This time will include additional opportunities for connecting with peers, subject review, and problem solving.
- **Closed campus** - 9th grade students will be expected to remain on campus until they have completed their 4 assignments each day. They may bring lunch or get lunch through the district.
- **CommUNITY of Strength Class** for all students will occur each week throughout the school year. Students will have multiple opportunities each week to attend and may earn elective credit for the class.
- **Test Prep Course** for all 9th-11th graders will begin in the Fall and end in mid-April. Students will have multiple opportunities each week to attend and may earn language arts and/or math credit for the class.
- All 9th graders will have one of two mentors. This will ensure consistency and an opportunity to connect during the mandatory attendance time.

Student Printed Name \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## AGREEMENT SHEET 10TH GRADE

In an effort to best support our 10th grade students, we have determined best practices for our environment including additional structure. The following are requirements for all 10th graders. If you have an extenuating circumstance, it must be documented prior to enrollment or negotiated with the principal as it arises.

### 10th Grade Students:

- In addition to daily attendance, 10th graders will have a **mandatory attendance time (time to be determined annually in the fall)**.
  - This time will include additional opportunities for connecting with peers/community building, future planning (high school, college, and career), subject review, and problem solving.
- **CommUNITY of Strength Class** for all students will occur each week throughout the school year. Students will have multiple opportunities each week to attend and may earn elective credit for the class.
- **Test Prep Course** for all 9th-11th graders will begin in the Fall and end in mid-April. Students will have multiple opportunities each week to attend and may earn language arts and/or math credit for the class.

Student Printed Name \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## AGREEMENT SHEET 11TH GRADE

In an effort to best support our 11th grade students, we have determined best practices for our environment including additional structure. The following are requirements for all 11th graders. If you have an extenuating circumstance, it must be documented prior to enrollment or negotiated with the principal as it arises.

### 11th Grade Students:

- In addition to daily attendance, 11th graders will have a **mandatory attendance time (to be determined annually in the fall)**.
  - This time will include additional opportunities for connecting with peers/community building, future planning (high school, college, and career), subject review, and problem solving.
- **CommUNITY of Strength Class** for all students will occur each week throughout the school year. Students will have multiple opportunities each week to attend and may earn elective credit for the class.
- **Test Prep Course** for all 9th-11th graders will begin in the Fall and end in mid-April. Students will have multiple opportunities each week to attend and may earn language arts and/or math credit for the class.

Student Printed Name \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## AGREEMENT SHEET 12TH GRADE

In an effort to best support our 12th grade students, we have determined best practices for our environment including additional structure. The following are requirements for all 12th graders. If you have an extenuating circumstance, it must be documented prior to enrollment or negotiated with the principal as it arises.

### 12th Grade Students:

- In addition to daily attendance, 12th graders will have a **mandatory attendance time (to be determined annually in the fall)**.
  - This time will include additional opportunities for connecting with peers/community building, future planning (high school, college, and career), subject review, and problem solving.
- **CommUNITY of Strength Class** for all students will occur each week throughout the school year. Students will have multiple opportunities each week to attend and may earn elective credit for the class.

Student Printed Name \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## AGREEMENT SIGNATURE SHEET

We (both student and parent/guardian) have read and understand the Student/Parent Agreement, Appropriate Grade Level Agreement Sheet, Attendance Calculation Policy, Required Attendance Day Agreement, and Required Course Completion Policy Agreement.

- ☐ We (both student and parent/guardian) understand that our signatures below confirm that we have read and agree to the conditions as set forth in the **STUDENT/PARENT AGREEMENT and the GRADE LEVEL AGREEMENT SHEET.**
- ☐ We (both student and parent/guardian) understand that attendance is calculated weekly based on an agreed weekly percentage and that our signatures below confirm that we have read and agree to the conditions as set forth in the **ATTENDANCE CALCULATION POLICY.**
- ☐ We (both student and parent/guardian) understand that our signatures below confirm that we have read and agree to the conditions as set forth in the **REQUIRED ATTENDANCE DAY AGREEMENT** **OR, I have the following extenuating circumstance AND we have discussed this with the principal:**

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**Extenuating Circumstance**

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**Principal Signature**

- ☐ We (both student and parent/guardian) understand that our signatures below confirm that we have read and agree to the conditions as set forth in the **REQUIRED COURSE COMPLETION POLICY AGREEMENT.**
- ☐ We (both student and parent/guardian) further understand that failure to meet the minimum requirements of attendance and course completion is subject to the Truancy Officer of the St. Vrain School District (if under the age of 17) and/or possible dismissal from St. Vrain Virtual High School.

☐ **EMAIL this signed document to [brainard\\_holly@svvhsd.org](mailto:brainard_holly@svvhsd.org) or Bring to Registration.**

Student Printed Name \_\_\_\_\_

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*Student Signature*

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*Date*

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*Parent/Guardian Signature*

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*Date*